



IIE Higher Certificate in Legal Studies

Faculty of Law

1 Year Distance Higher Certificate | NQF Level 5
120 Credits | SAQA ID: 94696 | HCLS0501

→ Online

Qualification Description

For those with the skills, drive and initiative, the legal work environment is a place of great opportunity and reward. This Higher Certificate develops and provides students with a broad range of foundational legal skills including communication, various aspects of South African law and legal office management.

However, the content of this Higher Certificate is not limited to only persons with an interest in the law.

The distance mode of study is ideal for those who prefer not to attend full-time lectures but still want to pursue a higher education qualification.

As an IIE distance student you will receive all your support online from a dedicated team of Emeris lecturers.

Who Is This Qualification Aimed At?

Students who are interested in commencing or furthering a career within the legal environment.



How Will Emeris Support Your Online Learning as a Distance (Online) Student, and How Will It Help Prepare You for the Working World?

Our distance teaching and learning approach is designed to allow you the freedom to self-govern your learning experiences according to your individual needs. You are at the centre of your own learning journey, and by offering curated engagement opportunities, we partner with you to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills
- Manage your work, life and studies
- Succeed in your personal, professional, and academic goals.

DISTANCE (ONLINE)

CONTACT FULL-TIME

Admission Requirements

Minimum Admission Requirements		English
	NSC: HC pass with	40%
	NC(V): HC pass with	40%
	SC: Endorsement with – none with	40%
	SC(a): HC pass with	40%
	International	A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 40% or equivalent for English.

Should you have any other school leaving qualification not mentioned above, please reach out to a Student Advisor.

Scan the QR Code to learn more about Alternate Admission requirements for:
RPL | Mature Age Exemptions | USAf International Students | One module outstanding from a Higher Certificate



Curriculum Structure

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
LELS5111	Legal and Literacy Skills	5	15	ASML5122	Aspects of Mercantile Law	5	15
FSAL5121	Fundamentals of the South African Legal System	5	15	DCCP5112	Debt Collection and Civil Procedure	5	15
ASPL5111	Aspects of Private Law	5	15	PEMA5122	Principles of Employment Law	5	15
LEOS5122	Legal Office Support	5	15				
Year Long							
XBLAW5129	Work Integrated Learning 1					5	15

Further Study Pathways

In the Faculty of Law, graduates of the IIE Higher Certificate in Legal Studies may be eligible to articulate into the IIE Bachelor of Arts in Law, IIE Bachelor of Commerce in Law and the IIE Bachelor of Laws.

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Emeris is an educational brand of The Independent Institute of Education (Pty) Ltd which is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (reg. no. 2007/HE07/002). Company registration number: 1987/004754/07

Please note, details are correct at the time of publication.



Career Opportunities

This IIE Higher Certificate in Legal Studies (HCLS) qualification will provide students with a foundational knowledge and basic skills in legal principles and legal practice, with a primary view to capacitating students to work in a legal environment and a secondary view to advancing to a Degree qualification in a similar field, should they so choose.

The following career opportunities, among others, exist for graduates of this Higher Certificate:

- Attorney's Assistant
- Legal Secretary
- Para-legal Assistant
- General Law-office Assistant
- Front Office Manager of a legal firm
- Legal Research Assistant
- Clerk of the Court
- Maintenance Clerk
- Maintenance Investigator
- Court Stenographer
- Legal Clerk

System and Software Requirements

- Reliable internet connection (we recommend 5-10 GB of data per month and an internet speed of at least 0.15 Mbps)
- Desktop PC or laptop with at least an i3 processor and 4GB RAM memory
- Windows 8 or macOS 10.15 (Microsoft Office 365 is available as a free download for IIE students), and Google Chrome, Microsoft Edge Chromium or Firefox
- A working webcam and microphone
- An uninterrupted power supply is also highly recommended.

Exams are written at an exam centre and in some instances online. These details will be specified in your Programme Assessment Schedule (PAS).

Graduation and Completion Requirements for This Qualification

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for all 8 modules in the curriculum.

As a distance (online) student, this qualification is structured to be completed over 1 year. The maximum time for completing a qualification full-time is double the minimum time associated with the qualification, and for part-time an additional year is allowed.

Where Assessments Are Written in Person

- For students based in South Africa, online students may select any Emeris campus as their Examination Centre.
- An alternative examination centre is only permissible for students studying abroad and those located in a province of South Africa where there is no IIE campus. If there is no IIE campus within reach, an alternative venue will need to be sourced by you. For non-IIE venues, there is an alternative venue levy per module.

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What Are the Benefits of an IIE Distance (Online) Qualification?

The IIE's distance (online) delivery mode provides you with the agility of studying towards a tertiary qualification asynchronously, at different times from different locations. Distance students need to commit to approximately 20-25 hours a week for distance engagement (most of which is after hours) with material and assessments to succeed.

Here are some of the benefits you can expect:

- A sequenced online learning environment that allows you the ability to manage your learning experiences flexibly and autonomously.
- A learner guide designed to lead you through the module material and learning outcomes, empowering you to effectively pace your learning in preparation for assessments.
- Our Learning Management System is designed to break up your learning units into manageable sections which include various activities to support learning.
- Module expert online lecturers that facilitate module teaching and learning support through various technology enhanced mediums.
- Student Relations Specialists provide administrative and operational guidance and support throughout your academic journey.
- A professionally registered Student Wellness Manager/Counsellor available for short-term, primary counselling services. Additionally, the Student Wellness Manager/Counsellor hosts various webinars and virtual talks on topics that promote a balanced lifestyle as you pursue your academic goals.

Apply Online

After your application is submitted, we will review your documentation and provide an outcome regarding your chosen study.



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