

LEGAL PROGRAMMES



SYLLABUS FOR CERTIFICATE IN PARALEGAL STUDIES FOR LEVEL I PARALEGALS

CHART NO. 362

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Prepared by:

Curriculum Development Unit, Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
P/Bag RW 16, Birdcage Walk, Lusaka Phone: +260 211 253211 E-mail: teveta@teveta.org.zm

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ACRONYMS

CSO	: Civil Society Organisation
CZ	: Caritas Zambia
DIHR	: Danish Institute for Human Rights
GIZ	: Deutsche Gesellschaft für Internationale Zusammenarbeit
LAB	: Legal Aid Board
LAZ	: Law Association of Zambia
MoGE	: Ministry of General Education
MoJ	: Ministry of Justice
NIPA	: National Institute of Public Administration
NLACW	: National Legal Aid Clinic for Women
PAN	: Paralegal Alliance Network
PLEED	: Programme for Legal Empowerment and Enhanced Justice Delivery
TEVETA	: Technical Education, Vocational and Entrepreneurship Training Authority
UNZA	: University of Zambia
ZCEA	: Zambia Civic Education Association
ZIALE	: Zambia Institute for Advanced Legal Education

ABOUT THE TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

The TEVETA was established to regulate, monitor and coordinate Technical Education, Vocational and Entrepreneurship Training (TEVET) in consultation with industry, employers, workers and other stakeholders. It is TEVETA's aim to develop a system of Technical Education, Vocational and Entrepreneurship Training (TEVET) that will satisfy the real demands and requirements of the labour market and socio-economic conditions, all of which are recognised to be in a state of constant change.

1.0 ACKNOWLEDGEMENTS

The development of the syllabus for the Certificate in Paralegal Studies has been supported by the European Union and the Federal Republic of Germany under the Programme for Legal Empowerment and Enhanced Justice Delivery (PLEED) in Zambia with technical assistance from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Danish Institute for Human Rights (DIHR).

The TEVETA wishes to express sincere appreciation to the following persons who participated in the development of the Certificate in Paralegal Studies.

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No.	Name	Position	Organisation
1.	Anderson Ngulube	Director	LAB
2.	Davies Chikalanga	Acting Director, Governance Department	MoJ
3.	Vanny Hampondela	Monitoring & Evaluation Specialist, Governance Department	MoJ
4.	Greenwell Lyempe	Access to Justice Analyst, Governance Department	MoJ
5.	Victoria N. Musonda	Access to Justice Analyst, Governance Department	MoJ
5.	Lazarous Kalirani	Principal Curriculum Specialist	MoGE
6.	Aaron Sinkala	Curriculum Specialist	MoGE
7.	Kennedy Bowa	Curriculum Development Manager	TEVETA
8.	Stan Muwowo	Curriculum Development Specialist	TEVETA
9.	Chansa Nachilima	Curriculum Development Specialist	TEVETA
10.	Elina Siakanomba	Assessment and Qualification Specialist	TEVETA
11.	Rodgers Chibuye	Deputy Director	ZIALE
12.	Ellah Siang'andu	Lecturer in Law, Assistant Dean, School of Law	UNZA
13.	Gibson Banda	Consultant	NIPA
14.	Daniel Libati	Advocate, Legal Aid Committee Member	LAZ
15.	Eugene Kabilika	Director	CZ

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16.	Raymond	Kankomba	Senior Paralegal Officer	NLACW
17.	Phillip	Sabuni	National Coordinator	PAN
18.	Judith	Mulenga	Executive Director	ZCEA
19.	Chishimba	Mulenga	Project Officer	ZCEA
20.	Johann	Lieberich	Governance Adviser	GIZ
21.	Christiane	Roth	Rule of Law Adviser	GIZ
22.	Karol	Limondin	Team Leader	DIHR
23.	Charles	Dinda	Senior Legal Adviser	DIHR
24.	Joel	Kasonkomona	Provincial Coordinator	DIHR

2.0 RATIONALE

Paralegals are an important part of our legal system working at the forefront of affordable legal assistance both for their employers and the public. They help create equitable access to legal aid. As many clients increasingly seek less costly alternatives for legal services, the demand for good paralegals continues to remain robust.

The legal aid services provided by paralegals in Zambia range from legal education in communities to legal information, advice and mediation in individual cases. Depending on their level of qualification and experience, paralegals may also provide some forms of legal assistance. Some paralegals work with backing from lawyers, whereas others are supervised by their affiliate Civil Society Organisations (CSO).

For a government to ensure access to justice, it is imperative that it first ensures open access to legal information. Recent surveys indicated that awareness levels on the law amongst the population are generally low, with additional challenges in terms of distance in rural areas to access a legal aid service provider, and lack of knowledge on where to seek assistance when confronted by a legal issue. In terms of providers, the need for paralegals' services has been necessitated by the fact that there are only 1,080 registered legal practitioners in Zambia¹ against the population of more than 17 million.² Further, most legal practitioners that are in private practice are concentrated in Lusaka and in a few other major towns in Zambia, focusing on court work and providing legal services that most citizens cannot afford.

The draft National Legal Aid Policy in Zambia (2018) establishes an overall framework guiding the development of a three-level paralegal training curriculum in Zambia, whereby qualification requirements match the various levels of specialisation required depending on the types of legal aid services provided by paralegals. Under this

¹ Law Association of Zambia, Legal Practitioners Committee. (2018) *Names of Advocates Holding Practising Certificates for 2018 Pursuant to Section 39 of the Legal Practitioners' Act Chapter 30 of the Law of Zambia* [online]. Available at: <http://www.laz.org.zm/wp-content/uploads/2014/04/2018-List-of-Paid-Up-Members.pdf> (Accessed: 19 April 2018).

² Worldometers. *Population of Zambia* (2017) [online]. Available at: <http://www.worldometers.info/world-population/zambia-population> (Accessed: 19 April 2018).

framework, level 1 paralegals are required to qualify at Certificate Level and shall provide legal education, legal information, legal advice, legal assistance, mediation and negotiation, orientation and referrals.

The Certificate in Paralegal Studies was developed by state institutions, CSOs and stakeholders and designed in such a way that it is in line with the direction set in the draft National Legal Aid Policy and the three-level paralegal training curriculum being established in Zambia.

The Certificate in Paralegal Studies will increase the availability of trained and certified paralegals who will contribute to improving the quality and accessibility of legal aid services in Zambia, based on a standardised training curriculum and methodology.

3.0 PROGRAMME PURPOSE

The purpose of the programme is to equip the trainee with legal knowledge, practice skills, ethics and appropriate attitudes to effectively and efficiently provide legal aid services consisting of legal education, legal information, legal advice, legal assistance, mediation and negotiation, orientation and referrals.

4.0 PROGRAMME OUTCOMES

On completion of the programme the trainee will be able to:

- 5.1 Apply knowledge on the legal system and human rights
- 5.2 Apply knowledge on civil law
- 5.3 Apply knowledge on criminal law
- 5.4 Apply knowledge on civil and criminal procedure
- 5.5 Apply paralegal practice skills and ethics
- 5.6 Apply communication skills
- 5.7 Apply computer skills
- 5.8 Apply entrepreneurship skills

5.0 COURSE DURATION

2,400 notional learning hours inclusive of 780 hours attachment.

6.0 COURSE OUTLINE

Module No.	Title	No. of Hours
362-01-A	Introduction to Law and Human Rights	300
362-02-A	Civil Law	330
362-03-A	Criminal Law	230
362-04-A	Civil and Criminal Procedure	200
362-05-A	Paralegal Practice Skills and Ethics	320
362-06-B	Communication Skills	80
362-07-B	Introduction to Computers	80
362-08-B	Entrepreneurship	80
	Attachment	780
	Total	2,400

7.0 TEACHING/LEARNING STRATEGIES

- Interactive lectures
- Group discussions
- Debates
- Role plays
- Buzz groups and other class exercises

8.0 PROGRAMME EVALUATION

TEVETA shall evaluate the programme as follows:

8.1 Formative evaluation

8.1.1 Purpose

To determine on an on-going basis, whether the programme is being implemented as planned and to provide advice on improvements.

8.1.2 Major Areas of Evaluation

Course aims and objectives, trainees' entry requirements, course contents, teaching and learning activities, learning resources, qualification of trainers, accreditation of training organisations and institutes.

8.1.3 Evaluation Instruments

Questionnaires, structured interviews, observations, checklists, examinations/test records, participation and attendance in sessions.

8.1.4 Sources of Information

Trainees, trainers, administrators and trainees' records, training organisations and institutes.

8.2 Summative Evaluation

8.2.1 Major Areas of Evaluation

Course aims, trainees' entry requirements, course content, learning resources, teaching/learning activities, qualification of trainers, assessors, examiners, accreditation of training organisations and institutes, and graduates' performance in employment in accordance with qualification descriptions.

8.2.2 Evaluation Instruments

Questionnaires, structured interviews, observations, checklists, records, final integrated examinations.

8.2.3 Sources of Information

Trainees, trainers, assessors, examiners, administrators, sponsors, graduates' employers, training organisations and institutes, union officials and the general public.

9.0 ENTRY REQUIREMENTS

Candidates shall possess a minimum of a Grade 12 School Certificate with a minimum of five (5) passes including a pass in English Language and in any other four (4) subjects.

10.0 TRAINEE ASSESSMENT

10.1 Continuous Assessment 40%

10.2 Final Examination 60%

Trainees will be subject to examination upon completion of Modules 362-01-A to 362-05-A, and then at completion of Modules 362-06-B to 362-08-B.

10.3 Pass Mark 50%

11.0 ATTENDANCE

The trainee must have an attendance of minimum 85% to be eligible for the final examinations.

12.0 PROGRESSION REQUIREMENTS

12.1 Failures

Candidates failing in either module shall be allowed to repeat the failed module.

12.2 Exemptions

- a. Candidates who hold a Diploma in Law, a Diploma in Paralegal Studies or a Bachelor's Degree in Law (LL.B) shall be exempted from attending paralegal training on Modules 362-01-A to 362-04-A on Introduction to Law and Human Rights, Civil Law, Criminal Law, Civil and Criminal Procedure and shall be deemed to have passed the final examinations on Modules 362-01-A to 362-04-A;
- b. Candidates who have undergone other paralegal training and who have been practicing for a minimum of three years as paralegals may be exempted from attending paralegal training on Module 362-05-A on

Paralegal Practice Skills and Ethics and shall be allowed to sit for the final examination on Module 362-05-A as long as they show a portfolio of evidence of prior learning and paralegal work:

- c. Other exemptions as per TEVETA guidelines on bridging courses and exemptions.

13.0 STAFFING

13.1 For the lead trainer: Minimum of Bachelor's Degree in Law with two years relevant working experience. Where possible, the team of trainers may include a legal practitioner.

For topics on paralegal practice skills in Module 362-05-A (except Unit 5.5.1 on Basic Legal Drafting): Minimum of TEVETA Certificate in Paralegal Studies (Level 1) with three years relevant working experience.

For Unit 5.5.1 on Basic Legal Drafting under paralegal practice skills in Module 362-05-A: Minimum of TEVETA Certificate in Paralegal Studies (Level 1) with relevant working experience in legal drafting.

13.2 For all trainers: A teaching qualification from an accredited and registered institution.

13.3 All trainers must be accredited by TEVETA.

14.0 CERTIFICATION

Successful candidates will be awarded a Certificate in Paralegal Studies by the Technical Education Vocational and Entrepreneurship Training Authority (TEVETA).



MODULE 362-01-A INTRODUCTION TO LAW AND HUMAN RIGHTS

MODULE PURPOSE:
 To equip the trainee with knowledge, skills and appropriate attitudes to effectively and efficiently apply knowledge on the legal system and human rights in the provision of legal aid services.

NOMINAL DURATION: 300 HOURS **CREDITS: 30.0**

LEARNING OUTCOMES: On completion of the module, trainees will be able to;

1. Explain administration of law
2. Explain the composition of courts in Zambia and their respective jurisdiction
3. Describe the legal aid system in Zambia
4. Discuss constitutional law
5. Discuss human rights law
6. Discuss HIV/AIDS law
7. Discuss immigration and refugee law
8. Discuss disability rights law
9. Discuss administrative law and local government law

UNIT A1.1 EXPLAINING ADMINISTRATION OF LAW
UNIT DURATION: 30 HOURS CREDITS: 3.0

SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
1.1.1 Explain the concept of law and principles of natural justice	<ul style="list-style-type: none"> • Define concept of law • Explain principles of natural justice and their practical meaning 	<ul style="list-style-type: none"> • Concept of law correctly defined • Principles of natural justice and practical meaning correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs /

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				<p>Lecturer's notes</p> <ul style="list-style-type: none"> • Extracts from Constitution of Zambia • Library • Internet
<p>1.1.2 Explain the attributes of an effective legal system</p>	<ul style="list-style-type: none"> • Explain purposes and attributes of an effective legal system <ul style="list-style-type: none"> ○ Certain ○ Simple ○ Comprehensive ○ Understandable ○ Accessible ○ Flexible ○ Inexpensive ○ Speedy adjudication ○ Written ○ Thorough procedures ○ Fair and equal treatment • Explain duality of the Zambian legal system • Present justice and law enforcement institutions and their functions: <ul style="list-style-type: none"> ○ Institutions involved in civil justice ○ Institutions involved in criminal justice 	<ul style="list-style-type: none"> • Attributes of an effective legal system correctly explained • Duality of the Zambian legal system correctly explained • Justice and law enforcement institutions and their functions correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
<p>1.1.3 Identify different categories of laws in Zambia</p>	<ul style="list-style-type: none"> • Differentiate between civil and criminal law • Distinguish between public and private law • Explain concept of common law and equity • Differentiate between international and domestic law • Explain difference between substantive and procedural law 	<ul style="list-style-type: none"> • Differentiation between civil and criminal law correctly explained • Distinction between public and private law correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes

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	<ul style="list-style-type: none"> • Explain different types of statutes <ul style="list-style-type: none"> ○ Constitution ○ Statutes / Acts of Parliament ○ Delegated legislation and statutory instruments ○ Regulations, notices and by-laws 	<ul style="list-style-type: none"> • Concept of common law and equity correctly explained • Differentiation between international and domestic law correctly explained • Difference between substantive and procedural law correctly explained • Different types of statutes correctly identified 		<ul style="list-style-type: none"> • Extracts from Constitution of Zambia • Library • Internet
1.1.4 Identify the sources of law in Zambia	<ul style="list-style-type: none"> • Identify the different sources of law in Zambia including: <ul style="list-style-type: none"> ○ The Constitution of Zambia ○ Acts of Parliament ○ Judicial decisions ○ English common law and equity ○ International law ○ Legal treaties ○ Books of eminent writers ○ Customary law • Discuss the relationship between the Constitution, common law, statutory law and customary law 	<ul style="list-style-type: none"> • Different sources of law correctly identified and explained • Correct analysis of the relationship between the Constitution, common law, statutory law and customary law 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
1.1.5 Identify rules of statutory interpretation	<ul style="list-style-type: none"> • Explain statutory interpretation and rules followed: <ul style="list-style-type: none"> ○ Mischief rule ○ Literal rule 	<ul style="list-style-type: none"> • Rules of interpretation of statutes correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level

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	<ul style="list-style-type: none"> ○ Fringe meaning rule ○ Golden rule 	explained and applied	<ul style="list-style-type: none"> ● Test ● Final examination 	<ul style="list-style-type: none"> 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Constitution of Zambia ● Library ● Internet
1.1.6 Discuss the concept and application of judicial precedent	<ul style="list-style-type: none"> ● Define precedent ● Explain types of precedent <ul style="list-style-type: none"> ○ Original precedent ○ Binding precedent ○ Persuasive precedent ● Explain the doctrine of precedent in Zambia ● Explain the ratio decidendi of a case ● Explain the concept of obiter dictum ● Explain the concept of res judicata ● Discuss advantages and disadvantages of precedent: <ul style="list-style-type: none"> ○ Continuity, clarity, stability, flexibility ○ Constrains judicial decisions, complex, inflexible ● Define 'stare decisis' ● Explain application of stare decisis in Zambia's courts 	<ul style="list-style-type: none"> ● Precedent correctly defined ● Types of precedent correctly explained ● Doctrine of precedent in Zambia correctly explained ● Ratio decidendi of a case correctly explained ● Concept of obiter dictum correctly explained ● Concept of res judicata correctly explained ● Advantages and disadvantages of precedent correctly identified ● 'Stare decisis' 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Library ● Internet

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				<p>Zambia</p> <ul style="list-style-type: none"> • Library • Internet
1.2.3 Discuss the composition and jurisdiction of Court of Appeal	<ul style="list-style-type: none"> • Explain the composition and jurisdiction of Court of Appeal <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	<ul style="list-style-type: none"> • Composition of Court of Appeal and its jurisdiction correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
1.2.4 Discuss the composition and jurisdiction of High Court	<ul style="list-style-type: none"> • Explain the composition and jurisdiction of High Court <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	<ul style="list-style-type: none"> • Composition of High Court and its jurisdiction correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Extracts from High Court Act • Library • Internet
1.2.5 Discuss the	<ul style="list-style-type: none"> • Explain the composition and jurisdiction of 	<ul style="list-style-type: none"> • Composition of 	<ul style="list-style-type: none"> • Class 	<p><i>The trainee must</i></p>

