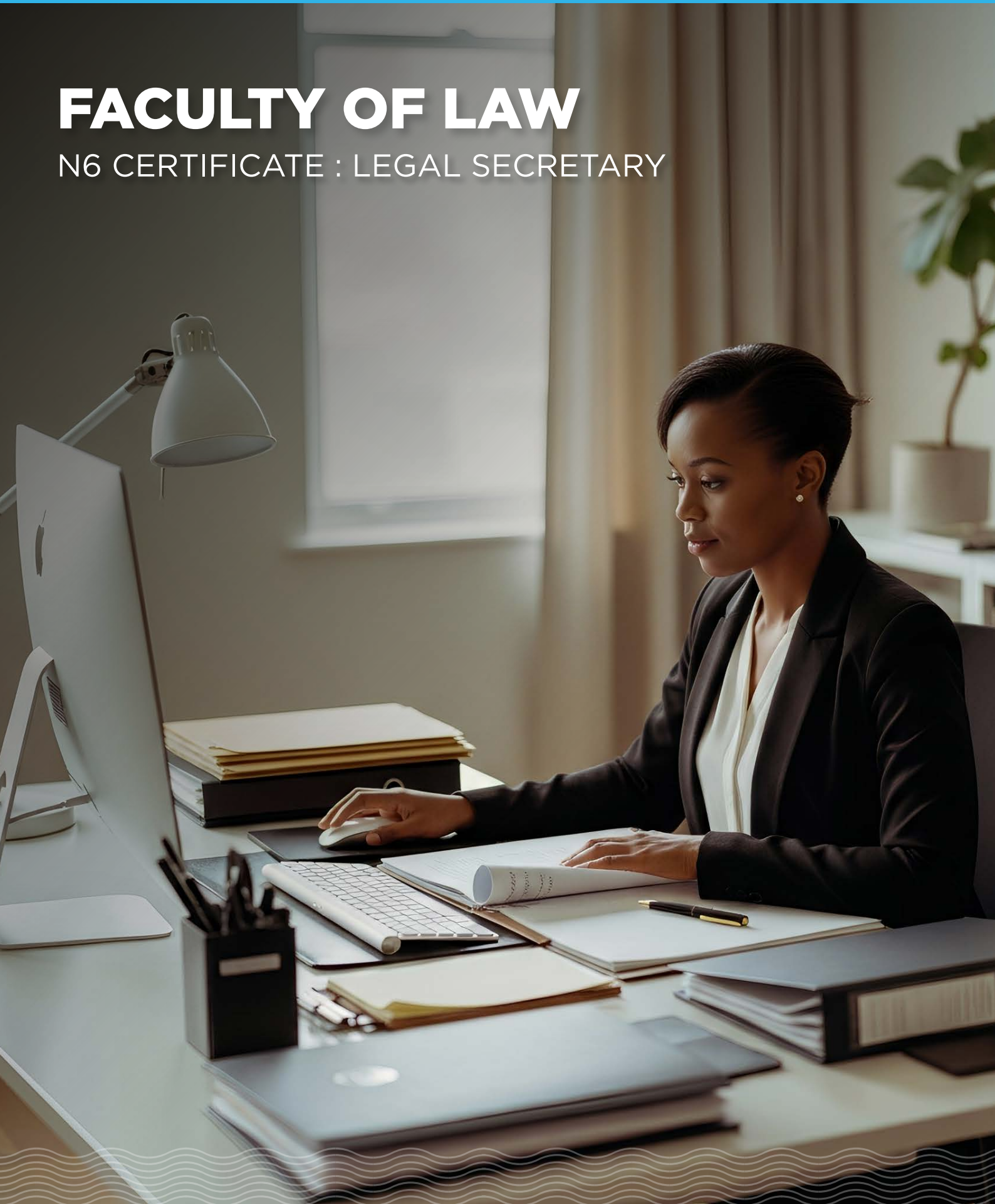


FACULTY OF LAW

N6 CERTIFICATE : LEGAL SECRETARY



It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N6 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, also consider:

- Waterfall School of Business Occupational Skills Programme: Conflict Management

Obtain the theoretical foundation required for a National Diploma Legal Secretary with the National Certificate: N6 Legal Secretary course. Complementing this qualification is a practical component that involves 18 months of industry-relevant work experience, ensuring a comprehensive educational journey in the field. The course advances career prospects in the legal environment, enhances management skills, and prepares students for further progression or future university-level education.

Course code:

NEN6071

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 67004
- NQF Level 5
- 60 credits

Duration:

12 months

Entry requirements:

- Must have completed the N6 Legal Secretary course

Topics covered:

- Legal Practice N6
- Mercantile Law N5
- Office Practice N6
- Information Processing N6

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: N6 Legal Secretary from the DHET.**

After students have completed this course and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma (360 credits) from the DHET.**



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