

## Unit Standard Outline: Qualification SAQA ID: 97228 (Includes Elective Units of 27 Credits)

	<b>ID</b>	<b>UNIT STANDARD TITLE</b>	<b>L</b>	<b>C</b>
Core	<a href="#">115855</a>	Create, maintain and update record keeping systems	5	5
Core	<a href="#">119503</a>	Demonstrate an understanding of procedure in courts and other fora	5	20
Core	<a href="#">119508</a>	Demonstrate an understanding of South African law and the legal system with specific emphasis on Paralegalism	5	15
Core	<a href="#">115823</a>	Gather and manage information for decision-making	5	5
Core	<a href="#">119509</a>	Guide and refer clients in terms of legal enquiries	5	10
Core	<a href="#">7865</a>	Improve service to customers	5	6
Core	<a href="#">8663</a>	Plan and conduct a research project	5	6
Core	<a href="#">110531</a>	Plan, organise and control the day-to-day administration of an office support function	5	4
Core	<a href="#">14505</a>	Apply the principles of ethics and professionalism to a business environment	5	6
Core	<a href="#">116104</a>	Use technology effectively in the practice of law	5	6
Fundamental	<a href="#">119505</a>	Apply fundamental legal concepts, principles, theories and values within a paralegal sector	5	20
Fundamental	<a href="#">8647</a>	Apply workplace communication skills	5	10
Fundamental	<a href="#">11994</a>	Monitor, reflect and improve on own performance	5	3
Elective	<a href="#">14646</a>	Demonstrate an understanding of the human rights contained in the bill of rights	4	12
Elective	<a href="#">13948</a>	Negotiate an agreement or deal in an authentic work situation	4	5
Elective	<a href="#">114738</a>	Perform financial planning and control functions for a small business	4	6
Elective	<a href="#">13648</a>	Apply appropriate social protocols in the workplace and community	5	4