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composition of Subordinate Courts	<p>Subordinate Courts</p> <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	Subordinate Courts and their jurisdiction correctly explained	<p>exercises / Assignments</p> <ul style="list-style-type: none"> ● Test ● Final examination 	<p><i>have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Subordinate Court Act ● Library ● Internet
1.2.6 Discuss the composition and jurisdiction of Small Claims Courts	<ul style="list-style-type: none"> ● Explain the composition and jurisdiction of Small Claims Courts <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	<ul style="list-style-type: none"> ● Composition of Small Claims Courts and their jurisdiction correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Small Claims Court Act ● Library ● Internet
1.2.7 Discuss the composition and jurisdiction of Local Courts	<ul style="list-style-type: none"> ● Explain the composition and jurisdiction of Local Courts <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	<ul style="list-style-type: none"> ● Composition of Local Courts and their jurisdiction correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's

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				<p>notes</p> <ul style="list-style-type: none"> • Extracts from Local Courts Act • Library • Internet
<p>1.2.8 Discussing the composition of specialised courts/tribunals</p>	<ul style="list-style-type: none"> • Explain the composition and jurisdiction of Specialised courts/tribunals <ul style="list-style-type: none"> ○ Composition ○ Jurisdiction 	<ul style="list-style-type: none"> • Composition of Specialised courts/tribunals and their jurisdiction correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
<p>1.2.9 Discuss the position of traditional courts in Zambia</p>	<ul style="list-style-type: none"> • Discuss the position of traditional courts in relation to the Zambian legal system <ul style="list-style-type: none"> ○ Position of traditional courts in relation to the Zambian legal system ○ Composition ○ Matters handled by traditional courts under customary law ○ Principle of voluntariness 	<ul style="list-style-type: none"> • Position of traditional courts in relation to the Zambian legal system correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Extracts from Chiefs Act

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				<ul style="list-style-type: none"> • Library • Internet
UNIT A1.3 DESCRIBING THE LEGAL AID SYSTEM IN ZAMBIA				
UNIT DURATION: 20 HOURS CREDITS: 2.0				
<p>1.3.1 Explain the concept of access to justice</p>	<ul style="list-style-type: none"> • Define access to justice • Explain five key components of access to justice: <ul style="list-style-type: none"> ○ Normative legal framework ○ Legal awareness ○ Access to appropriate forum ○ Effective administration of justice and enforcement of remedies ○ Transparency and oversight of the operation of the justice system • Discuss barriers to access to justice: <ul style="list-style-type: none"> ○ Lack of legal awareness, education and information about the availability of legal remedies and protections ○ Inability to pay associated fees ○ Geographical isolation ○ Structural discrimination ○ High opportunity costs • Explain link between access to justice and legal aid 	<ul style="list-style-type: none"> • Concept of access to justice correctly defined • Five key components of access to justice correctly explained • Barriers to access to justice correctly identified • Link between access to justice and legal aid correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • National Legal Aid Policy • Extracts from Legal Aid Act • Library • Internet
<p>1.3.2 Discuss the legal and institutional framework on legal aid in Zambia</p>	<ul style="list-style-type: none"> • Define legal aid • Explain legal aid service delivery models <ul style="list-style-type: none"> ○ Legal Aid Board (LAB) Offices at national, provincial and district levels ○ CSOs Offices ○ Legal Services Units (LSUs) at court level ○ Correctional facility and police station legal 	<ul style="list-style-type: none"> • Legal aid correctly defined • Legal aid service delivery models correctly explained • Categories of legal aid service 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's

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	<ul style="list-style-type: none"> desks <ul style="list-style-type: none"> o Judicare system o Pro bono legal aid o University law clinics • Explain categories of legal aid service providers <ul style="list-style-type: none"> o The LAB o Accredited CSOs o Accredited schools of law of universities with a law clinic o Legal practitioners providing legal aid services under the Judicare system or on a pro bono basis • Explain types of personnel involved in delivering legal aid services <ul style="list-style-type: none"> o Legal practitioners o Legal aid assistants o Legal assistants o Paralegals o Law students • Explain Legal Aid Board (LAB) eligibility criteria and application procedures <ul style="list-style-type: none"> o 'Means test' o 'Interests of justice' principle o Application procedure, fees and exemptions • Explain roles and responsibilities of LAB and other key institutions and stakeholders <ul style="list-style-type: none"> o Roles and responsibilities of LAB including accreditation of CSOs and university law clinics desiring to provide legal aid, and regulation of the provision of legal aid services by legal aid assistants, legal assistants and paralegals; o Roles and responsibilities of other key 	<p>providers correctly explained</p> <ul style="list-style-type: none"> • Types of personnel involved in delivering legal aid services correctly identified • LAB eligibility criteria and application procedures correctly explained • Roles and responsibilities of LAB and other key institutions and stakeholders correctly explained 		<p>notes</p> <ul style="list-style-type: none"> • National Legal Aid Policy • Extracts from Legal Aid Act • Library • Internet
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	<p>institutions and stakeholders</p> <ul style="list-style-type: none"> ▪ Zambia Police Service (ZPS), Zambia Correctional Service (ZCS), National Prosecution Authority, Judiciary and other law enforcement institutions, District Administration, Local Authorities on duty to inform persons on their right to legal aid and ensure access to the Directory of LAB Offices and Accredited Legal Desks ▪ Judiciary, ZCS and ZPS in relation to LSUs and correctional facility and police station legal desks ▪ Ministry of General Education, District Administration, Local Authorities, Ministry of Chiefs and Traditional Affairs, Ministry of National Guidance and Religious Affairs, Ministry of Community Development and Social Services and media houses in assisting Legal Aid Service Providers to carry out legal education and information programmes for members of the public 			
<p>1.3.3 Discuss duties for officers to inform people on their right to legal aid</p>	<ul style="list-style-type: none"> • Explain common duties for judges, magistrates, correctional facility and police officers, prosecutors and other law enforcement officers to: <ul style="list-style-type: none"> ○ Provide adequate information on legal aid ○ Provide assistance in contacting the LAB or Legal Services Units (LSUs) 	<ul style="list-style-type: none"> • Common duties for judges, magistrates, correctional facility and police officers, prosecutors and other law enforcement officers to inform persons on their right to legal aid 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • National Legal Aid Policy • Extracts from

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		and assist them correctly explained		Legal Aid Act • Library • Internet
UNIT A1.4 DISCUSSING CONSTITUTIONAL LAW				
UNIT DURATION: 60 HOURS CREDITS: 6.0				
1.4.1 Identify basic principles of constitutional law, including its purpose, principles and concepts	<ul style="list-style-type: none"> • Define constitutional law • Explain supremacy and purpose of the constitution • Explain principles and concepts of constitutional law • Explain concept of rule of law 	<ul style="list-style-type: none"> • Constitutional law correctly defined • Supremacy and purpose of the Constitution correctly explained • Constitutional law principles and concepts correctly explained • Rule of law concept correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
1.4.2 Explain the Doctrine of separation of powers	<ul style="list-style-type: none"> • Explain doctrine of separation of powers <ul style="list-style-type: none"> ○ Information on the three arms of government and doctrine of separation of powers: <ul style="list-style-type: none"> ▪ The Executive ▪ The Legislature ▪ The Judiciary 	<ul style="list-style-type: none"> • Doctrine of separation of powers and the roles of the three arms of government correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia

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				<ul style="list-style-type: none"> • Library • Internet
1.4.3 Identify institutions established by the constitution and their mandate	<ul style="list-style-type: none"> • Explain institutions established by the constitution and their mandate: <ul style="list-style-type: none"> ○ Parliament ○ Executive Authority ○ Judiciary ○ Local Government ○ Chieftaincy and House of Chiefs ○ Attorney General ○ Solicitor General ○ Director of Public Prosecutions and National Prosecution Authority ○ Zambia Police Service ○ Zambia Correctional Service ○ Human Rights Commission ○ Gender Equity and Equality Commission ○ Lands Commission ○ Anti-Corruption Commission ○ Drug Enforcement Commission ○ Anti-Financial and Economic Crimes Commission ○ Judicial Complaints Commission ○ Police Public Complaints Commission ○ Public Protector ○ Auditor General ○ Other 	<ul style="list-style-type: none"> • Institutions established by the constitution and their mandate correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Library • Internet
1.4.4 Discuss constitutional making process	<ul style="list-style-type: none"> • Explain constitutional making process <ul style="list-style-type: none"> ○ Referendum ○ Convention ○ National Assembly 	<ul style="list-style-type: none"> • Constitutional making process correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs /

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				<p>Lecturer's notes</p> <ul style="list-style-type: none"> • Extracts from Constitution of Zambia • Library • Internet
<p>1.4.5 State the importance of the Bill of Rights, its contents and applicability</p>	<ul style="list-style-type: none"> • Define the Bill of Rights • Discuss the Bill of Rights as part of the Constitution • List the rights in the Bill of Rights with a brief explanation of each • Discuss relevance of the Economic Social and Cultural Rights (ESCR) to the Bill of Rights • Discuss relationship between the Bill of Rights and individual responsibilities • Discuss relevance of the Bill of Rights with regard to Zambian citizens today 	<ul style="list-style-type: none"> • Bill of Rights correctly defined • Reasons as to why the Bill of Rights is part of the Constitution correctly explained • Rights contained in the Bill of Rights correctly explained • Relevance of the ESCR to the Bill of Rights correctly explained • Applicability of the Bill of Rights on individuals correctly understood • Relevance of Bill of Rights with regard to Zambian citizens correctly understood 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia • Bill of Rights • Library • Internet

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UNIT A1.5 DISCUSSING HUMAN RIGHTS LAW				
UNIT DURATION: 80 HOURS		CREDITS: 8.0		
1.5.1 Discuss the concept of human rights	<ul style="list-style-type: none"> • Provide an introduction to human rights • Define human rights • Provide brief history of human rights 	<ul style="list-style-type: none"> • Human rights correctly defined 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
1.5.2 Explain characteristics, categories and relevant human rights instruments	<ul style="list-style-type: none"> • Explain characteristics of human rights: <ul style="list-style-type: none"> ○ Inherent ○ Inalienable ○ Universality ○ Interdependency and interrelated • Distinguish between limited and absolute rights: <ul style="list-style-type: none"> ○ Limited and absolute rights, and differences between the two ○ Circumstances/conditions under which a human right might be limited (e.g. right to freedom in the context of imprisonment) ○ Whether and under which conditions one human right takes precedence over another • Explain categories of human rights: <ul style="list-style-type: none"> ○ Civil and political rights – First generation ○ Economic, social and cultural rights – Second 	<ul style="list-style-type: none"> • Characteristics of human rights correctly explained • Distinction between limited and absolute rights correctly explained • Categories of human rights correctly applied • International human rights framework correctly explained • Relevant human rights instruments correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Bill of Rights • Extracts from UDHR, ICCPR, ICESCR • Library • Internet

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	<ul style="list-style-type: none"> generation <ul style="list-style-type: none"> o Minority group rights – Third generation • Explain international human rights framework: <ul style="list-style-type: none"> o Introduction to international human rights law o State sovereignty in the context of international law o Relationship between domestic law and international law o Process of domestication of international instruments • Discuss relevant international human rights instruments: <ul style="list-style-type: none"> o Universal Declaration of Human Rights (UDHR) o International Covenant on Civil and Political Rights (ICCPR) o International Covenant on Economic, Social and Cultural Rights (ICESCR) o Other (as listed below) 			
1.5.3 Discuss women’s rights with regard to CEDAW and the Bill of Rights	<ul style="list-style-type: none"> • Provide an introduction to women’s rights • Discuss the position of women under customary law • Discuss women’s rights in the Zambian Bill of Rights <ul style="list-style-type: none"> o Article 11: everyone in Zambia has all of the rights and freedoms listed in the Bill of Rights o Article 23: protection from discrimination • Provide summary of Convention on the Elimination of all forms of Discrimination against Women (CEDAW) 	<ul style="list-style-type: none"> • Position of women under customary law correctly explained • Women’s rights in the Zambian Bill of Rights correctly explained and applied in given situations • Summary of CEDAW correctly understood 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer’s notes • Bill of Rights • Extracts from CEDAW • Library • Internet
1.5.4 Discuss	<ul style="list-style-type: none"> • Define a child 	<ul style="list-style-type: none"> • Child correctly 	<ul style="list-style-type: none"> • Class 	<p><i>The trainee must</i></p>

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<p>children's rights contained in CRC, ACRWC and the Bill of rights</p>	<ul style="list-style-type: none"> • Provide summary of Convention on the Rights of the Child (CRC) • Provide summary of African Charter on the Rights and Welfare of the Child (ACRWC) • Explain children's rights in the Bill of Rights: <ul style="list-style-type: none"> ○ Article 11: everyone in Zambia has all of the rights and freedoms listed in the Bill of Rights (to the exception of political rights for children) ○ Article 24: provides protection for 'young persons' from all forms of trafficking, harmful employment, physical or mental ill-treatment, neglect, cruelty or exploitation • Apply rights and responsibilities of the Zambian child in given situations 	<p>defined</p> <ul style="list-style-type: none"> • Summary of CRC correctly understood • Summary of ACRWC correctly understood • Children's rights in the Bill of Rights correctly identified and explained • Rights and responsibilities of the Zambian child correctly applied in given situations 	<p>exercises / Assignments</p> <ul style="list-style-type: none"> • Test • Final examination 	<p><i>have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Bill of Rights • Extracts from CRC, ACRWC • Library • Internet
<p>1.5.5 Discuss exclusion and discrimination in its various forms</p>	<ul style="list-style-type: none"> • Explain equality taking into consideration provisions of the Gender Equity and Equality Act <ul style="list-style-type: none"> ○ Definition of equality ○ Distinction between formal and substantive equality ○ Explain the right to equality in the Bill of Rights • Explain right for women in Zambia to adequate sexual and reproductive health, which includes: <ul style="list-style-type: none"> ○ To access sexual and reproductive health services ○ To access family planning services ○ To be protected from sexually transmitted infection ○ To self-protection from sexually transmitted infections ○ To choose whether or not to have a child, to choose the number of children and when to bear those children 	<ul style="list-style-type: none"> • Equality correctly explained in line with provisions of the Gender Equity and Equality Act including definition, distinction between formal and substantive equality, and right to equality in the Bill of Rights • Sexual reproductive rights of women in Zambia correctly identified • Discrimination correctly identified and exemplified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Bill of Rights • Extracts from Gender Equity and Equality Act • Library • Internet

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	<ul style="list-style-type: none"> ○ To control fertility, to reproductive rights education and to choose an appropriate method of contraception ● Explain discrimination <ul style="list-style-type: none"> ○ Meaning of discrimination in practical terms ○ Why other groups of people are discriminated against and on which grounds <ul style="list-style-type: none"> ▪ Stereotypes ▪ Culture and language ▪ Race and ethnicity ○ Differentiation between types of discrimination: <ul style="list-style-type: none"> ▪ Direct ▪ Indirect ▪ Systemic ● Discuss affirmative action and equity 	<p>including meaning of discrimination, grounds and types of discrimination</p> <ul style="list-style-type: none"> ● Concept of affirmative action and equity correctly understood 		
1.5.6 Discuss the national enforcement and protection mechanisms and applicability	<ul style="list-style-type: none"> ● Explain notions and relationship between duty bearers and rights holders ● List protection mechanisms of human rights in Zambia and their applicability through: <ul style="list-style-type: none"> ○ The courts of law ○ Public Protector ○ Human Rights Commission ○ Police Public Complaints Commission ○ Judicial Complaints Commission ○ Gender Equity and Equality Commission ○ Legal Aid Board ○ Role of CSOs and the legal profession ● Discuss human rights that are commonly violated in Zambia – violations related to: <ul style="list-style-type: none"> ○ Women’s rights ○ Children’s rights ○ Gender-based violence ○ Discrimination against persons with disability 	<ul style="list-style-type: none"> ● Notions and relationship between duty bearers and right holders correctly understood ● Protection mechanisms of human rights in Zambia correctly explained ● Applicability of protection mechanisms on identified human rights violations correctly explained ● Human rights commonly violated 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer’s notes ● Extracts from Constitution of Zambia ● Extracts from Gender Equity and Equality Act ● Library ● Internet

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		in Zambia correctly identified		
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UNIT A1.6 DISCUSSING HIV/AIDS LAW				
UNIT DURATION: 10 HOURS		CREDITS: 1.0		
1.6.1 Discuss legal issues arising from HIV testing, counselling and treatment	<ul style="list-style-type: none"> • Facts about HIV and AIDS including modes of HIV transmission, Post Exposure Prophylaxis (PEP) and antiretroviral drugs • Legal issues arising from HIV testing, counselling and treatment including: <ul style="list-style-type: none"> ○ Consent ○ Confidentiality • Explain negligent transmission of HIV/AIDS 	<ul style="list-style-type: none"> • Facts about HIV and AIDS correctly understood • Legal issues arising from HIV testing, counselling and treatment correctly identified and explained • Negligent transmission of HIV/AIDS correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level1 training manual • Hand-outs / Lecturer's notes • Library • Internet
1.6.2 Explain legal framework on HIV and AIDS and rights of people living with HIV and AIDS	<ul style="list-style-type: none"> • Explain legal framework on HIV and AIDS: <ul style="list-style-type: none"> ○ International legal framework on HIV and AIDS ○ Regional legal framework on HIV and AIDS ○ National legal framework on HIV and AIDS • Explain rights of people living with HIV and AIDS including: <ul style="list-style-type: none"> ○ Non-discrimination, equal protection and equality before the law ○ Right to life and health ○ Right to privacy ○ Right to freedom of movement ○ Right to liberty and security of the person ○ Right to work ○ Equal right to education 	<ul style="list-style-type: none"> • Legal framework on HIV and AIDS correctly explained • Rights of people living with HIV and AIDS correctly identified and explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level1 training manual • Hand-outs / Lecturer's notes • Library • Internet

