

NATIONAL "N" DIPLOMA

# LEGAL SECRETARY

N4: ID 66883 | N5: ID 66959 | N6: ID 66880

**COURSE INFO**

## Overview

This program is aimed at providing technical, theoretical and practical knowledge to secretaries and administrators who wish to work in a legal setting, whether in a solicitor's office or in a major firm's legal department. It is suitable for experienced Legal Secretaries who want to obtain a formal National N Diploma.



## Entry Requirement

- Completed Registration Form
- Certified copies of Matric Certificate or an equivalent qualification
- Certified Copy of ID/Passport



## Module to be Covered

### N4 (6 Months)

- Office Practice
- Communication
- Information Processing
- Entrepreneurship And Business Management

### N5 (6 Months)

- Legal Practice
- Office Practice
- Communication
- Information Processing

### N6 (6 Months)

- Legal Practice
- Office Practice
- Communication
- Information Processing



## Mode of Offering

- Full-Time Contact
- Part-Time Weekend
- Online / Distance / Self Study



## Career Prospects

- Legal secretary – Conveyancing
- Personal Assistant – Legal
- Legal Administrative Assistant
- Insurance Litigation Legal Secretary
- Legal Secretary – Litigation



## Certification

The programme is administered by Department of Higher Education & certification awarded by the DHET and QCTO.

**NB: Inservice training required for National Diploma Certificate**

Accreditation No: 07-QCTO/SDP111021-3182

