

# Start your future career in Law

## UNIT FOR APPLIED LAW

### Bachelor of Paralegal Studies



#### CONTACT

+27 (0)21 959 6417  
ThomasD@cput.ac.za



Cape Peninsula  
University of Technology  
creating futures

## YOUR FUTURE SELF

### Future studies

Successful graduates may apply to pursue future studies towards an LLB degree at other tertiary institutions and post graduate qualifications in specialised areas of law at CPUT.

### Future industries

Community-based paralegal advice offices  
Governmental departments  
Non-governmental organisations  
Private practice as a paralegal practitioner  
Legal Practices and Law firms as a paralegal practitioner  
Labour law consultancies or trade unions  
Conveyancing industry

### Future career

Paralegal Practitioner  
Industrial Relations Officer  
Law Office Manager  
Debt Reviewer  
Debt Counsellor  
Conveyancing Secretary  
Company Secretarial Practitioner  
Community-based Advice Office Consultant  
Court Interpreter  
MVA Claims Handler

creating futures in-law

## Have you considered a career as a Paralegal Practitioner?

Be part of the second intake to this new qualification; the first and only of its kind in South Africa.

Students will be exposed to a unique blend of theory, procedure and practice in Public, Private and Mercantile Law.

#### YOU WILL LIKE THIS IF

You have good interpersonal and communication skills and a keen interest in access to justice.

#### YOU WILL STUDY AT

Bellville Campus

#### YOU WILL STUDY FOR

Three years, full-time

## YOUR SUBJECTS

#### FIRST YEAR

- Introduction to Law and Ethics
- Private Law 1
- The Law of Contract
- Communication Skills 1
- Information Technology 1
- Legal Research and Writing
- Legal Interpretation
- Accountancy 1

#### SECOND YEAR

- Consumer Law Practice
- Civil Procedure
- Private Law 2
- Mercantile Law 2
- Communication Skills 2
- Information Technology 2
- Accountancy 2
- Public Law 2

#### THIRD YEAR

- The Law of Evidence
- Business Administration for Paralegals
- Mercantile Law 3
- Public Law 3
- Private Law 3

#### ELECTIVES

- Legal Interpreting
- The Law of Delict and MVAs

## WHAT YOU NEED

### Minimum Admission Requirements

#### National Senior Certificate with degree admission:

- English Home or First Additional Language (4)
- Mathematics (3) or Mathematical Literacy (4)
- One official language other than English (4)
- Life Orientation is excluded from the designated subject list

#### National Certificate (Vocational) Level 4

- Official language at first additional language level, including English (score at least 60%)
- Mathematical Science (Score at least 60%)
- Any four (4) vocational components (Score 70%)

#### Additional Admission Requirements:

The Unit for Applied Law uses an Admission Point Score (APS) as selection criteria once your minimum admission requirements are satisfied. You also have to score a minimum of **30** on the APS. Paralegals currently employed in the sector who do not meet the above requirements may qualify for admission:

1. via the RPL process of CPUT, and/ or
2. as per the age exemption policy of CPUT

#### DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019.

Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.

## HOW TO APPLY



### MANUAL APPLICATIONS

Do you qualify to apply manually?

**Please note:** a non-refundable application fee will be applicable. Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

- 1 Choose a qualification
- 2 Complete an application form
- 3 Gather your documents (i.e. certified copies less than three months old)
- 4 Fill in the application form
- 5 Pay the application fee
- 6 Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
- 7 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)



### ONLINE APPLICATIONS

Do you qualify to apply online?

The following persons may only apply online, i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- 1 Choose your qualification by consulting this brochure or the website
- 2 Gather your documents (i.e. certified copies less than three months old)
- 3 Download the online application guide available on our website for information on how to apply online
- 4 Complete your application online by visiting [www.cput.ac.za/study/apply](http://www.cput.ac.za/study/apply)
- 5 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

ONLINE APPLICATIONS ARE FREE

#### CLOSING DATES

**31 AUGUST**  
International applicants  
**30 SEPTEMBER**  
South African citizens

+27 (0)21 959 6767  
info@cput.ac.za  
[www.cput.ac.za](http://www.cput.ac.za)  
@cput  
@wearecput  
[www.facebook.com/cput.ac.za](http://www.facebook.com/cput.ac.za)

Cape Peninsula  
University of Technology  
creating futures