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UNIT A1.7 DISCUSSING IMMIGRATION AND REFUGEE LAW				
UNIT DURATION: 20 HOURS		CREDITS: 2.0		
<p>1.7.1 Explain legal framework on immigration and refugees and rights of migrants and refugees</p>	<ul style="list-style-type: none"> • Present the legal framework on immigration and refugees: <ul style="list-style-type: none"> ○ Refugees (Controls) Act ○ Citizenship Act ○ Immigration and Deportation Act ○ Anti-Human Trafficking Act • Explain legal framework on immigration including: <ul style="list-style-type: none"> ○ Definition of immigration law and its purpose ○ Role and functions of the Department of Immigration as regulating migration requirements ○ Legalising a stay in Zambia for foreign nationals – different categories of permits ○ Definition of illegal entry and procedure for removal and deportation ○ Offences: <ul style="list-style-type: none"> ▪ Facilitating entry of a prohibited immigrant ▪ Facilitating stay of a prohibited immigrant ○ Bail and appeal procedures in immigration cases • Explain legal framework on refugee law including: <ul style="list-style-type: none"> ○ Definition of: <ul style="list-style-type: none"> ▪ Refugee ▪ Migrant ▪ Internally displaced person ▪ Asylum seeker ○ Determination of refugee status in Zambia – procedures and institutions 	<ul style="list-style-type: none"> • Applicable pieces of legislation on immigration and refugees correctly identified • Legal framework on immigration correctly explained including institutions involved, offences, bail and appeal procedure • Legal framework on refugees correctly explained including institutions involved, offences, bail and appeal procedure 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Extracts from the Refugees (Controls) Act, Citizenship Act, Immigration and Deportation Act, Anti-Human Trafficking Act • Library • Internet

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	<ul style="list-style-type: none"> ○ Offences that arise from the Refugees Controls Act 			
1.7.2 Discuss situation of vulnerable migrants and refugees	<ul style="list-style-type: none"> ● Explain concept of mixed migration ● Explain the different categories of mixed migrants: <ul style="list-style-type: none"> ○ Rejected asylum seeker ○ Victims of trafficking ○ Unaccompanied children ○ Separated children ○ Stranded migrants ○ Stateless migrants ● Explain restrictions law places on refugees and migrants: <ul style="list-style-type: none"> ○ Marriage ○ Education ○ Health ○ Employment ● Identify vulnerable migrants and refugees in need of legal aid services 	<ul style="list-style-type: none"> ● Concept of mixed migration correctly explained ● Different categories of mixed migrants correctly identified ● Restrictions law places on refugees and migrants correctly explained ● Vulnerable migrants and refugees in need of legal aid services correctly identified 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from the Refugees (Controls) Act, Citizenship Act, Immigration and Deportation Act, Anti-Human Trafficking Act ● Library ● Internet
<p>UNIT A1.8 EXPLAINING DISABILITY RIGHTS LAW</p> <p>UNIT DURATION: 20 HOURS CREDITS: 2.0</p>				
1.8.1 Explain the concept of disability	<ul style="list-style-type: none"> ● Define disability rights law and its purpose ● Define disability ● Discuss societal attitudes towards disability 	<ul style="list-style-type: none"> ● Disability rights law and purpose correctly defined 	<ul style="list-style-type: none"> ● Class exercises / Assignments 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal level 1

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		<ul style="list-style-type: none"> • Disability correctly defined • Societal attitudes towards disability correctly explained 	<ul style="list-style-type: none"> • Test • Final examination 	<p>training manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Library • Internet
1.8.2 Explain international and national legal framework on Persons with Disabilities (PWDs)	<ul style="list-style-type: none"> • Explain international and national legal framework aimed at protection of Persons With Disabilities (PWDs) <ul style="list-style-type: none"> ○ United Nations Convention on the Rights of Persons with Disabilities (CRPD) ○ Other developments at the African Commission on Human and Peoples' rights – Draft Protocol on the Rights of PWDs ○ National legal framework: <ul style="list-style-type: none"> ▪ Constitution of Zambia ▪ Persons with Disabilities Act ▪ Mental Disorders Act ▪ National Disability Policy 	<ul style="list-style-type: none"> • International and national legal framework on PWDs correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Extracts from the Convention on Rights of Persons with Disabilities (CRPD) • Extracts from the Persons with Disabilities Act, Mental Disorders Act, National Disability Policy • Library

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<p>1.8.3 Discuss principles of non-discrimination and reasonable accommodation for PWDs and their application</p>	<ul style="list-style-type: none"> • Explain principle of non-discrimination <ul style="list-style-type: none"> ○ Concept of non-discrimination ○ Direct and indirect discrimination against PWDs ○ International and national standards on non-discrimination against PWDs • Explain principle of providing reasonable accommodation for PWDs and its application in the workplace, in services (including education, health and other) and participation of PWDs in political and public life 	<ul style="list-style-type: none"> • Principle of non-discrimination for PWDs correctly identified and applied in casework • Principle of reasonable accommodation for PWDs correctly identified and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<ul style="list-style-type: none"> • Internet <p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Bill of Rights • Extracts from the Convention on Rights of Persons with Disabilities (CRPD) • Extracts from the Persons with Disabilities Act, Mental Disorders Act, National Disability Policy • Library • Internet
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UNIT A1.9 ADMINISTRATIVE LAW AND LOCAL GOVERNMENT LAW				
UNIT DURATION: 30 HOURS		CREDITS: 3.0		
1.9.1 Discuss administrative law and applicability	<ul style="list-style-type: none"> • Define administrative law and its purpose • Distinguish administrative law from constitutional law • Explain sources of administrative law: <ul style="list-style-type: none"> ○ Constitution of Zambia ○ Acts of Parliament ○ Delegated legislation ○ Administrative Instruments/decisions ○ Judicial decisions ○ Common law ○ Books of eminent writers • Explain applicability of administrative law to public bodies 	<ul style="list-style-type: none"> • Definition of administrative law and its purpose correctly explained • Administrative law correctly distinguished from constitutional law • Sources of administrative law correctly explained • Applicability of administrative law to public bodies correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<ul style="list-style-type: none"> • The trainee must have access to: • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Extracts from the Constitution • Order 53 of the Rules of the Supreme Court • Library • Internet
1.9.2 Discuss discretionary powers by public bodies and judicial review	<ul style="list-style-type: none"> • Explain exercise of discretionary powers by public bodies • Explain procedures for complaints handling: <ul style="list-style-type: none"> ○ Applicable administrative procedures ○ Explaining concept of judicial review: <ul style="list-style-type: none"> ▪ Ultra vires rule ▪ Principles of natural justice • Explain judicial remedies and their applicability: <ul style="list-style-type: none"> ○ Distinction between interlocutory and final 	<ul style="list-style-type: none"> • Exercise of discretionary powers by public bodies correctly explained • Procedures for complaints handling correctly explained including applicable administrative 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes

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	<p>remedies</p> <ul style="list-style-type: none"> ○ Types of remedies: <ul style="list-style-type: none"> ▪ Certiorari ▪ Damages ▪ Prohibition ▪ Mandamus ▪ Declaration ▪ Injunctions 	<p>procedures and concept of judicial review</p> <ul style="list-style-type: none"> ● Judicial remedies and their applicability correctly explained and applied in casework 		<ul style="list-style-type: none"> ● Extracts from the Constitution ● Order 53 of the Rules of the Supreme Court ● Library ● Internet
1.9.3 Discuss the legal framework for Local Authorities	<ul style="list-style-type: none"> ● Define Local Government / Authorities ● Explain nature and structure of Local Authorities ● Explain liability of Local Authorities: <ul style="list-style-type: none"> ○ Civil liability of Local Authorities in tort and contract ○ Criminal liability of Local Authorities 	<ul style="list-style-type: none"> ● Local Government / Authorities correctly defined ● Nature and structure of Local Authorities correctly explained ● Civil liability of Local Authorities in tort and contract correctly explained ● Criminal liability of Local Authorities correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs / Lecturer's notes ● Local Government Act (extracts) ● Library ● Internet
1.9.4 Discuss composition and functions of Local Authorities	<ul style="list-style-type: none"> ● Explain composition of Local Authorities: <ul style="list-style-type: none"> ○ City councils, municipal councils, district councils ○ Role of provinces and Ministry of Local Government and Housing 	<ul style="list-style-type: none"> ● Composition of Local Authorities correctly explained ● Functions of Local Authorities correctly 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training

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	<ul style="list-style-type: none"> • Explain functions of Local Authorities: <ul style="list-style-type: none"> ○ Local Government Act ○ Doctrine of ultra vires ○ Functions of Local Authorities as regulation of community activities: <ul style="list-style-type: none"> ▪ Allocation of land and land rates, business licensing, markets, garbage collection, fire authorities, Town and Country Planning, Water Supply and Sanitation, Public Roads ▪ Local Authority by-laws and regulations • Explain Local Authorities funds, grants and borrowing powers: <ul style="list-style-type: none"> ○ Constituency Development Fund (CDF) ○ Borrowing powers of Local Authorities ○ Central Government funding to Local Authorities 	<p>explained</p> <ul style="list-style-type: none"> • Local Authorities funds, grants and borrowing powers correctly explained 	<p>examination</p>	<p>manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Local Government Act (extracts) • Library • Internet
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REFERENCE MATERIALS

Constitution, Statutes and Regulations

1. Order 53 of the Rules of the Supreme Court (Rsc), White Book (1999 Edition) Volume 1 and Volume 2
2. The Anti-Human Trafficking Act, No. 11 of 2008 (Extracts)
3. The Chiefs Act, Chapter 287 of the Laws of Zambia (Extracts)
4. The Citizenship of Zambia Act, No. 33 of 2016 (Extracts)
5. The Constitution of Zambia 1996, Chapter 1 of the Laws of Zambia (Extracts)
6. The Constitution of Zambia 1996, Part Articles 11 -24 (Bill of Rights)
7. The Gender Equity and Equality Act, No. 22 of 2015 (Extracts)
8. The High Court Act, Chapter 27 of the Laws of Zambia (Extracts)
9. The Immigration and Deportation Act, No. 18 of 2010 (Extracts)
10. The Legal Aid Act, Chapter 34 of the Laws of Zambia (Extracts)
11. The Local Courts Act Chapter 29 of the Laws of Zambia (Extracts)
12. The Local Government Act, 281 of the Laws of Zambia (Extracts)
13. The Mental Disorders Act of 1949, Chapter 305 of the Laws of Zambia (Extracts)
14. The National Policy on Persons with Disabilities, 2017 (Extracts)
15. The Persons with Disabilities Act, No. 6 of 2012 (Extracts)

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16. The Refugees (Controls) Act, Chapter 120 of the Laws of Zambia (Extracts)
17. The Small Claims Court Act, Chapter 47 of the Laws of Zambia (Extracts)
18. The Subordinate Court Act, Chapter 28 of the Laws of Zambia (Extracts)
19. The Zambia National Legal Aid Policy (2018)

International Instruments

20. *African Charter on the Rights and Welfare of the Child* (ACRWC) 1999 (Extracts)
21. *Convention on Rights of Persons with Disabilities* (CRPD) 2007 (Extracts)
22. *Convention on the Elimination of all forms of Discrimination against Women* (CEDAW) 1979 (Extracts)
23. *Convention on the Rights of the Child* (CRC) 1989 (Extracts)
24. *International Covenant on Civil and Political Rights* (ICCPR) 1966 (Extracts)
25. *International Covenant on Economic, Social and Cultural Rights* 1966 (ICESCR) (Extracts)
26. *Universal Declaration of Human Rights* (UDHR) 1948 (Extracts)

Books and Other Reference Materials

27. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (2018), *Paralegal Level 1 Training Manual*, Lusaka

For further reading

28. Anyangwe C. (2004), *Introduction to Human Rights and International Humanitarian Law*, Lusaka, UNZA Press
29. Chanda A.W (1992), *Zambia: A Case Study in Human Rights in Commonwealth Africa*, J.S.D Thesis Yale University, UNZA Library Special Collections Division
30. Hood P. (2015), *Constitutional and Administrative Law*, London, Sweet and Maxwell
31. Legal Resources Foundation, Catholic Commission for Justice and Peace, Young Women Christian Association of Zambia, Zambia Civic Education Association (2004), *Paralegal Training Manual*, Lusaka
32. Ndulo M. & Turner K. (1984), *Civil Liberties in Zambia*, Oxford: The African Law Reports
33. Paralegal Alliance Network (2006), *Paralegal Reference Manual*, Lusaka
34. Stott D & Felix A (1997), *Principles of Administrative Law*, London, Cavendish Publishing Limited
35. Zimba L.S (1984), *The Zambian Bill of Rights: an Historical and Comparative Study of Human Rights in Commonwealth Africa*, Nairobi, East Africa Publishing House

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MODULE 362-02-A CIVIL LAW				
MODULE PURPOSE: To equip the trainee with knowledge, skills and appropriate attitudes to effectively and efficiently apply knowledge on civil law in the provision of legal aid services.				
NOMINAL DURATION: 330 HOURS		CREDITS: 33.0		
LEARNING OUTCOMES: <ol style="list-style-type: none"> 1. Apply customary law 2. Apply family law 3. Apply succession law 4. Apply law of contract and commercial law 5. Apply land law and housing 6. Apply environmental law 7. Apply law of torts 8. Apply employment law 				
UNIT A2.1 APPLYING CUSTOMARY LAW				
UNIT DURATION: 40 HOURS CREDITS: 4.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
2.1.1 Apply customary law	<ul style="list-style-type: none"> • Explain concept of customary law • Explain application of customary law <ul style="list-style-type: none"> ○ Which law to apply when a customary law conflicts with a written law ○ Which customary law to apply when there is a conflict between two different customary laws 	<ul style="list-style-type: none"> • Concept of customary law correctly explained • Application of customary law correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal level 1 training manual

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	<ul style="list-style-type: none"> • Explain Acts of Parliament and the application of customary law under: <ul style="list-style-type: none"> ○ The Local Courts Act ○ The Chiefs Act ○ The Registration and Development of Villages Act • Discuss the way customary law can be applied upon to be compliant with the Bill of Rights and other human rights standards: <ul style="list-style-type: none"> ○ The use of the ‘repugnancy clause’ ○ Principles of natural justice 	<p>including situations of conflicts between customary law and written law or between two customary laws</p> <ul style="list-style-type: none"> • Application of customary law under the Local Courts Act, Chiefs Act and Registration and Development of Villages Act correctly identified • The way customary law can be applied to be compliant with the Bill of Rights and other human rights standards correctly explained 		<ul style="list-style-type: none"> • Hand-outs / Lecturer’s notes • Bill of Rights • Extracts from Subordinate Court Act, Local Courts Act, Chiefs Act and Registration and Development of Villages Act • Library • Internet
<p>UNIT A2.2 APPLYING FAMILY LAW</p> <p>UNIT DURATION: 60 HOURS CREDITS: 6.0</p>				
2.2.1 Identify the sources of family law, types of marriage and requirements	<ul style="list-style-type: none"> • Define family law and its purpose • Explain sources of family law <ul style="list-style-type: none"> ○ Under customary law ○ Under statutory law • Define marriage • Explain importance of marriage • Explain types of marriage recognised in Zambia <ul style="list-style-type: none"> ○ Customary marriages <ul style="list-style-type: none"> ▪ Requirements of customary marriages 	<ul style="list-style-type: none"> • Family law and purpose correctly defined • Sources of family law correctly explained • Marriage correctly defined • Types of marriage 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer’s notes

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	<ul style="list-style-type: none"> ○ Civil marriage <ul style="list-style-type: none"> ▪ Requirements of civil marriage ▪ Offences in particular bigamy ▪ Instances of nullity: void and voidable marriages 	<p>procedures and requirements correctly explained and applied in casework</p> <ul style="list-style-type: none"> ● Differences between void and voidable marriage clearly explained ● Common offences under civil marriage correctly explained 		<ul style="list-style-type: none"> ● Bill of Rights ● Registration and Development of Villages Act Extracts from Marriage Act and Matrimonial Causes Act ● Library ● Internet
2.2.2 Explain the legal effect of marriage, rights and duties of spouses during marriage	<ul style="list-style-type: none"> ● Explain the legal effect of marriage with rights and duties of spouses during marriage: <ul style="list-style-type: none"> ○ Conjugal rights ○ Right to matrimonial property ○ Spouse maintenance ○ Companionship ○ Power to decide and act on all matters relating to marriage and family life ○ Right for women to adequate sexual and reproductive health ● Explain other types of marriages that are not recognised in Zambia and their legal implications: <ul style="list-style-type: none"> ○ Status of religious marriages in Zambia ○ Co-habitation and common law marriage ○ Explain presumption of marriage 	<ul style="list-style-type: none"> ● Rights and duties of spouses properly explained and applied in casework ● Other types of marriages not recognised in Zambia and their legal implications properly explained ● Presumption of marriage correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Marriage Act and Matrimonial Causes Act ● Library ● Internet
2.2.3 Explain grounds for divorce,	<ul style="list-style-type: none"> ● Define divorce ● Explain grounds and factors for divorce: 	<ul style="list-style-type: none"> ● Divorce correctly defined 	<ul style="list-style-type: none"> ● Class exercises / 	<p><i>The trainee must have access to:</i></p>

