

SECTION A: CATALOGUE

CODE:	HEQC/H06/LAW/SPFLS (Non credit-bearing SLP)	
TITLE:	Enhancement of Fundamental Legal Skills	
NQF LEVEL:	5	
CREDITS:	Non credit bearing	NOTIONAL LEARNING HOURS: -
FORMAL CONTACT TIME:	40 hours, presented over 8 workshops of 5 hours each on Saturdays from 09h00-14h00.	

LEARNING ASSUMED TO BE IN PLACE: Senior certificate/National Senior Certificate with/without endorsement; or equivalent learning, established by the RPL process

LEARNING OUTCOMES:

Upon completion of this programme, candidates will within a legal environment be able to:

- Apply the correct use of vowels, consonants and the rules for the practical implementation of English grammar.
- Employ the correct use of figures of speech, sentence construction and correct spelling of the English language.
- Draft a business letter with reference to tone, style construction and format.
- Read English demonstrating comprehension of the language.
- Effectively communicate verbally by using voice modulation techniques.
- Apply logic and inherent fallacies in oral argument.
- Outline the BODMAS principle.
- Perform numeric calculations in terms of the BODMAS principle.
- Identify the different legal systems.
- Identify the composition of South African Law.
- Summarise the basic principles of South African constitutional, civil, criminal law, mercantile and public law.
- Identify alternative dispute resolution within the South African system of law.
- Explain the South African and African system for the protection of Human Rights.
- Classify the international legal order.
- Apply the correct office etiquette and procedure in communication in the workplace.
- Apply correct telephone and persuasive techniques in telephonic conversations.
- Compose office directives, memos and internet communication.
- Utilise office and personal time management and prioritising in the workplace.
- Record minutes of office meetings and setting agendas.
- Employ correct procedure in office meetings.

BRIEF DESCRIPTION OF CONTENT:**Module 1: Communication skills**

Unit: 1: Introduction to the use of vowels, consonants and the rules and practical implementation of English grammar.

Unit: 2: Parts of speech, figures of speech, sentence construction and the rules of spelling.

Unit: 3: Introduction to writing skills and presentation of written material.

Unit: 4: The business letter and associated use of tone, style, construction and format.

Unit: 5: Reading for comprehension through analysis of grammar, vocabulary, tone style and intonation.

Unit: 6: Verbal communication and voice modulation techniques.

Unit: 7: Projection and style of language in verbal form.

Unit: 8: Body language in oral presentations.

Unit: 9: The use of logic and inherent fallacies in oral argument.

Module 2: Numerical Tutelage

Unit: 1: Basic introduction to the concept and use of the BODMAS principle.

Unit: 2: Practical implementation and assessment of the skills acquired through the principle of BODMAS.

Module 3: Introduction to the Law

- Unit: 1: Introduction to different legal systems
- Unit: 2: Introduction to the South African Legal System.
- Unit: 3: Introduction to aspects of South African civil law.
- Unit: 4: Introduction to aspects of South African criminal law.
- Unit: 5: Introduction to alternative dispute resolution.
- Unit: 6: Introduction to the South African and African system on the protection of human rights.
- Unit: 7: Introduction to international law.

Module 4: Specific skills for the legal work environment

- Unit: 1: Office etiquette and proper procedure for communication through hierarchical structures.
- Unit: 2: Telephone skills and the use of persuasive language.
- Unit: 3: Office directives, memorandums, internet communication with the focus on clear effective language.
- Unit: 4: Time management and prioritizing in the workplace.
- Unit: 5: Etiquette in meetings and the taking of and drafting of agendas and minutes.

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Upon completion of this programme, candidates will be empowered to demonstrate the ability to:

- organise and manage themselves and their activities responsibly and effectively, particularly within a legal environment;
- demonstrate an understanding of the world as a set of related systems by recognizing that problem solving contexts do not exist in isolation through utilising the methods and tools presented by the legal environment.
- participating as responsible citizens in the life of local, national and global communities when implementing their knowledge of the legal environment.

METHODS OF ASSESSMENT:

There will be three types of assessment applicable to this course, namely:

➤ Diagnostic assessment

With this assessment conducted at the start of the course, learners will undergo tests relating to the outcomes of the course in order to assess each individual's level of competency. Added to this, learners will undergo psychometric evaluation which will add value to the course for the learner so that he/she understands her/his personality type within the workplace.

➤ Formative assessment

This assessment will be conducted by way of class tests after completion of each module. Additionally, learners will receive small assignments during each module which will be assessed to gather evidence of positive progress. Formative assessment may also happen through class activities, problem solving exercises and practical application sessions of that which has been presented in the different modules.

➤ Summative assessment

A summative assessment will take place at the end of the course in the form of either an exam or an assignment or both as circumstances may require.

All assessments will be strictly in terms of the course outcomes.

ASSESSMENT CRITERIA:

We will be able to determine that the learner is able to demonstrate a basic competency and knowledge of the English language used in a legal environment if he/she can clearly and accurately:

- Provide an exhibit of correct, clear and effective writing and oral communication skills in the English medium.
- Give a demonstration that he/she can use the English language in such a way that he/she demonstrates comprehension of what is read or heard in English.
- Produce logical communication either verbally or in writing.
- Produce results of numerical competence.
- Furnish an overview of the key aspects of South African and International law.
- Give an interpretation of the pivotal role of the South African Constitution and how it relates to members of society; nationally and internationally.

- Give definitions of key concepts of national and international law.
- And successfully gives a performance of certain key skills required in relation to procedures of office communication, office directives, memorandums, business meetings, minutes and agendas within the working place.
- And successfully demonstrates that he/she understands time management and the skill of prioritizing work.

ORGANISING FIELD: 8

(1 = Agriculture and Nature Conservation)

(2 = Culture and Arts)

(3 = Business, Commerce and Management Studies)

(4 = Communication Studies and Language)

(5 = Education, Training and Development)

(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)

(8 = Law, Military Science and Security)

(9 = Health Sciences and Social Services)

(10 = Physical, Mathematical, Computer and Life Sciences)

(11 = Services)

(12 = Physical Planning and Construction)

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