

REGISTERED

ACCREDITED | RECOMMENDED

DHET REG No: 2016/FE07/004 EXAM No: 899992837

QCTO ACC No: NATED/2015/0179 UMALUSI ACC No: FET00630PA Mictseta ACC No: 2015/07/0029

Tel: 011 333 6479 | Email: admin@mbowa.edu.za | Web: mbowacollege.co.za

NATIONAL DIPLOMA: LEGAL SECRETARY N4 - N6

COURSE OUTLINE:

LEGAL Secretary is a particular category of a worker within the legal Profession typically assisting lawyers. They help in preparing and filling legal documents such as appeals or motions.

N4	N5	N6
Office Practice Information Processing Communication Computer Practice	Office Practice Information Processing Communication Legal Practice	Office Practice Information Processing Communication Legal Practice

Upon completion of each level, a student will be awarded a national certificate by the relevant certification body. Students are required to do 2 tests per level in order to qualify for the final exam of that particular level. For a student to receive the diploma certificate, he/she is supposed to undergo an internship program with a company related to Legal Secretary practices.

Entry Requirements:

Grade 12 or its equivalent

Duration:

36 Months
(6 months Per Level)

Certification Body:

N1-N3 (Umalusi)
N4-N6 (Department of Higher Education and Training)

FEES STRUCTURE

Fees Per Level (N)	TUITIONS & EXAMS (per subject repeated)	EXAM ONLY (Once off payment) per subject repeated
Registration: R1000 Deposit Fees: R1000 Monthly Inst: R1000x 6= R6000 TOTAL R8000.00	<ul style="list-style-type: none"> Registration: R1000 Monthly Inst: R300 P/S x6 = R1800 	<ul style="list-style-type: none"> Registration: R500 + R500 p/s

BANKING DETAILS:

NED BANK

Mbowa College PTY LTD

Account No: 1169745628

Ref: Student Surname and Name

Please Note:

Continuing Students Do Not Pay Registration And Deposit Fees



078 916 1916 / 081 411 9885