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<p>law applicable and competent courts</p>	<ul style="list-style-type: none"> ○ Under statutory law marriage: <ul style="list-style-type: none"> ▪ Grounds – marriage must have broken down irretrievably ▪ Factors: <ul style="list-style-type: none"> ▪ Respondent has committed adultery ▪ Unreasonable behaviour ▪ Desertion for continuous period of two years ▪ Separation for two years and consent ▪ Separation for five years ○ Under customary law marriage: <ul style="list-style-type: none"> ▪ Various grounds ● Explain laws applicable and competent courts in divorce matters: <ul style="list-style-type: none"> ○ Under statutory law marriage ○ Under customary law marriage ● Distinguish between divorce and reconciliation 	<ul style="list-style-type: none"> ● Grounds for divorce correctly explained and applied in casework ● Law applicable and competent courts correctly explained ● Difference between divorce and reconciliation correctly applied in casework 	<p>Assignments</p> <ul style="list-style-type: none"> ● Test ● Final examination 	<ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Matrimonial Causes Act ● Library ● Internet
<p>2.2.4 Explain legal implications of divorce</p>	<ul style="list-style-type: none"> ● Explain the way property settlement is dealt with at divorce ● Explain the way spouse maintenance is dealt with and competent courts ● Distinguish between spouse maintenance and compensation to a divorcee under customary marriages ● Discuss maintenance and custody of children, and the differences between the two ● Explain principles of the 'best interest of the child' and its implications ● Explain the way maintenance and custody of children is dealt with: <ul style="list-style-type: none"> ○ Whilst marriage exist ○ Whilst on separation ○ At divorce 	<ul style="list-style-type: none"> ● The way property settlement is dealt with at divorce correctly explained ● The way spouse maintenance is dealt with and competent courts correctly explained and applied in casework ● Distinction between spouse maintenance and compensation to a divorcee under customary marriage correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal training manual ● Hand-outs / Lecturer's notes ● Extracts from Matrimonial Causes Act ● Library ● Internet

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	<ul style="list-style-type: none"> ○ For children born outside marriage ● Explain competent courts handling maintenance and custody of children ● Role and limits of paralegals level 1 in relation to divorce, property settlement, maintenance and custody: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing legal assistance including basic legal drafting and follow ups on matters ○ Providing orientation, referrals and accompaniment services ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<ul style="list-style-type: none"> ● Maintenance and custody of children correctly explained and applied in casework ● Principles of the 'best interest of the child' and its implications correctly explained ● The way maintenance and custody is dealt with and competent courts correctly explained ● Competent courts handling divorce correctly explained and applied in casework ● Role and limits of paralegals level 1 in relation to divorce matters, property settlement, maintenance and custody correctly explained 		
2.2.5 Explain concepts of affiliation and	<ul style="list-style-type: none"> ● Define affiliation ● Explain court of competent jurisdiction and procedure for affiliation 	<ul style="list-style-type: none"> ● Affiliation correctly defined ● Affiliation procedure 	<ul style="list-style-type: none"> ● Class exercises / Assignments 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal

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<p>adoption, procedures and competent authorities</p>	<ul style="list-style-type: none"> • Define adoption of children • Explain procedure and relevant authorities handling adoption • Discuss role and limits of paralegals level 1 in relation to affiliation and adoption: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Carrying out follow ups on matters where appropriate ○ Providing orientation, referrals and accompaniment services ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>and court of competent jurisdiction correctly explained</p> <ul style="list-style-type: none"> • Adoption of children correctly defined • Adoption procedure and relevant authorities handling adoption correctly explained • Role and limits of paralegals level 1 correctly identified 	<ul style="list-style-type: none"> • Test • Final examination 	<p>training manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Extracts from Subordinate Court Act and Adoption Act • Library • Internet
<p>UNIT A2.3 APPLYING SUCCESSION LAW</p> <p>UNIT DURATION: 40 HOURS CREDITS: 4.0</p>				
<p>2.3.1 Explain the provisions of the Intestate Succession Act (ISA) in relation to intestate successions and distribution of property</p>	<ul style="list-style-type: none"> • Explain purpose of the Intestate Succession Act (ISA) • Define 'estate', 'intestate', 'administrator' • Explain appointment process of an administrator: <ul style="list-style-type: none"> ○ Local Court jurisdiction and role in intestate succession matters ○ High Court and letters of administration (intestacy or probate without testator identified) • Explain powers and duties of administrators • Explain grounds for removal of administrator • Explain distribution of estate, beneficiaries and shares • Explain courts with jurisdiction to handle disputes 	<ul style="list-style-type: none"> • Purpose of the ISA correctly defined • Key terms 'estate', 'intestate' and 'administrator' correctly defined • Appointment process of an administrator correctly explained • Powers and duties of an administrator correctly explained • Grounds for removal 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Intestate Succession Act, Wills and Administration of Testate

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	<p>arising from intestate deaths</p> <ul style="list-style-type: none"> • Discuss different property sharing scenarios as provided for in the ISA 	<p>of an administrator correctly explained</p> <ul style="list-style-type: none"> • Distribution of estate, beneficiaries and shares correctly explained • Property sharing scenarios as provided for in the ISA correctly explained • Courts with jurisdiction to handle intestate succession correctly identified • ISA provisions correctly applied in casework 		<p>Estates Act</p> <ul style="list-style-type: none"> • Library • Internet
<p>2.3.2 Explain the relevant provisions of the Wills and Administration of Testate Estates Act and its application</p>	<ul style="list-style-type: none"> • Define 'testate succession', 'testator', 'executor', 'probate' • Define will and requirements of a valid will: <ul style="list-style-type: none"> ○ Capacity ○ Witnesses ○ Other relevant elements to consider like alterations and revocation • Explain process regarding will execution • Explain courts with jurisdiction to handle disputes arising from testate deaths • Discuss role and limits of paralegals level 1 in relation to succession matters (both intestate and testate): <ul style="list-style-type: none"> ○ Conducting awareness raising 	<ul style="list-style-type: none"> • Key terms 'testate succession', 'testator', 'executor' and 'probate' correctly defined • Will and requirements of a valid will correctly defined • Process regarding will execution correctly explained • Competent courts with jurisdiction to 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Intestate Succession Act, Wills and Administration

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	<ul style="list-style-type: none"> ○ Providing legal information and legal advice ○ Providing legal assistance including basic legal drafting and follow ups on matters ○ Providing orientation, referrals and accompaniment services ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>handle disputes arising from testate deaths correctly identified</p> <ul style="list-style-type: none"> ● Role and limits of paralegals level 1 in relation to succession matters correctly identified 		<p>of Testate Estates Act</p> <ul style="list-style-type: none"> ● Library ● Internet
<p>UNIT A2.4 APPLYING LAW OF CONTRACT AND COMMERCIAL LAW</p> <p>UNIT DURATION: 60 HOURS CREDITS: 6.0</p>				
2.4.1 Discuss the Elements of a Valid Contract	<ul style="list-style-type: none"> ● Explain sources of contract law: <ul style="list-style-type: none"> ○ Common law ○ Statutory law ● Explain elements required to form a valid contract: <ul style="list-style-type: none"> ○ Offer ○ Acceptance ○ Consideration ● Explain types of terms in a contract: <ul style="list-style-type: none"> ○ Express ○ Implied ● Explain enforceability of contracts 	<ul style="list-style-type: none"> ● Sources of contract law correctly explained ● Requirements for a valid contract correctly explained and applied in casework ● Types of terms in a contract correctly explained ● Enforceability of contracts correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Library ● Internet
2.4.2 Discuss doctrine of privity of contract, situation of void and voidable contracts,	<ul style="list-style-type: none"> ● Explain doctrine of privity of contract: <ul style="list-style-type: none"> ○ Basic rule of privity ○ Justification for the rule ○ Exceptions to the basic rule of the doctrine of the privity of the contract 	<ul style="list-style-type: none"> ● Doctrine of privity of contract and its rules correctly explained ● Nullity of contracts and situation of void 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training

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<p>termination of contract and available remedies, and competent courts</p>	<ul style="list-style-type: none"> • Explain nullity of contracts <ul style="list-style-type: none"> ○ Factors vitiating (nullifying) contractual liability ○ Void and voidable contracts and their effects • Explain termination of a contract: <ul style="list-style-type: none"> ○ Breach of contract ○ Legal and equitable remedies for breach of contract • Explain competent courts to handle ordinary contract matters • Discuss role and limits of paralegals level 1 in relation to contract matters: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Carrying out follow ups on matters where appropriate ○ Providing orientation, referrals and accompaniment services ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>and voidable contracts correctly explained</p> <ul style="list-style-type: none"> • Termination and available remedies for breach of contract correctly explained and applied in casework • Competent courts handling ordinary contract matters explained and applied in casework • Roles and limits of paralegals level 1 in relation to contract matters correctly explained 	<p>examination</p>	<p>manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Library • Internet
<p>2.4.3 Discuss the legal framework on commercial law, partnership, hire-purchase</p>	<ul style="list-style-type: none"> • Explain nature of commercial law • Present the legal framework and regulations on commercial law: <ul style="list-style-type: none"> ○ Companies Act ○ Partnership Act ○ Applicable fiscal framework • Explain partnership: <ul style="list-style-type: none"> ○ Definition and nature of partnership ○ Formation of partnership ○ Relationship of partners with one another 	<ul style="list-style-type: none"> • Nature of commercial law correctly explained • Legal framework on commercial law correctly explained • Partnership agreements correctly explained • Hire-purchase 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from

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	<ul style="list-style-type: none"> ○ Dissolution of partnership ● Explain hire-purchase: <ul style="list-style-type: none"> ○ Nature of hire-purchase agreements ○ Rights, duties and remedies under hire-purchase agreements ○ Completion and termination of a hire-purchase agreement 	<p>agreements correctly explained</p>		<p>Companies Act, Sale of Goods Act, Partnership Act, Hire-Purchase Act, Competition and Consumer Protection Act</p> <ul style="list-style-type: none"> ● Library ● Internet
<p>2.4.4 Discuss protection of consumers in relation to sale of goods</p>	<ul style="list-style-type: none"> ● Discuss protection of consumers in relation to sale of goods: <ul style="list-style-type: none"> ○ Legal framework on consumer protection in Zambia: <ul style="list-style-type: none"> ▪ Competition and Consumer Protection Act ▪ Competition and Consumer Protection Commission: status, mandate, duties and functions ○ Rights of consumers: <ul style="list-style-type: none"> ▪ Right to choose ▪ Right to safety ▪ Right to be informed ▪ Right to be heard ▪ Right to consumer education ▪ Right to redress or remedy ○ Unfair trade practices ○ Warranties and guarantees ○ Complaints procedures 	<ul style="list-style-type: none"> ● Rights of consumers and complaints mechanisms correctly explained and applied in casework ● Roles and limits of paralegals level 1 in relation to commercial law correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Sale of Goods Act, Partnership Act, Hire-Purchase Act, Competition and Consumer Protection Act

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	<ul style="list-style-type: none"> • Explain role and limits of paralegals level 1 in relation to commercial law: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Carrying out follow ups on matters where appropriate ○ Providing orientation, referrals and accompaniment services ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 			
UNIT A2.5 APPLYING LAND LAW AND HOUSING UNIT DURATION: 40 HOURS CREDITS: 4.0				
2.5.1 Explain the categories of land and acquisition process	<ul style="list-style-type: none"> • Define land law and its purpose • Explain the two categories of land in Zambia: <ul style="list-style-type: none"> ○ Customary land ○ Statutory land • Explain legal framework on land: <ul style="list-style-type: none"> ○ Constitution ○ Land Policy ○ Lands Act • Explain institutions involved in land administration and allocation <ul style="list-style-type: none"> ○ Chiefs ○ Local authorities ○ Ministry of Lands ○ Ministry of Agriculture • Explain process of land acquisition: <ul style="list-style-type: none"> ○ Customary land: 	<ul style="list-style-type: none"> • Land law correctly defined • Categories of land correctly defined • Legal framework on land correctly explained • Institutions involved in land administration and allocation correctly identified • Acquisition process for each category of land correctly explained and 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution of Zambia, Lands Act • Library • Internet

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	<ul style="list-style-type: none"> ▪ Customary land tenure ▪ Procedure for acquiring customary land ▪ Principles and values that guide customary land acquisition and administration ▪ Role of chiefs and other traditional leaders in land acquisition and administration under customary land ▪ The use of Traditional Land Holding Certificates: objectives of such certificates, ways certificates are issued, roles of chiefs and other traditional leaders and stakeholders ○ State land <ul style="list-style-type: none"> ▪ Leasehold tenure ▪ Procedure for acquiring state land • Conversion of land from customary tenure to leasehold (state land) • Role and limits of paralegals level 1 in relation to land acquisition: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing legal assistance including basic legal drafting and follow ups on matters ○ Providing orientation, referrals and accompaniment services ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>applied in casework</p> <ul style="list-style-type: none"> • Conversion of land from customary tenure to leasehold correctly explained • Roles and limits of paralegals level 1 in relation to land acquisition matters correctly explained 		
2.5.2 Discuss	<ul style="list-style-type: none"> • Explain rights and entitlements of land owners 	<ul style="list-style-type: none"> • Rights and 	<ul style="list-style-type: none"> • Class 	<i>The trainee must</i>

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<p>entitlements of land owners, competent courts and institutions</p>	<p>under customary tenure and lease hold tenure</p> <ul style="list-style-type: none"> • Explain restrictions and statutory limitations on ownership, use and enjoyment of land in Zambia • Explain concept and types of co-ownership: <ul style="list-style-type: none"> ○ Joint ownership ○ Ownership in common • Explain right of survivorship • Explain offences created by the 1995 Lands Act • Discuss barriers or challenges faced by community members in acquiring land • Explain courts and institutions mandated to handle land matters – per type of land matters • Discuss role and limits of paralegals level 1 in relation to land conflicts: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Carrying out follow-up on matters where appropriate ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>entitlements of land owners correctly explained</p> <ul style="list-style-type: none"> • Restrictions and statutory limitations on ownership correctly explained • Concept and types of co-ownership correctly explained • Right of survivorship correctly explained • Barriers or challenges faced by community members in acquiring land correctly identified • Competent courts and institutions handling land matters correctly explained and applied in casework • Role and limits of paralegals level 1 in relation to land conflicts correctly identified 	<p>exercises / Assignments</p> <ul style="list-style-type: none"> • Test • Final examination 	<p><i>have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Lands Act • Library • Internet
<p>2.5.3 Identify types and basic requirements of tenancy</p>	<ul style="list-style-type: none"> • Define 'Tenant', 'Landlord', 'Lease', 'Tenancy' and 'Business' • Distinguish between business and residential premises 	<ul style="list-style-type: none"> • Key terms 'Tenant', 'Landlord', 'Lease', 'Tenancy' and 'Business' correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1

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	<ul style="list-style-type: none"> • Explain basic requirements for tenancy agreements: <ul style="list-style-type: none"> ○ Parties ○ The property ○ Rent ○ Length of term ○ Date 	<p>defined</p> <ul style="list-style-type: none"> • Distinction between business and residential premises correctly explained • Basic requirements for tenancy agreements correctly explained and applied in casework 	<ul style="list-style-type: none"> • Final examination 	<p>training manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Extracts from Landlord and Tenant (Business Premises) Act and Rent Act • Library • Internet
2.5.4 Discuss rights and duties of tenants and landlords	<ul style="list-style-type: none"> • Explain legal framework: Landlord and Tenant (Business Premises) Act and Rent Act • Explain rights and duties of tenant • Explain rights and duties of landlord • Explain applicable taxes and rates • Explain available remedies for tenants/landlords when the other party is in breach of her/his duties • Explain courts that are competent to handle matters on tenancy agreement • Discuss role and limits of paralegals level 1 in relation to housing matters and tenancy agreements: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Carrying out follow-up on matters where appropriate ○ Providing mediation or negotiation services 	<ul style="list-style-type: none"> • Legal framework on tenancy correctly identified • Rights and duties of tenant correctly explained • Rights and duties of landlord correctly explained • Applicable taxes and rates correctly explained • Remedies for tenants/landlords corrected explained and applied in casework • Competent courts to handle matters on tenancy agreement 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Landlord and Tenant (Business Premises) Act and Rent Act • Library • Internet

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	<ul style="list-style-type: none"> ○ where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<ul style="list-style-type: none"> • correctly identified • Roles and limits of paralegals level 1 in relation to housing matters and tenancy agreements • correctly explained 		
UNIT A2.6 APPLYING ENVIRONMENTAL LAW UNIT DURATION: 20 HOURS CREDITS: 2.0				
2.6.1 Discuss principles of environmental law	<ul style="list-style-type: none"> • Explain need to protect environment and concept of sustainable development • Explain sources of environmental law: <ul style="list-style-type: none"> ○ Constitution of Zambia ○ Acts of Parliament ○ Judicial decisions ○ Traditional customs ○ Statutory instruments ○ International conventions ○ Customary international law ○ Common law ○ Books of eminent writers • Explain fundamental principles in environmental law: <ul style="list-style-type: none"> ○ Sustainable development ○ Precautionary principle ○ Prevention ○ Polluter Pays Principle (PPP) ○ The “no harm” rule ○ The principle of state co-operation ○ The principle of common but differentiated responsibilities ○ Intergenerational equity (meeting the needs of 	<ul style="list-style-type: none"> • Need to protect environment and concept of sustainable development correctly explained • Sources of environmental law correctly explained • Fundamental principles in environmental law correctly explained and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer’s notes • Extracts from Fisheries Act, Forests Act, Environmental Protection And Pollution Control Act, Zambia Wildlife Authority Act, Environmental Management Act • Library

