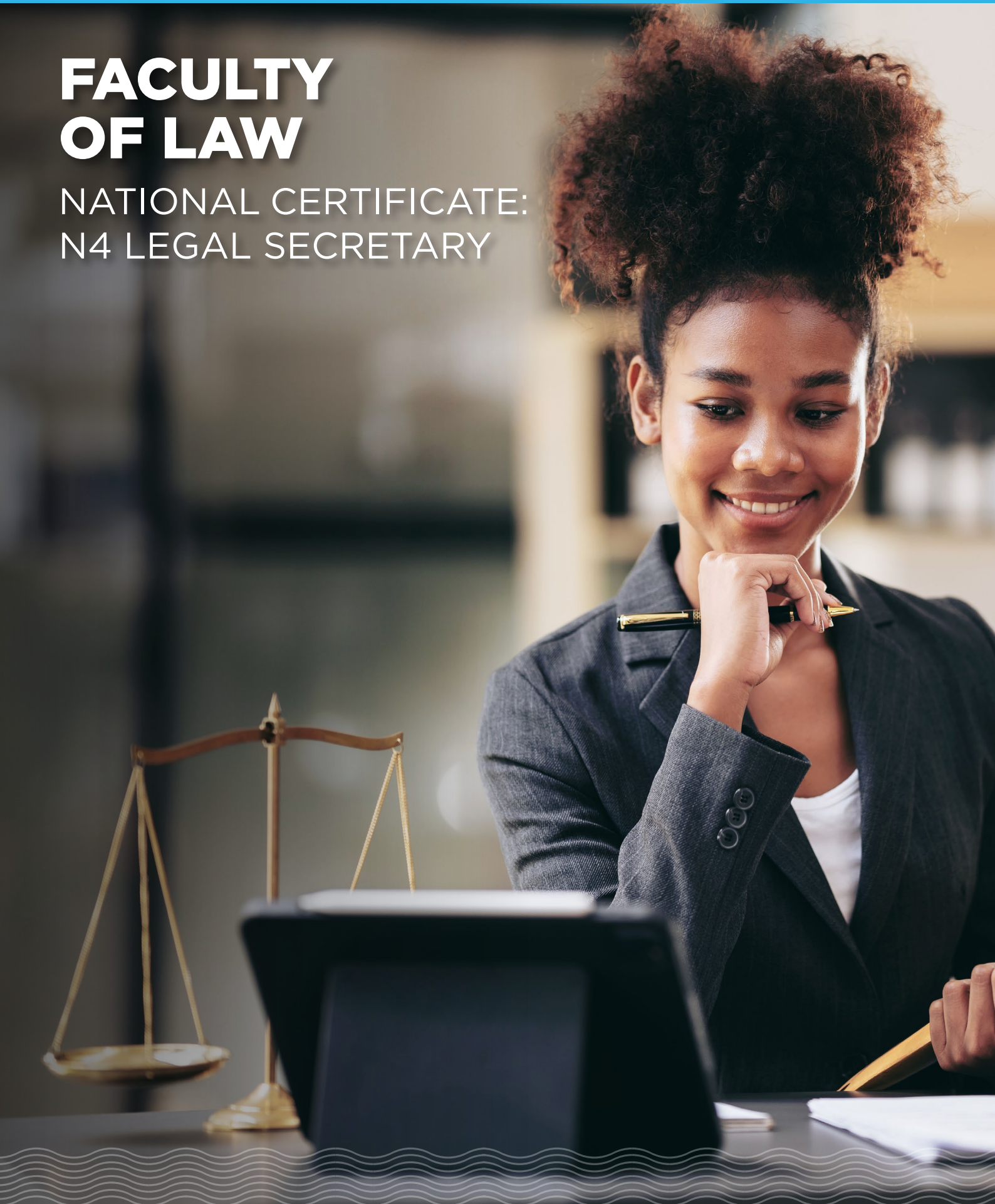


FACULTY OF LAW

NATIONAL CERTIFICATE:
N4 LEGAL SECRETARY



It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N4 Legal secretary have been published. If you are wanting to go on this learning journey, please enquire with our student advisors to ensure that you can be enrolled in time. If you would like to consider an alternative, you may choose from:

- Waterfall School of Business Skills Certificate: Bookkeeping
- Waterfall School of Business Skills Certificate: Payroll and Monthly SARS

PLEASE NOTE: No new enrolments can be accepted for this course due to it being phased out by DHET.

Course code:

EN4071-04

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 66880
- NQF Level 5
- 60 credits

Duration:

12 months

Entry requirements:

- Matric or Introductory Certificate

Topics covered:

- Office Practice N4
- Communication N4
- Information Processing N4
- Mercantile Law N4
- Plant and Animal Production N4

Assessments:

Students are required to complete the following:

- 1 assignment per topic (subject)
- 2 internal summative assessments per topic (subject)
- 1 external exam per topic (subject)

Type of certificate awarded:

Upon completion of this course, students will be awarded a Certificate of Achievement:
N4 Legal secretary from the DHET.



CONTACT DETAILS

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