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	<ul style="list-style-type: none"> future generations) <ul style="list-style-type: none"> ○ Transparency, public participation and access to information and remedies 			<ul style="list-style-type: none"> • Internet
2.6.2 Discuss wildlife protection	<ul style="list-style-type: none"> • Explain legal framework: the Zambia Wildlife Authority Act • Explain concept of protected or regulated areas and management of wildlife • Explain allowable usage of water in relation to water bodies • Explain salient provisions of Fisheries Act and Forests Act 	<ul style="list-style-type: none"> • Legal framework on wildlife protection correctly identified • Concept of protected or regulated areas and management of wildlife correctly explained • Allowable usage of water in relation to water bodies correctly explained • Salient provisions of Fisheries Act and Forests Act correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Fisheries Act, Forests Act, Environmental Protection And Pollution Control Act, Zambia Wildlife Authority Act, Environmental Management Act • Library • Internet
2.6.3 Discuss environmental protection and management	<ul style="list-style-type: none"> • Explain salient provisions of Environmental Protection and Pollution Control Act and Zambia Environmental Management Act: <ul style="list-style-type: none"> ○ Right to clean, safe and healthy environment ○ Duty to protect environment – environmental protection and pollution control 	<ul style="list-style-type: none"> • Salient provisions of Environmental Protection and Pollution Control Act and Zambia Environmental 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual

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	<ul style="list-style-type: none"> ○ Principles governing environmental management ○ Zambia Environmental Management Agency (ZEMA) ○ Public participation ○ Enforcement of environmental law and remedies ○ Environmental offences 	Management Act correctly explained		<ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Extracts from Fisheries Act, Forests Act, Environmental Protection And Pollution Control Act, Zambia Wildlife Authority Act, Environmental Management Act ● Library ● Internet
UNIT A2.7 APPLYING LAW OF TORTS UNIT DURATION: 30 HOURS CREDITS: 3.0				
2.7.1 Discuss law of torts and tortious liability	<ul style="list-style-type: none"> ● Define a tort ● Explain purpose of tort law ● Distinguish tort from: <ul style="list-style-type: none"> ○ A contract ○ A crime ● Explain categories of torts: <ul style="list-style-type: none"> ○ Intentional torts ○ Negligent torts ○ Strict liability torts ● Explain elements of tortious liability <ul style="list-style-type: none"> ○ A duty of care 	<ul style="list-style-type: none"> ● Tort correctly defined ● Purpose of tort law correctly explained ● Distinction between tort and contract/crime correctly explained ● Categories of torts correctly identified ● Elements of tortious 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Library ● Internet

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	<ul style="list-style-type: none"> ○ Breaching duty of care ○ Causation which results in suffering ○ Damage or injury 	liability correctly identified		
2.7.2 Identify various forms of torts, their elements, defences and available remedies	<ul style="list-style-type: none"> ● Explain specific torts: <ul style="list-style-type: none"> ○ Negligence: <ul style="list-style-type: none"> ▪ Requirements: <ul style="list-style-type: none"> ✓ Duty of care ✓ Breach of duty of care ✓ Damages for breach of duty of care ▪ Defences: <ul style="list-style-type: none"> ✓ Contributory negligence ✓ <i>Volenti non-fit injuria</i> ✓ Act of God ○ Nuisance: <ul style="list-style-type: none"> ▪ Types of nuisance ▪ Requirements ▪ Defences ○ Trespass to: <ul style="list-style-type: none"> ▪ The person: <ul style="list-style-type: none"> ✓ Types of trespass to the person: <ul style="list-style-type: none"> ▪ Assault ▪ Battery ▪ False imprisonment ✓ Defences ▪ Land: <ul style="list-style-type: none"> ✓ Types of trespass to land ✓ Defences ▪ Property: <ul style="list-style-type: none"> ✓ Types of trespass to property ✓ Defences ○ Defamation: <ul style="list-style-type: none"> ▪ Libel and slander ▪ Difference between libel and slander 	<ul style="list-style-type: none"> ● Requirements and defences to torts correctly identified and applied in casework for negligence, nuisance, trespass, defamation ● General defences in tort correctly explained ● General remedies in tort correctly explained ● Competent courts to handle matters on torts correctly explained ● Roles and limits of paralegals level 1 in relation to torts correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Library ● Internet

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	<ul style="list-style-type: none"> ▪ Requirements ▪ Defences • Explain general defences in tort: <ul style="list-style-type: none"> ○ Consent of the plaintiff ○ No duty of care ○ No breach of duty ○ Damage is too remote ○ Complainant didn't suffer any loss or damages ○ Self-defence ○ Unforeseeable accident ○ Plaintiff committed the wrong complained about ○ It is a statutory requirement ○ Act of God ○ Necessity • Explain general remedies in tort: <ul style="list-style-type: none"> ○ Damages ○ Injunction • Explain courts that are competent to handle matters on torts • Discuss role and limits of paralegals level 1 in relation to torts: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Carrying out follow-up on matters where appropriate ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when 			
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	confronted with a difficult or complex question or situation			
2.7.3 Discuss vicarious liability and defences	<ul style="list-style-type: none"> • Explain vicarious liability <ul style="list-style-type: none"> ○ Definition: <ul style="list-style-type: none"> ▪ Employers' liability ▪ Principals' liability ▪ Parental liability ○ Reasonable man standard ○ Defences 	<ul style="list-style-type: none"> • Vicarious liability correctly explained including defences 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
UNIT A2.8 APPLYING EMPLOYMENT LAW UNIT DURATION: 40 HOURS CREDITS: 4.0				
2.8.1 Explain types of employment and duties of the employer and employee	<ul style="list-style-type: none"> • Define contract of employment • Explain contents of contract of employment – main terms and conditions • Explain formation and variation of contract of employment • Explain validity of contract of employment and capacity required • Explain types of contracts of employment: <ul style="list-style-type: none"> ○ Fixed-term contracts ○ Part-time workers ○ Full-time workers ○ Seasonal workers • Explain rights and duties of the employer and employee 	<ul style="list-style-type: none"> • Employment contract correctly defined • Main terms and conditions of employment contract correctly explained and applied in casework • Formation and variation of employment contracts correctly explained • Validity of employment contract 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Employment Act, Minimum Wages and Conditions of Employment Act

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		<p>and capacity required correctly explained</p> <ul style="list-style-type: none"> • Types of employment contracts correctly explained • Rights and duties of employer and employee correctly explained 		<ul style="list-style-type: none"> • Library • Internet
2.8.2 Explain conditions of service in employment and minimum standards	<ul style="list-style-type: none"> • Explain conditions of service in employment and minimum standards: <ul style="list-style-type: none"> ○ Remuneration ○ Hours of work and overtime ○ Holiday and time off ○ Mother's Day ○ Maternity leave ○ Medical care ○ Paid sick leave ○ Housing allowance ○ Funeral allowance ○ Redundancy benefits ○ Gratuity (where applicable) • Discuss role and limits of paralegals level 2 in relation to employment contracts and labour disputes: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Carrying out follow-up on matters where 	<ul style="list-style-type: none"> • Conditions of service in employment and minimum standards correctly explained • Roles and limits of paralegals level 1 in relation to employment contracts correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Employment Act, Minimum Wages and Conditions of Employment Act • Library • Internet

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	<p>appropriate</p> <ul style="list-style-type: none"> ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 			
2.8.3 Discuss applicable disciplinary, dismissal and termination procedures	<ul style="list-style-type: none"> ● Explain disciplinary procedures in employment and rules of natural justice: <ul style="list-style-type: none"> ○ Right to be heard before any disciplinary action is taken ○ Right to a fair hearing ● Explain termination of employment: <ul style="list-style-type: none"> ○ By operation of law ○ By mutual agreement ○ By notice: by employer, by employee ○ Dismissal: <ul style="list-style-type: none"> ▪ Summary Dismissal ▪ Wrongful Dismissal ▪ Unfair Dismissal ▪ Constructive Dismissal ○ Others forms of ending employment: <ul style="list-style-type: none"> ▪ Redundancy ▪ Retrenchment ▪ Retirement ● Explain remedies to wrongful termination of a contract of employment 	<ul style="list-style-type: none"> ● Disciplinary procedures in employment and rules of natural justice correctly explained ● Ways to terminate or end an employment contract Correctly explained and applied in casework ● Available remedies to wrongful termination of employment contract correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from National Pensions Scheme Authority Act, Workers Compensation Fund Act ● Library ● Internet
2.8.4 Discuss competent institutions and courts handling labour disputes and applicable	<ul style="list-style-type: none"> ● Explain competent institutions and courts handling labour disputes and applicable procedures: <ul style="list-style-type: none"> ○ The Labour office: <ul style="list-style-type: none"> ▪ Mandate and roles of Labour Office ▪ Practice and procedure at the Labour Office 	<ul style="list-style-type: none"> ● Competent institutions and courts handling labour disputes and applicable procedures correctly 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual

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<p>procedures</p>	<ul style="list-style-type: none"> ○ The Industrial Relations Division of the High Court: <ul style="list-style-type: none"> ▪ Composition and jurisdiction ▪ Substantial justice evidenced by the rules of evidence, practice and procedure ▪ Annexed mediation: practice and procedure ● Discuss paralegals level 1 role and limits in relation to employment matters: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Carrying out follow-up on matters where appropriate ○ Providing mediation or negotiation services where adequate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>explained and applied in casework</p> <ul style="list-style-type: none"> ● Roles and limits of paralegals level 1 in relation to employment matters correctly explained 		<ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Extracts from Employment Act, Industrial Relations Court Act ● Library ● Internet
<p>2.8.5 Discuss procedures followed during collective bargaining</p>	<ul style="list-style-type: none"> ● Define collective bargaining ● Explain legal support for collective bargaining ● Explain collective bargaining procedure ● Explain collective agreement and the procedures to formalise it ● Explain industrial action and its consequences <ul style="list-style-type: none"> ○ Right to strike ○ Go slow ○ Strike 	<ul style="list-style-type: none"> ● Collective bargaining correctly defined ● Legal support for collective bargaining correctly explained ● Collective bargaining procedure correctly explained ● Collective agreement and the procedures to 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from National

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		<p>formalise it correctly explained</p> <ul style="list-style-type: none"> • Industrial action and its consequences correctly explained 		<p>Pensions Scheme Authority Act, Workers Compensation Fund Act</p> <ul style="list-style-type: none"> • Library • Internet
2.8.6 Discuss concept and application of pension and social security regimes	<ul style="list-style-type: none"> • Purpose, membership and registration, contributions – including statutory obligations or contributions, eligibility for payments in relation to: <ul style="list-style-type: none"> ○ The Pay As You Earn scheme ○ The National Pensions Scheme Authority ○ The Local Authority Superannuation Fund ○ The Workers Compensation Fund 	<ul style="list-style-type: none"> • Purpose, membership and registration, contributions – including statutory obligations or contributions, and eligibility of payments to pension and social security regimes correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from National Pensions Scheme Authority Act, Workers Compensation Fund Act • Library • Internet
<p>REFERENCE MATERIALS</p> <p><i>Constitution and Statutes</i></p> <ol style="list-style-type: none"> 1. The Adoption Act, Chapter 54 of the Laws of Zambia (Extracts) 2. The Chiefs Act Chapter 287 of the Laws of Zambia (Extracts) 3. The Companies Act Chapter 388 of the Laws of Zambia (Extracts) 				

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4. The Competition and Consumer Protection Act No. 24 of 2010 (Extracts)
5. The Constitution of Zambia 1996, Chapter 1 of the Laws of Zambia (Extracts)
6. The Constitution of Zambia 1996, Part Articles 11 -24 (Bill of Rights)
7. The Employment Act, Chapter 268 of the Laws of Zambia (Extracts)
8. The Environmental Protection and Pollution Control Act Chapter 204 of the Laws of Zambia (Extracts)
9. The Fisheries Act, Chapter 200 of the Laws of Zambia (Extracts)
10. The Forests Act No. 4 of 2015 (Extracts)
11. The Hire-Purchase Act Chapter 399 of the Laws of Zambia (Extracts)
12. The Industrial and Labour Relations Court Act, Chapter 269 of the Laws of Zambia (Extracts)
13. The Intestate Succession Act, Chapter 59 of the Laws of Zambia (Extracts)
14. The Lands Act, Chapter 184 of the Laws of Zambia (Extracts)
15. The Landlord and Tenant (Business Premises) Act, Chapter 193 of the Laws of Zambia (Extracts)
16. The Legal Aid Act Chapter 34 of the Laws of Zambia (Extracts)
17. The Marriage Act, Chapter 50 of the Laws of Zambia (Extracts)
18. The Matrimonial Causes Act, 2007 (Extracts)
19. The Minimum Wages and Conditions of Employment Act, Chapter 276 of the Laws of Zambia (Extracts)
20. The National Pensions Scheme Authority Act, Chapter 256 of the Laws of Zambia (Extracts)
21. The Public-Private Partnership Act , 2009 (Extracts)
22. The Registration and Development of Villages Act, Chapter 289 of the Laws of Zambia (Extracts)
23. The Rent Act, Chapter 206 of the Laws of Zambia (Extracts)
24. The Sale of Goods Act 1893, (Extracts)
25. The Wills and Administration of Testate and Estates Act, Chapter 60 of the Laws of Zambia (Extracts)
26. The Witchcraft Act, Chapter 90 of the Laws of Zambia (Extracts)
27. The Workers Compensation Fund Act, Chapter 271 of the Laws of Zambia (Extracts)
28. The Zambia Environmental Management Act No 12 of 2011 (Extracts)
29. The Zambia National Legal Aid Policy (2018)
30. The Zambia Wildlife Authority Act, No. 14 of 2015 (Extracts)

Books and Other Reference Materials

31. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (2018), *Paralegal Level 1 Training Manual*, Lusaka

For further reading

32. Ataiyah P.S (1989), *The Law of Contract*, Latest Edition, London, Steven & Sons, Oxford University Press

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33. Atiyah P.S., John N. Adams, & Hector Macqueen, *The Sale of Goods*, 11th Edition, Pearson Longman, United Kingdom
34. Bromley P.M (1987), *Family Law*, 7th edition, London, Butterworths
35. Hodgson J. & Lenthwaite J., *Law of Torts*, Online Resource Centre
36. Legal Resources Foundation, Catholic Commission for Justice and Peace, Young Women Christian Association of Zambia, Zambia Civic Education Association (2004), *Paralegal Training Manual*, Lusaka
37. Malila M. (2006), *Commercial Law in Zambia, Cases and Materials*, Lusaka, UNZA Press
38. Mushota L. (2005), *Family Law: Cases and Materials*, Lusaka, UNZA Press
39. Mudenda F. (2007), *Land Law Cases and Materials*, Lusaka, UNZA Press
40. Mvunga M.P, *Land Law and Policy in Zambia*, Lusaka, *Zambian Papers* No. 17
41. Mweenda W.S (2001), *Employment Law in Zambia*, Lusaka, UNZA Press Paralegal Alliance Network (PAN) (2006), *Paralegal Reference Manual*, Lusaka
42. Trestle H.G (1974), *Law of Contract*, Latest Edition, London, Steven & Sons, Oxford University Press

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MODULE 362-03-A CRIMINAL LAW				
MODULE PURPOSE: To equip the trainee with knowledge, skills and appropriate attitudes to effectively and efficiently apply knowledge on criminal law in the provision of legal aid services.				
NOMINAL DURATION: 230 HOURS		CREDITS: 23.0		
LEARNING OUTCOMES: <ol style="list-style-type: none"> 1. Explain fundamentals of criminal law and institutions involved in criminal justice 2. Apply the law relating to juvenile cases and diversion mechanisms 3. Apply the law relating to offences against the person, against property and road traffic offences 4. Apply the law relating to white-collar crimes, drug-related offences, wildlife-related offences 5. Apply the law relating to Gender Based Violence (GBV) and child abuse 				
UNIT A3.1 EXPLAINING THE FUNDAMENTALS OF CRIMINAL LAW AND INSTITUTIONS INVOLVED IN CRIMINAL JUSTICE				
UNIT DURATION: 60 HOURS		CREDITS: 6.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
3.1.1 Explain the nature of criminal law and classification of crimes	<ul style="list-style-type: none"> • Define criminal law and its purpose • Define crime and distinguish between crime and a moral wrong • Differentiate between retributive and restorative justice and their application • Identify sources of criminal law: <ul style="list-style-type: none"> ○ The Constitution of Zambia ○ Statutory law 	<ul style="list-style-type: none"> • Criminal law and its purpose correctly defined • Crime correctly defined • Distinction between crime and a moral wrong correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's

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	<ul style="list-style-type: none"> ○ Judicial decisions ○ Text books ● Explain classifications of crimes: <ul style="list-style-type: none"> ○ Felonies ○ Misdemeanours 	<ul style="list-style-type: none"> explained ● Differences between retributive and restorative justice and their application correctly identified ● Sources of criminal law correctly identified ● Classification of crimes correctly explained 		<ul style="list-style-type: none"> notes ● Extracts from Penal Code, Criminal Procedure Code, Subordinate Court Act, High Court Act
3.1.2 Explain elements of criminal liability and capacity, defences and types of punishment	<ul style="list-style-type: none"> ● Explain elements of criminal liability: <ul style="list-style-type: none"> ○ Actus reus ○ Mens rea ● Explain criminal capacity <ul style="list-style-type: none"> ○ Burden and standard of proof ● Explain concept of double jeopardy ● Explain categories of specific offences: <ul style="list-style-type: none"> ○ Offences against the person (including gender-based violence) ○ Offences against property ○ Road traffic offences ○ White-collar crimes ○ Drug-related offences ○ Wildlife-related offences ● Explain defences <ul style="list-style-type: none"> ○ Presumption of innocence ○ Duress ○ Necessity ○ Self defence ○ Insanity 	<ul style="list-style-type: none"> ● Elements of criminal liability correctly explained and applied in casework ● Criminal capacity correctly explained and applied in casework ● Concept of double jeopardy correctly explained ● Categories of specific offences correctly identified ● Defences correctly explained and applied in casework ● Liability without fault correctly explained and applied in 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Penal Code, Criminal Procedure Code, Subordinate Court Act, High Court Act ● Library ● Internet

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	<ul style="list-style-type: none"> ○ Diminished capacity ○ Intoxication ○ Consent ○ Infancy ● Explain liability without fault <ul style="list-style-type: none"> ○ Strict liability ○ Causation ● Explain types of punishment <ul style="list-style-type: none"> ○ Conviction and/or acquittal ○ Fines ○ Imprisonment ○ Community service ○ Suspended sentence ○ Conditional or absolute discharge ○ Others ● Explain purpose of sentencing in criminal law <ul style="list-style-type: none"> ○ Rehabilitation ○ Deterrence ○ Punishing ○ Restitution 	<p>casework</p> <ul style="list-style-type: none"> ● Types of punishment in criminal law correctly explained ● Purpose of sentencing in criminal law correctly explained 		
3.1.3 Explain the roles and jurisdiction of the institutions involved in criminal justice	<ul style="list-style-type: none"> ● Explain criminal jurisdiction and powers of courts: <ul style="list-style-type: none"> ○ Local Courts ○ Subordinate Courts ○ High Court ○ Court of Appeal ○ Supreme Court ● Explain powers and privileges of the Zambia Police Service: <ul style="list-style-type: none"> ○ When can police make an arrest? ○ How does the Police Officer make an arrest? ○ Purpose of a warrant of arrest ○ When can a Police Officer arrest someone 	<ul style="list-style-type: none"> ● Roles and jurisdiction of the institutions involved in criminal justice correctly identified ● Police powers and privileges correctly explained and applied in casework ● Roles and limits of paralegals level 1 in relation to criminal 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Penal Code, Criminal

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	<p>without a warrant?</p> <ul style="list-style-type: none"> ○ Wrongful arrest ○ What can the Police do after you have been arrested? Including steps at police station / post ○ Role of Community Crime Prevention Units (CCPUs) ○ Search and seizure of property ○ Orders for opening fire ● Explain other institutions involved in the criminal justice system and their roles/jurisdiction: <ul style="list-style-type: none"> ○ Judiciary (as covered above) ○ National Prosecution Authority and prosecutors – powers and duties at: <ul style="list-style-type: none"> ▪ Subordinate Court level ▪ High Court level ○ Zambia Correctional Service ○ Other law enforcement agencies (Anti-Corruption Commission, Drug Enforcement Commission, Department of Immigration, Zambia Wildlife Authority) ○ Other institutions such as Social Welfare ● Discuss paralegals level 1 role and limits in relation to criminal law: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing legal assistance including basic legal drafting and follow ups on matters ○ Providing orientation, referrals and accompaniment services ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question 	<p>law correctly explained</p>		<p>Procedure Code, Subordinate Court Act, High Court Act</p> <ul style="list-style-type: none"> ● Library ● Internet
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UNIT A3.2 APPLYING THE LAW RELATING TO JUVENILE CASES AND DIVERSION MECHANISMS				
UNIT DURATION: 40 HOURS CREDITS: 4.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
3.2.1 Explain diversion of juveniles from the criminal justice system	<ul style="list-style-type: none"> • Explain diversion of juveniles from the criminal justice system: <ul style="list-style-type: none"> ○ Definition, purpose and importance ○ Components of diversion programme: counselling, education, link to communities, in addition to the legal component 	<ul style="list-style-type: none"> • Purpose and components of diversion of juveniles from the criminal justice system correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Criminal Procedure Code, Juveniles Act, Subordinate Court Act • Library • Internet
3.2.2 Explain steps followed in the juvenile justice system	<ul style="list-style-type: none"> • Present and discuss the provisions of the Criminal Procedure Code, the Juveniles Act and the Subordinate Courts Act applicable to juveniles: <ul style="list-style-type: none"> ○ Criminal capacity of juveniles ○ Situation of young offenders:: <ul style="list-style-type: none"> ▪ When arrested ▪ During the trial 	<ul style="list-style-type: none"> • Provisions of the Criminal Procedure Code, the Juveniles Act and the Subordinate Courts Act applicable to juveniles correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs /

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	<ul style="list-style-type: none"> ▪ On sentence and confirmation orders ○ Child friendly courts ○ Role of the Department of Social Welfare 	<p>explained in relation to criminal capacity of juveniles, situation of young offenders, child friendly courts and the role of the Department of Social Welfare</p>		<p>Lecturer's notes</p> <ul style="list-style-type: none"> ● Extracts from Criminal Procedure Code, Juveniles Act, Subordinate Court Act ● Library ● Internet
<p>3.2.3 Explain available diversion mechanisms</p>	<ul style="list-style-type: none"> ● Explain diversion mechanisms at different stages of the criminal process: <ul style="list-style-type: none"> ○ Pre-trial diversion: resolution of juvenile cases under African customary law (Juveniles Act) ○ Diversion during trial: <ul style="list-style-type: none"> ▪ Resolution of cases through plea deals (Plea Negotiations and Agreement Act) ▪ Reconciliation of minor criminal cases (Criminal Procedure Act) ○ Post-trial diversion: <ul style="list-style-type: none"> ▪ Orders that a juveniles court can issue in lieu of imprisonment (Juveniles Act) ▪ Orders that can be issued in respect of juvenile offenders for specific offences (Penal Code) e.g. use of community service or counselling ○ Institutions and organisations mandated to provide counselling and other diversion services ● Explain proposed changes in the juvenile justice system under the Child Code Bill 	<ul style="list-style-type: none"> ● Diversion mechanisms at different stages of the criminal justice process correctly explained and applied in casework ● Proposed changes in the juvenile justice system under the Child Code Bill correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Criminal Procedure Code, Juveniles Act, Subordinate Court Act, Plea Negotiations and Agreement Act ● Library ● Internet

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UNIT A3.3 APPLYING THE LAW RELATING TO OFFENCES AGAINST THE PERSON, AGAINST PROPERTY AND ROAD TRAFFIC OFFENCES				
UNIT DURATION: 60 HOURS CREDITS: 6.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
3.3.1 Explain types of offences against the person, including minimum sentences, potential defences and mitigating circumstances	<ul style="list-style-type: none"> • Explain types of offences against the person, including minimum sentences, potential defences and mitigating circumstances: <ul style="list-style-type: none"> ○ Murder ○ Assault ○ Rape, indecent assault, defilement and other sexual offences ○ Other types of offences against the person 	<ul style="list-style-type: none"> • Types of offences against the person, including minimum sentences, potential defences and mitigating circumstances, correctly identified and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Penal Code • Library • Internet
3.3.2 Explain types of offences against property, including minimum sentences, potential defences and mitigating circumstances	<ul style="list-style-type: none"> • Explain types of offences against property, including minimum sentences, potential defences and mitigating circumstances: <ul style="list-style-type: none"> ○ Theft ○ Theft by agent / servant ○ Stock theft ○ Robbery / Aggravated robbery ○ Breaking into a building ○ Burglary and theft ○ Criminal trespass ○ Vandalism ○ Obtaining money / good by false pretence ○ Arson 	<ul style="list-style-type: none"> • Types of offences against property, including minimum sentences, potential defences and mitigating circumstances, correctly identified and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Penal Code • Library

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	<ul style="list-style-type: none"> ○ Other types of offences against property 			<ul style="list-style-type: none"> ● Internet
3.3.3 Explain types of road traffic offences, including minimum sentences, potential defences and mitigating circumstances	<ul style="list-style-type: none"> ● Explain types of road traffic offences, including minimum sentences, potential defences and mitigating circumstances: <ul style="list-style-type: none"> ○ Causing death by reckless or dangerous driving ○ Failure to obey traffic signs and rules ○ Driving over speed limit ○ Driving without valid driving license ○ Driving under the influence of intoxicating substances ○ Driving unlicensed vehicles (includes road fitness, insurance, Interpol clearance and other statutory requirements) ○ Other types of road traffic offences ● Explain admission of guilt in road traffic offences: <ul style="list-style-type: none"> ○ Conditions ○ Forms ○ Withdrawal ● Explain purpose and procedure followed at traffic fast-track courts 	<ul style="list-style-type: none"> ● Types of road traffic offences, including minimum sentences, potential defences and mitigating circumstances, correctly identified and applied in casework ● Admission of guilt in road traffic offences correctly explained ● Purpose and procedure followed at traffic fast-track courts correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Roads and Road Traffic Act ● Library ● Internet
<p>UNIT A3.4 APPLYING THE LAW RELATING TO WHITE-COLLAR CRIMES, DRUG-RELATED OFFENCES, WILDLIFE-RELATED OFFENCES</p> <p>UNIT DURATION: 40 HOURS CREDITS: 4.0</p>				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
3.4.1 Discuss white collar crimes, including minimum sentences, potential	<ul style="list-style-type: none"> ● Explain types of white collar crimes, including minimum sentences, potential defences and mitigating circumstances: <ul style="list-style-type: none"> ○ Fraud 	<ul style="list-style-type: none"> ● Types of white collar crimes, including minimum sentences, potential 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1

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defences and mitigating circumstances	<ul style="list-style-type: none"> ○ Corruption ○ Money laundering, forgery, impersonation, counterfeiting ○ Cybercrimes ○ Tax avoidance and non-payment of statutory requirements ○ Operating businesses without required licences/levies paid ○ Illegal export of goods ○ Other types of white collar crimes ● Explain role of the Anti-Corruption Commission (ACC) in prosecuting corruption related offences 	<p>defences and mitigating circumstances, correctly identified and applied in casework</p> <ul style="list-style-type: none"> ● Role of the ACC in prosecuting corruption related offences correctly explained 	<ul style="list-style-type: none"> ● Final examination 	<p>training manual</p> <ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Extracts from Penal Code ● Library ● Internet
3.4.2 Discuss drug abuse and trafficking offences, including minimum sentences, potential defences and mitigating circumstances	<ul style="list-style-type: none"> ● Explain types of drug related offences, including minimum sentences, potential defences and mitigating circumstances: <ul style="list-style-type: none"> ○ Drug possession ○ Drug trafficking ○ Other types of drug abuse and trafficking offences ● Role of the Drug Enforcement Commission (DEC) in prosecuting drug related offences 	<ul style="list-style-type: none"> ● Types of drug abuse and trafficking offences, including minimum sentences, potential defences and mitigating circumstances, correctly identified and applied in casework ● Role of the DEC in prosecuting drug related offences correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Penal Code, Narcotic Drugs and Psychotropic Substances Act ● Library ● Internet
3.4.3 Discuss wildlife related	<ul style="list-style-type: none"> ● Explain provisions of the Zambia Wildlife Authority Act, Fisheries Act, Forests Act on wildlife related 	<ul style="list-style-type: none"> ● Types of wildlife related offences, 	<ul style="list-style-type: none"> ● Class exercises / 	<p><i>The trainee must have access to:</i></p>

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offences, including minimum sentences, potential defences and mitigating circumstances	<p>offences:</p> <ul style="list-style-type: none"> ○ Poaching ○ Fishing during fishing ban ○ Harvesting and export of precious timber ○ Other types of wildlife related offences <ul style="list-style-type: none"> ● Explain role of the Zambia Wildlife Authority Act (ZAWA) in prosecuting wildlife related offences 	<p>including minimum sentences, potential defences and mitigating circumstances, correctly identified and applied in casework</p> <ul style="list-style-type: none"> ● Role of the ZAWA in prosecuting wildlife related offences correctly explained 	<p>Assignments</p> <ul style="list-style-type: none"> ● Test ● Final examination 	<ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Penal Code, Zambia Wildlife Authority Act, Fisheries Act, Forests Act ● Library ● Internet
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UNIT A3.5 APPLYING THE LAW RELATING TO GENDER BASED VIOLENCE (GBV) AND CHILD ABUSE
UNIT DURATION: 30 HOURS CREDITS: 3.0

SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
3.5.1 Discuss various forms of GBV and domestic violence	<ul style="list-style-type: none"> ● Define gender ● Differentiate between gender and sex roles ● Discuss importance to take gender into consideration ● Define GBV and identify different forms and types of GBV: <ul style="list-style-type: none"> ○ Physical violence ○ Sexual violence ○ Psychological violence ○ Physical, mental, social or economic abuse 	<ul style="list-style-type: none"> ● Gender correctly defined ● Difference between gender and sex roles correctly identified ● Importance of discussing gender correctly understood ● GBV and its 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from

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	<ul style="list-style-type: none"> • Differentiate between GBV and domestic violence • Discuss possible causes of GBV • Identify practices that encourage or lead to GBV or domestic violence • Discuss issues of harassment and other abuse at the workplace 	<p>different forms and types correctly defined</p> <ul style="list-style-type: none"> • Difference between GBV and domestic violence correctly explained • Harmful practices that encourage or lead to GBV or domestic violence correctly identified and explained • Issues of harassment and other abuse at the workplace correctly identified and explained 		<p>Constitution, Penal Code, Anti GBV Act</p> <ul style="list-style-type: none"> • Library • Internet
3.5.2 Discuss applicable legal provisions on GBV	<ul style="list-style-type: none"> • Apply legal provisions on GBV: <ul style="list-style-type: none"> ○ Constitutional provisions ○ Provisions of the Anti-GBV Act ○ Rules of Court to Implement the Anti-GBV Act ○ Penal Code provisions 	<ul style="list-style-type: none"> • Specific legal provisions on GBV in the Constitution, the anti-GBV Act and Rules of Court to implement it, and the Penal Code correctly identified and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution, Penal Code, Anti-GBV Act

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				<ul style="list-style-type: none"> • Extracts from Rules of Court to Implement the Anti-GBV Act • Library • Internet
3.5.3 Discuss various forms of child abuse	<ul style="list-style-type: none"> • Define child abuse and sexual offences on children • Explain types and forms of child abuse • Differentiate corporal punishment from spanking • Discuss harmful practices that expose children to abuse and sexual offences • Explain provisions of the Penal Code about child abuse and sexual offences on children • Explain provisions on child protection in the Constitution 	<ul style="list-style-type: none"> • Child abuse and sexual offences on children correctly defined • Types and forms of child abuse and sexual offences on children correctly explained • Corporal punishment correctly differentiated from spanking • Harmful practices that expose children to abuse and sexual offences correctly identified and explained • Specific legal provisions on child abuse and sexual offences in the Penal Code and in the Constitution 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution, Penal Code, Anti GBV Act • Library • Internet

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		correctly identified and applied in casework		
<p>REFERENCE MATERIALS</p> <p><i>Constitution, Statutes and Regulations</i></p> <ol style="list-style-type: none"> 1. Rules of Court to Implement the Anti-GBV Act (Extracts) 2. The Anti-Gender Based Violence Act No. 1 of 2011 (Extracts) 3. The Constitution of Zambia 1996, Chapter 1 of the Laws of Zambia (Extracts) 4. The Criminal Procedure Code Act, Chapter 88 of the Laws of Zambia (Extracts) 5. The Fisheries Act, Chapter 200 of the Laws of Zambia (Extracts) 6. The Forests Act No. 4 of 2015 (Extracts) 7. The High Court Act, Chapter 27 of the Laws of Zambia (Extracts) 8. The Juveniles Act, Chapter 53 of the Laws of Zambia (Extracts) 9. The Narcotic Drugs and Psychotropic Substances Act, Chapter 96 of the Laws of Zambia (Extracts) 10. The Penal Code Act, Chapter 87 of the Laws of Zambia (Extracts) 11. The Roads and Road Traffic Act, Chapter 464 of the Laws of Zambia (Extracts) 12. The Subordinate Court Act, Chapter 28 of the Laws of Zambia (Extracts) 13. The Zambia Wildlife Authority Act, No. 14 of 2015 (Extracts) <p><i>Books and Other Reference Materials</i></p> <ol style="list-style-type: none"> 14. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (2018), <i>Paralegal Level 1 Training Manual</i>, Lusaka <p><i>For further reading</i></p> <ol style="list-style-type: none"> 15. Hatchard & Ndulo M. (1983), <i>A Case Book on Criminal Law</i>, Lusaka Government Printers 16. David Bainbridge (2007), <i>Introduction to Information Technology Law</i>, Longman 17. Legal Resources Foundation, Catholic Commission for Justice and Peace, Young Women Christian Association of Zambia, Zambia Civic Education Association (2004), <i>Paralegal Training Manual</i>, Lusaka 18. Paralegal Alliance Network (PAN) (2006), <i>Paralegal Reference Manual</i>, Lusaka 				

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MODULE 362-04-A CIVIL AND CRIMINAL PROCEDURE				
MODULE PURPOSE:				
To equip the trainee with knowledge, skills and appropriate attitudes to effectively and efficiently apply knowledge on civil and criminal procedure in the provision of legal aid services.				
NOMINAL DURATION: 200 HOURS		CREDITS: 20.0		
LEARNING OUTCOMES:				
<ol style="list-style-type: none"> 1. Apply civil procedure 2. Apply criminal procedure 3. Apply law of evidence in civil and criminal proceedings 4. Explain rights of suspects and accused persons, victims and witnesses 5. Apply pre- and post-trial release measures 				
UNIT A4.1 APPLYING CIVIL PROCEDURE				
UNIT DURATION: 50 HOURS		CREDITS: 5.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
4.1.1 Discuss civil jurisdiction and powers of courts	<ul style="list-style-type: none"> • Explain civil jurisdiction and powers of courts: <ul style="list-style-type: none"> ○ Local Court ○ Small Claims Courts ○ Subordinate Courts ○ High Court ○ Court of Appeal ○ Supreme Court ○ Constitutional Court ○ Other specialised courts/tribunals 	<ul style="list-style-type: none"> • Civil jurisdiction and powers of courts correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<i>The trainee must have access to:</i> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from

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				<p>High Court Act, Subordinate Court Act, Small Claims Court Act, Local Courts Act</p> <ul style="list-style-type: none"> • Library • Internet
<p>4.1.2 Distinguish procedure and manner of making applications in civil matters before various courts</p>	<ul style="list-style-type: none"> • Explain procedure and manner of making applications in civil matters before various courts (Local Courts, Small Claims Courts, Subordinate Courts, High Court, Court of Appeal, Supreme Court, Constitutional Court, other specialised courts/tribunals) <ul style="list-style-type: none"> ○ Cause of action, who to sue ○ Mode of instituting proceedings: <ul style="list-style-type: none"> ▪ Originating summons ▪ Petition ▪ Originating notice of motion ▪ An appeal ▪ Default writ of summons ▪ Writ of summons ▪ Complaint ○ Explain proceedings in Subordinate Courts and High Court ○ Explain enforcement mechanisms 	<ul style="list-style-type: none"> • Procedure and manner of making applications in civil matters before various courts correctly explained and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from High Court Act, Subordinate Court Act, Small Claims Court Act, Local Courts Act • Library • Internet
<p>4.1.3 Differentiate rules of courts and other</p>	<ul style="list-style-type: none"> • Explain rules of courts and other relevant procedures in civil matters <ul style="list-style-type: none"> ○ Prescribed court forms 	<ul style="list-style-type: none"> • Rules of courts and other relevant procedures in civil 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal

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<p>relevant procedures in civil matters</p>	<ul style="list-style-type: none"> ○ Admission of lawyers into courts – where allowed and where not ○ Applications for legal aid in civil procedures ○ Evidence – classification, general principles, relevance and admissibility (as covered below) ○ Court fees ○ Service of process ○ Interlocutory matters e.g. injunctions ○ Enforcement of orders ○ Costs ○ Judgement ○ Review (when applicable) ○ Appeals ● Discuss roles and limits of paralegals level 1 in procedures in civil procedures: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information and legal advice ○ Providing legal assistance including basic legal drafting and follow ups on matters ○ Providing orientation, referrals and accompaniment services ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<p>matters correctly explained</p> <ul style="list-style-type: none"> ● Roles and limits of paralegals level 1 in civil procedures correctly explained 	<ul style="list-style-type: none"> ● Final examination 	<p>Level 1 training manual</p> <ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Extracts from High Court Act, Subordinate Court Act, Small Claims Court Act, Local Courts Act ● Library ● Internet
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UNIT A4.2 APPLYING CRIMINAL PROCEDURE				
UNIT DURATION: 70 HOURS		CREDITS: 7.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
4.2.1 Explain the procedure followed in investigation, getting the accused to court, charge, plea and indictment	<ul style="list-style-type: none"> • Explain the procedure followed in investigation, getting the accused to court, charge, plea and indictment: <ul style="list-style-type: none"> ○ Investigation ○ Getting the accused to court <ul style="list-style-type: none"> ▪ Summons ▪ Arrest ○ The charge ○ Plea <ul style="list-style-type: none"> ▪ Plea Negotiation and Agreement Act ○ Rule against duplicity ○ Joinder of counts ○ Joinder of accused persons ○ Objections to a charge or information (indictment) ○ Quashing a charge or information (indictment) ○ Amendment of a charge or information (indictment) ○ Overloading of a charge or information (indictment) • Explain role of key justice institutions in criminal cases: <ul style="list-style-type: none"> ○ Zambia Police Service (ZPS) ○ Zambia Correctional Service (ZCS) ○ National Prosecution Authority (NPA) 	<ul style="list-style-type: none"> • Steps followed in investigation, getting the accused to court, charge, plea and indictment correctly explained and applied in casework • Role of key justice institutions in criminal cases correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Criminal Procedure Code, Plea Negotiation and Agreement Act • Library • Internet

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	<ul style="list-style-type: none"> ○ Legal Aid Board (LAB) ○ Other law enforcement agencies 			
<p>4.2.2 Explain the procedure followed in trial, confessions, defences, burden and standard of proof</p>	<ul style="list-style-type: none"> ● Explain procedure followed in trial, confessions, defences, burden and standard of proof: <ul style="list-style-type: none"> ○ Trial <ul style="list-style-type: none"> ▪ At Subordinate Court ▪ At High Court ○ Confessions in criminal trials <ul style="list-style-type: none"> ▪ Confessions to a private person ▪ Confessions to a police officer ○ Plea <ul style="list-style-type: none"> ▪ Plea Negotiation and Agreement Act ○ Available defences (covered above under criminal law) ○ Burden and standard of proof (covered above under criminal law) 	<ul style="list-style-type: none"> ● Steps followed in criminal trial, confessions, defences, burden and standard of proof correctly explained and applied in casework 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Criminal Procedure Code, Plea Negotiation and Agreement Act ● Library ● Internet
<p>4.2.3 Explain the procedure followed in passing judgment, mitigation, forms of sentencing, legal remedies after verdict and sentencing</p>	<ul style="list-style-type: none"> ● Explain procedure followed in passing judgment, mitigation, forms of sentencing, legal remedies after verdict and sentencing: <ul style="list-style-type: none"> ○ Motion in arrest of judgment ○ Judgement ○ Mitigation ○ Forms of sentencing <ul style="list-style-type: none"> ▪ Fines ▪ Imprisonment ▪ Minimum, maximum and suspended sentences ▪ Concurrent and consecutive sentencing 	<ul style="list-style-type: none"> ● Procedure followed in passing judgment and mitigation correctly explained and applied in casework ● Forms of sentencing and available legal remedies after verdict and sentencing correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Criminal Procedure

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<p>proceedings</p>	<ul style="list-style-type: none"> ○ Common law ○ Books of eminent writers ● Explain importance of evidence: <ul style="list-style-type: none"> ○ Legal process and adjudication ○ Protection of individual rights ● Explain main types of evidence: <ul style="list-style-type: none"> ○ Testimony ○ Documents ○ Real evidence ○ Circumstantial evidence ● Explain general principles of evidence: <ul style="list-style-type: none"> ○ Disclosure and immunity ○ Presumption and burden of proof ○ Character and credibility 	<ul style="list-style-type: none"> ● Importance of evidence correctly understood ● Main types of evidence correctly explained ● General principles of evidence correctly explained 		<p>manual</p> <ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Extracts from High Court Act, Subordinate Court Act, Small Claims Court Act, Local Courts Act ● Extracts from Criminal Procedure Code ● Library ● Internet
<p>4.3.2 Explain relevance and admissibility of evidence in civil and criminal proceedings</p>	<ul style="list-style-type: none"> ● Explain relevance and admissibility of evidence in civil and criminal proceedings: <ul style="list-style-type: none"> ○ The best evidence rule ○ The admissibility of relevant evidence ○ The inadmissibility of irrelevant and insufficient relevant evidence ○ Weight of evidence ● Explain hearsay rule: <ul style="list-style-type: none"> ○ Hearsay in civil and criminal proceedings ○ Exceptions to the hearsay rule 	<ul style="list-style-type: none"> ● Relevance and admissibility of evidence in civil and criminal proceedings correctly explained and applied in casework ● Hearsay rule correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from High Court Act, Subordinate Court Act,

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				<p>Small Claims Court Act, Local Courts Act</p> <ul style="list-style-type: none"> • Extracts from Criminal Procedure Code • Library • Internet
<p>4.3.3 Explain presumptions in law of evidence</p>	<ul style="list-style-type: none"> • Define presumption • Explain types of presumptions: <ul style="list-style-type: none"> ○ Rebuttable presumptions of law ○ Irrebuttable presumptions of law • Explain presumptions of fact 	<ul style="list-style-type: none"> • Presumption correctly defined • Types of presumptions correctly explained • Presumptions of fact correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from High Court Act, Subordinate Court Act, Small Claims Court Act, Local Courts Act • Extracts from Criminal Procedure Code • Library

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				• Internet
UNIT A4.4 APPLYING RIGHTS OF SUSPECTS AND ACCUSED PERSONS, VICTIMS AND WITNESSES				
UNIT DURATION: 30 HOURS CREDITS: 3.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
4.4.1 Apply key human rights principles in criminal proceedings	<ul style="list-style-type: none"> • Explain key human rights principles relevant to suspects and accused persons: <ul style="list-style-type: none"> ○ Right to a fair hearing ○ Equality before the law ○ Presumption of innocence until proven guilty ○ Right to legal assistance ○ Protection from torture or inhuman or degrading punishment or treatment 	<ul style="list-style-type: none"> • Key human rights principles relevant to suspect and accused persons correctly explained and applied in casework 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Constitution and Bill of Rights • Library • Internet
4.4.2 Use rights of suspects and accused persons	<ul style="list-style-type: none"> • Explain rights of suspects and accused persons: <ul style="list-style-type: none"> ○ Your rights as suspect or accused person in detention or during trial including: <ul style="list-style-type: none"> <i>Questioning before you have been arrested</i> <ul style="list-style-type: none"> ▪ If you are asked to go to a police station, right to know why you are being asked to go, to have someone else you know accompany you, to make an appointment to go at a time that suits you better 	<ul style="list-style-type: none"> • Rights of suspects and accused persons correctly explained and applied in casework • Roles and limits of paralegals level 1 with regard to supporting clients in applying for legal aid 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from

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	<p><i>Your rights once arrested:</i></p> <ul style="list-style-type: none"> ▪ Right to be told, in a language you understand, why you are being arrested and what the charges against you are ▪ Right to call a friend or relative ▪ Right to a lawyer and to apply for legal aid – includes right to consult with your lawyer and not to say anything until your lawyer is present ▪ Right to apply for legal aid ▪ Right to ask for police bond / bail <p><i>When being questioned</i></p> <ul style="list-style-type: none"> ▪ Right to have your lawyer present when being questioned ▪ Right to refuse to answer questions, to say anything at all and to refuse to make a statement <p><i>In case of torture or assault in any way by officers</i></p> <ul style="list-style-type: none"> ▪ Right to lay criminal and civil charges against police officer or other officers involved <p><i>Other</i></p> <ul style="list-style-type: none"> ▪ If being asked to 'assist with inquiries', right to refuse to answer questions and to leave at any time ▪ Right to be brought before a court as soon as possible ▪ Right to privacy and not to have property seized if no good reason for doing so <p><i>During trial</i></p> <ul style="list-style-type: none"> ▪ Right to a fair trial within a reasonable time ▪ Right to adequate time to prepare your 	<p>correctly explained</p>		<p>Criminal Procedure Code, Prisons Act, National Legal Aid Policy, Legal Aid Act</p> <ul style="list-style-type: none"> • Library • Internet
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	<ul style="list-style-type: none"> defence <ul style="list-style-type: none"> ▪ Right to defend yourself ▪ Right to remain silent and not to plead at all ▪ Right to have your own lawyer or to apply for legal aid (except in trials in the Local Court) ▪ Right to testify (if you choose to) and to call your own witnesses ▪ Right to be present during the trial ▪ Right to an interpreter (if required) ▪ Right to appeal ○ Actions you can take if your rights are violated ○ Right to legal aid: <ul style="list-style-type: none"> ▪ Applications for legal aid in criminal procedures ▪ Grant of legal aid by court ● Discuss roles and limits of paralegals level 1 in with regards to supporting clients in applying for legal aid: <ul style="list-style-type: none"> ○ Conducting awareness raising ○ Providing legal information ○ Providing orientation, referrals and accompaniment services ○ Drafting selected documents (applications for legal aid) ○ Carrying out follow-up on applications where appropriate 			
<p>4.4.3 Explain rights of victims and witnesses in criminal procedures</p>	<ul style="list-style-type: none"> ● Explain rights of victims and witnesses in criminal procedures: <ul style="list-style-type: none"> ○ Victims and witnesses have the right: <ul style="list-style-type: none"> ▪ To be treated with respect 	<ul style="list-style-type: none"> ● Rights of victims and witnesses correctly identified and explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1

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	<ul style="list-style-type: none"> ▪ To be allowed to make, and correct, a statement to the police ▪ To be protected from future harm, threats or intimidation by the accused or their family and friends ▪ To be kept informed at all stages of the trial ▪ To be assisted, as far as possible, with coming to court and while at court ▪ To be allowed to testify during the trial about what they saw or heard ○ In addition, victims have the right: <ul style="list-style-type: none"> ▪ To medical psychological care if needed ▪ To be allowed to testify when the accused applies for bail, during the trial, and (sometimes) during the sentencing ▪ To be compensated for their injuries and loss • Explain process when reporting a case at the police: <ul style="list-style-type: none"> ○ Medical assistance and examinations ○ Questioning and making statements ○ VSU crimes • Explain next steps: <ul style="list-style-type: none"> ○ During investigation ○ During trial ○ At judgment stage • Explain protection of victims and witnesses • Discuss roles and limits of paralegals level 1 in with regards to supporting victims and witnesses in criminal procedures: <ul style="list-style-type: none"> ○ Providing legal information and legal advice ○ Providing orientation, referrals and 	<ul style="list-style-type: none"> • Roles and limits of paralegals level 1 with regard to supporting victims and witnesses in criminal procedures correctly explained 	<p>examination</p>	<p>training manual</p> <ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Extracts from Criminal Procedure Code, Prisons Act • Library • Internet
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	<ul style="list-style-type: none"> o accompaniment services o Drafting selected documents o Carrying out follow-up on matters where appropriate o Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 			
UNIT A4.5 APPLYING PRE- AND POST-TRIAL RELEASE MEASURES UNIT DURATION: 20 HOURS CREDITS: 2.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
4.5.1 Apply procedures followed for police bond and bail	<ul style="list-style-type: none"> • Explain provisions of the Criminal Procedure Code and Penal Code on pre-trial release measures with focus on: <ul style="list-style-type: none"> o Police bond and conditions attached o Bail, types of bail, use of sureties and release on recognizance o Constitutional bail o Filling in and filing applications for police bond and bail • Discuss roles and limits of paralegals level 1 in with regards to supporting clients in applying for bond and bail: <ul style="list-style-type: none"> o Providing legal information and legal advice o Providing orientation, referrals and accompaniment services o Drafting selected documents (applications for bond / bail) o Carrying out follow-up on applications where 	<ul style="list-style-type: none"> • Various forms of releasing arrested persons correctly explained and applied in casework • Roles and limits of paralegals level 1 with regard to supporting clients in applying for bond and bail correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> • Paralegal Level 1 training manual • Hand-outs / Lecturer's notes • Extracts from Criminal Procedure Code, Prisons Act, Constitution of Zambia • Library • Internet

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	<p>appropriate</p> <ul style="list-style-type: none"> ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 			
4.5.2 Apply procedures followed for parole	<ul style="list-style-type: none"> ● Explain provisions of the Prisons Act on conditional release on parole at post-trial stage: <ul style="list-style-type: none"> ○ Eligibility and procedures ○ Filling in and filing applications for conditional release on parole ● Discuss roles and limits of paralegals level 1 in with regards to supporting clients in applying for parole: <ul style="list-style-type: none"> ○ Providing legal information and legal advice ○ Providing orientation, referrals and accompaniment services ○ Drafting selected documents (applications for bond / bail) ○ Carrying out follow-up on applications where appropriate ○ Seeking support from supervising officer when unsure about the law or when confronted with a difficult or complex question or situation 	<ul style="list-style-type: none"> ● Parole procedure correctly explained and applied in casework ● Roles and limits of paralegals level 1 with regard to supporting clients in applying for parole correctly explained 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p><i>The trainee must have access to:</i></p> <ul style="list-style-type: none"> ● Paralegal Level 1 training manual ● Hand-outs / Lecturer's notes ● Extracts from Prisons Act ● Library ● Internet

REFERENCE MATERIALS

Constitution and Statutes

1. The Constitution of Zambia 1996, Chapter 1 of the Laws of Zambia (Extracts)
1. The Constitution of Zambia 1996, Part III, Articles 11 -24 (Bill of Rights)
2. The Criminal Procedure Code Act, Chapter 88 of the Laws of Zambia (Extracts)
3. The High Court Act, Chapter 27 of the Laws of Zambia (Extracts)
4. The Legal Aid Act, Chapter 34 of the Laws of Zambia (Extracts)
5. The Local Courts Act, Chapter 29 of the Laws of Zambia (Extracts)
6. The Penal Code Act, Chapter 87 of the Laws of Zambia (Extracts)

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7. The Plea Negotiation and Agreement Act, No. 20 of 2010 (Extracts)
8. The Prisons Act, Chapter 97 of the Laws of Zambia (Extracts)
9. The Small Claims Court Act Chapter 47 of the Laws of Zambia (Extracts)
10. The Subordinate Court Act, Chapter 28 of the Laws of Zambia (Extracts)
11. The Zambia National Legal Aid Policy (2018)

Books and Other Reference Materials

12. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (2018), *Paralegal Level 1 Training Manual*, Lusaka

For further reading

13. Hatchard & Ndulo M. (1991), *The Law of Evidence in Zambia, Cases & Materials*, Multimedia Publications, Lusaka
14. Hatchard & Ndulo M. (1983), *A Case Book on Criminal Law*, Lusaka Government Printers
15. Legal Resources Foundation, Catholic Commission for Justice and Peace, Young Women Christian Association of Zambia, Zambia Civic Education Association (2004), *Paralegal Training Manual*, Lusaka
16. Paralegal Alliance Network (PAN) (2006), *Paralegal Reference Manual*, Lusaka

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MODULE 362-05-A PARALEGAL PRACTICE SKILLS AND ETHICS				
MODULE PURPOSE:				
To equip the trainee with knowledge, skills and appropriate attitudes to effectively and efficiently apply paralegal practice skills and ethics in the provision of legal aid services.				
NOMINAL DURATION: 320 HOURS		CREDITS: 32.0		
LEARNING OUTCOMES:				
<ol style="list-style-type: none"> 1. Adhere to paralegals' ethics and conduct 2. Mobilise communities and stakeholders 3. Conduct legal education 4. Provide legal advice 5. Provide legal assistance 6. Conduct mediation and negotiation 7. Carry out orientation, referral and accompaniment processes 8. Manage a legal desk 				
UNIT A5.1 ADHERING TO PARALEGALS' ETHICS AND CONDUCT				
UNIT DURATION: 50 HOURS		CREDITS: 5.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.1.1 Explain concept of paralegalism	<ul style="list-style-type: none"> • Explain the concept of paralegalism, its importance and purpose • Provide history and background of paralegal work in Zambia and Southern Africa 	<ul style="list-style-type: none"> • Concept, importance and purpose of paralegalism correctly explained 	<ul style="list-style-type: none"> • Test 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual

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				<ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Extracts from National Legal Aid Policy • Library • Internet
5.1.2 Explain the legal aid services provided by paralegals in communities, LSUs and correctional facility and police station legal desks	<ul style="list-style-type: none"> • Explain classification of paralegals in Zambia and the respective services provided by each level: <ul style="list-style-type: none"> ○ Paralegals level 3 ○ Paralegals level 2 ○ Paralegals level 1 • Explain types of legal services and tasks provided by paralegals level 1: <ul style="list-style-type: none"> ○ Mobilising communities and stakeholders ○ Conducting legal education ○ Providing legal information ○ Providing legal advice ○ Providing legal assistance ○ Carrying out basic legal drafting ○ Carrying out follow ups on matters handled by paralegal ○ Conducting mediation and negotiation ○ Carrying out orientation, referral and accompaniment processes ○ Managing a legal desk • Explain the ideal paralegal – legal (aid) assistant or lawyer relationship: <ul style="list-style-type: none"> ○ Support ○ Consultations ○ Referrals 	<ul style="list-style-type: none"> • Classification of paralegals in Zambia and the respective services provided by each level correctly explained • Legal aid services and tasks provided by paralegals level 1 correctly explained • The ideal paralegal – legal (aid) assistant or lawyer relationship correctly explained • Specificities of the work and tasks undertaken by paralegals level 1 at a Legal Services Unit (LSU) or at a correctional facility or police station legal desk correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Extracts from National Legal Aid Policy • Library • Internet

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	<ul style="list-style-type: none"> ○ Supervision ● Specificities of the work and tasks undertaken by paralegals level 1 at a Legal Services Unit (LSU) or at a correctional facility or police station legal desk: <ul style="list-style-type: none"> ○ Categories of court staff, duties and responsibilities, work culture ○ Categories of correctional facility officers, police officers, duties and responsibilities vis-à-vis persons in police custody, remandees and other categories of inmates, work culture ● Explain legal services for which paralegals level 1 do not qualify to provide: <ul style="list-style-type: none"> ○ Legal representation ● Explain legal services for which paralegals 3 and 2 do not qualify to provide: <ul style="list-style-type: none"> ○ For paralegals level 3 ○ For paralegals level 2 ● Distinguish between psychosocial counselling and legal aid 	<ul style="list-style-type: none"> ○ identified ● Legal services for which paralegals level 1 do not qualify to provide correctly explained ● Legal services for which paralegals levels 3 and 2 do not qualify to provide correctly explained ● Distinction between psychosocial counselling and legal aid correctly explained 		
5.1.3 Adhere to professional ethics and conduct requirements applicable to paralegals	<ul style="list-style-type: none"> ● Explain importance and purpose of paralegals' ethics and conduct ● Explain principles and standards to be fulfilled by paralegals, including: <ul style="list-style-type: none"> ○ Impartiality ○ Client care including responsible service, prompt service, accurate service ○ Confidentiality and principle of legal professional privilege ○ Paralegal services provided at no fee / Illegal receipt of fees and issues of impersonation ○ Attitude and integrity required from paralegal ○ Issues of corruption 	<ul style="list-style-type: none"> ● Importance and purpose of paralegal ethics and conduct correctly explained ● Principles and standards to be fulfilled by paralegals correctly explained ● Additional professional ethics and conduct that apply to paralegals 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Paralegals Level 1 Code of Conduct ● Hand-outs / Lecturer's notes

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	<ul style="list-style-type: none"> ○ Conflict of interest and other ethical issues arising ○ Compliance with limitations assigned to paralegals level 1 in terms of legal services provided ○ Respect for hierarchy ○ Registration and certification as organised under the National Legal Aid Policy ○ Quality standards as determined by relevant authorities ○ Code of conduct and disciplinary measures ● Explain additional principles, standards on ethics and professional conduct to be fulfilled by paralegals working at Legal Services Units (LSUs) at court level, or at legal desks based in correctional facilities or police stations: <ul style="list-style-type: none"> ○ LAB standards that govern the operation of LSUs ○ Supervision requirements that apply to paralegals level 1 working at: <ul style="list-style-type: none"> ▪ LSUs ▪ Legal desks in correctional facilities and police stations ○ Ethics and conduct requirements for paralegals working from court premises or detention facilities ○ Complementarity of roles and tasks between paralegals level 1 and LAB legal aid assistants working at LSUs ● Discuss strategies to maintain a high ethical standard: <ul style="list-style-type: none"> ○ When providing legal aid services ○ In relation to the exercise of management 	<p>working at LSUs and correctional facility and police station legal desks correctly explained</p> <ul style="list-style-type: none"> ● Strategies to maintain a high ethical standard correctly identified and applied ● Potential pitfalls to avoid unethical behaviour correctly identified 		<ul style="list-style-type: none"> ● Extracts from National Legal Aid Policy ● Library ● Internet
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	<p>functions</p> <ul style="list-style-type: none"> • Discuss ethical scenarios and potential pitfalls to avoid unethical behaviour 			
<p>UNIT A5.2 MOBILISING COMMUNITIES AND STAKEHOLDERS</p> <p>UNIT DURATION: 20 HOURS CREDITS: 2.0</p>				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.2.1 Apply community mobilisation strategies	<ul style="list-style-type: none"> • Explain concept of community mobilisation, its importance and purpose • Explain steps in mobilising communities: <ul style="list-style-type: none"> ○ Preparations including applicable prior notification to relevant authorities and identification of community groups to be mobilised ○ Conducting community mobilisation including presentation skills and techniques • Carry out role play on community mobilisation applying different strategies (rallies, meetings and other) • Discuss challenges in community mobilisation • Explain information to be provided to communities: <ul style="list-style-type: none"> ○ Who are the paralegals in the community ○ What services they provide ○ Where and when paralegals can be found ○ How to access them • Explain importance of managing community expectations • Carry out exposure / field visits for practical purposes 	<ul style="list-style-type: none"> • Concept of community mobilisation, importance and purpose correctly explained • Steps in mobilising communities correctly identified • Strategies of community mobilisation correctly applied through role plays • Challenges in community mobilisation correctly identified • Relevant information appropriately shared with communities • Importance of managing community 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet

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		<p>expectations correctly explained</p> <ul style="list-style-type: none"> • Exposure / field visits carried out for practical purposes 		
5.2.2 Identify relevant stakeholders in target communities	<ul style="list-style-type: none"> • Define key terms: 'stakeholder', 'engagement' • Discuss importance and benefits of stakeholder engagement • Carry out environmental scan to map and identify relevant stakeholders in target community: <ul style="list-style-type: none"> ○ State and non-state actors, services they provide, limitations in their work, areas of need ○ Current stakeholder relationships ○ Possible areas of interaction and collaboration 	<ul style="list-style-type: none"> • Key terms 'stakeholder', 'engagement' correctly defined • Importance and benefits of stakeholder engagement correctly understood • Relevant stakeholders and possible areas of interaction and collaboration appropriately identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
5.2.4 Apply techniques to develop collaboration, coordination and communication with relevant stakeholders	<ul style="list-style-type: none"> • Discuss strategies for developing collaboration, coordination and communication with relevant stakeholders to enhance access to justice for communities including: <ul style="list-style-type: none"> ○ Guiding principles of stakeholder engagement ○ Use of a stakeholder engagement plan ○ Ways of reporting to stakeholders 	<ul style="list-style-type: none"> • Strategies for developing collaboration, coordination and communication with relevant stakeholders correctly applied 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library

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<p>5.2.5 Apply specificities of stakeholder engagement for paralegals working at LSUs and correctional facility and police station legal desks</p>	<ul style="list-style-type: none"> • Apply specificities of stakeholder engagement for paralegals working at LSUs and correctional facility and police station legal desks: <ul style="list-style-type: none"> ○ Engagement with courts, correctional facilities and police stations / police posts (as host institution) where LSUs and legal desks are based ○ Engagement process with other law enforcement institutions and key stakeholders, other legal aid service providers and other professionals in sectors such as schools and health facilities (as stakeholders) ○ Stakeholder engagement modalities such as roundtable stakeholder meetings, Memorandum of Understanding between institutions, and other coordinating and communication channels 	<ul style="list-style-type: none"> • Engagement process with courts, correctional facilities and police stations / police posts where LSUs and legal desks are based correctly understood • Engagement process with other law enforcement institutions and key stakeholders, other legal aid service providers and other professionals in sectors such as schools and health facilities correctly understood • Stakeholder engagement modalities correctly explained and applied 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<ul style="list-style-type: none"> • Internet <p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
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UNIT A5.3 CONDUCTING LEGAL EDUCATION				
UNIT DURATION: 20 HOURS		CREDITS: 2.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.3.1 Explain the concept of legal education	<ul style="list-style-type: none"> • Explain importance and purpose of legal education • Discuss role and limits of paralegals level 1 in conducting legal education: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support materials available for legal education purposes ○ Seeking support from supervising officer where needed 	<ul style="list-style-type: none"> • Importance and purpose of legal education correctly explained • Relevant legal education materials • Role and limits of paralegals level 1 in conducting legal education correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
5.3.2 Organise and conduct legal education at community level and in detention facilities	<ul style="list-style-type: none"> • Explain relevant topics for legal education purposes: <ul style="list-style-type: none"> ○ Based on beneficiaries needs at community level or in detention facilities ○ As per knowledge possessed by paralegals level 1 • Explain preparatory steps required before conducting legal education including: <ul style="list-style-type: none"> ○ Purpose of the legal education session including objectives and target group ○ Logistics including venue, time and programme ○ Resource persons/ facilitators 	<ul style="list-style-type: none"> • Relevant topics for legal education by paralegals level 1 correctly identified • Preparations for legal education at community level and in detention facilities conducted effectively • Stage in conducting a legal education session correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet

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	<ul style="list-style-type: none"> ○ Support materials needed ○ Key messages and language to use ○ Prior notification to relevant authorities ○ Invite target group ● Explain stages in conducting a legal education session: <ul style="list-style-type: none"> ○ Introductions ○ Objective(s) ○ Key messages ○ Questions/comments from participants and responses ○ Summary of the session ● Explain participatory methodologies, adult education methods and other key facilitation and communication techniques required for efficient legal education ● Discuss possible follow-ups or next steps based on results and lessons from the legal education sessions ● Carry out role plays on preparing and conducting a legal education session at community level and in detention facilities 	<p>identified</p> <ul style="list-style-type: none"> ● Participatory methodologies and adult education methods correctly explained ● Possible follow-ups or next steps based on results and lessons from the legal education session correctly identified ● Legal education session prepared and conducted effectively through role plays 		
<p>UNIT A5.4 PROVIDING LEGAL ADVICE</p> <p>UNIT DURATION: 60 HOURS CREDITS: 6.0</p>				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.4.1 Receive clients	<ul style="list-style-type: none"> ● Explain preparatory steps required before receiving clients: <ul style="list-style-type: none"> ○ Suitable location to talk to individual client in private ○ Other logistics: writing materials, storing client 	<ul style="list-style-type: none"> ● Preparatory steps required before receiving clients correctly carried out ● Principle of 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1

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	<ul style="list-style-type: none"> forms and other documents <ul style="list-style-type: none"> ○ Any waiting area for clients ● Explain principle of confidentiality of individual information received from a client ● Explain principles used when receiving a client including: <ul style="list-style-type: none"> ○ Being polite ○ Acting professionally ○ Creating rapport with the client ● Explain importance of managing clients' expectations 	<ul style="list-style-type: none"> confidentiality correctly applied ● Other key principles when receiving clients correctly applied ● Importance of managing clients' expectations correctly explained 		<ul style="list-style-type: none"> training manual ● Client intake form ● Hand-outs / Lecturer's notes ● Library ● Internet
5.4.2 Interview clients	<ul style="list-style-type: none"> ● Define concept of conducting client interviews ● Carry out role play to show step by step process of interviewing a client: <ul style="list-style-type: none"> ○ Preparing for the interview ○ Meeting the client ○ Carry out the interview ○ Closing the interview ○ Documenting the interview ● Explain interviewing skills including: <ul style="list-style-type: none"> ○ Listening skills ○ Questioning techniques ○ Relevant communication approaches ○ Understanding non-verbal signs ● Explain importance of respect and due diligence – understanding the client and the issues at hand ● Explain specific areas to be included by paralegals level 1 when interviewing persons in police custody or inmates such as: <ul style="list-style-type: none"> ○ Nature of the case ○ Time spent in detention ○ Circumstances of arrest ○ Conditions of detention 	<ul style="list-style-type: none"> ● Concept of conducting client interviews correctly defined ● Process of client interview correctly applied through role play ● Interviewing skills correctly applied ● Importance of respect and due diligence for client correctly understood ● Specific areas to be included by paralegals level 1 when interviewing persons in police custody or inmates correctly identified and applied 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<ul style="list-style-type: none"> The trainee must have access to: <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Client intake form ● Hand-outs / Lecturer's notes ● Library ● Internet

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	<ul style="list-style-type: none"> ○ Health status ○ Visitations by relatives and other ● Explain basic principles and skills of psychosocial counselling: <ul style="list-style-type: none"> ○ Counselling ethics ○ Attending skills ○ Listening and probing skills ○ Empathy skills ● Carry out exposure / field visits for practical purposes 	<ul style="list-style-type: none"> ● Basic principles and skills of psychosocial counselling correctly applied ● Exposure / field visits carried out for practical purposes 		
5.4.3 Provide legal information and advice to clients	<ul style="list-style-type: none"> ● Explain difference between legal information and advice and legal assistance ● Provide legal information and advice using client intake form, including: <ul style="list-style-type: none"> ○ Taking a statement ○ Identification of types of matters and legal issues involved in a case based on the facts provided ○ Identification of applicable law and relevant provisions or rules ○ Identification of competent court(s) and institution(s) ○ Consulting the law and carrying out research where required ○ Identification of possible next steps (for example legal or administrative action) ○ Provision of legal information and advice to client based on areas of law covered in paralegal training, with related legal materials available, and discussing possible next steps with her/him and legal implications for each ○ Agreeing with your client on taking action and which next steps are to be carried out by 	<ul style="list-style-type: none"> ● Difference between legal information and advice and legal assistance correctly identified ● Legal information and advice appropriately provided including analysis of a matter to determine legal issues involved, applicable law and relevant provisions or rules, provision of legal advice and identification of next steps ● Client intake form correctly filled in ● Types of matters that require referral or orientation 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Client intake form ● Hand-outs / Lecturer's notes ● Library ● Internet

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	<ul style="list-style-type: none"> paralegal / client / other person ○ Agreeing on reporting back to client (through letter, follow up meeting, phone call, other) ○ Seek support from supervising officer in relation to the provision of legal advice where needed ● Discuss types of matters that require a referral or orientation: <ul style="list-style-type: none"> ○ For further provision of legal aid services ○ Where intervention of another organisation or institution required ○ Other services needed for example psycho-social counselling required ● Discuss role and limits of paralegals level 1 in providing legal information and advice: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support legal materials available ○ Ensuring paralegals level 1 do not provide legal representation 	<ul style="list-style-type: none"> correctly identified ● Role and limits of paralegals level 1 in providing legal information and advice correctly identified and applied 		
UNIT A5.5 PROVIDING LEGAL ASSISTANCE UNIT DURATION: 60 HOURS CREDITS: 6.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.5.1 Draft selected documents	<ul style="list-style-type: none"> ● Explain general guidelines for quality drafting: <ul style="list-style-type: none"> ○ Knowledge of the applicable laws and regulations and the requisite procedures ○ Legal research and analysis using both case law, statutes and other legal or reference materials ○ Drafting in a detailed and clear manner ○ Extreme caution needed and consideration for 	<ul style="list-style-type: none"> ● General guidelines for quality drafting correctly explained ● Drafting skills in writing different types of letters correctly applied ● Drafting skills in 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs /

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	<p>client interest</p> <ul style="list-style-type: none"> ○ Engagement and review by supervising officer ● Write different types of letters – letters of clarity, letters of demand, invitation letters, other (on behalf of or for the attention of authorised supervising officer) ● Respond to memos / circulars and take appropriate action ● Draft legal memorandum or legal opinion subject to supervisory requirements ● Assist client in lodging complaints and summons, drafting and submitting submissions, grounds of appeal, application for stay of execution, other court documents subject to supervisory requirements ● Assist client in filling in forms and other documents such as: <ul style="list-style-type: none"> ○ Application for police bond ○ Bail application ○ Application for conditional release on parole ○ Application for legal aid ○ Application for child maintenance ○ Affidavits ● Assist client in drafting wills ● Discuss role and limits of paralegals level 1 in basic legal drafting: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support of legal materials available ○ Subject to supervisory requirements where applicable ○ Drafting of other court documents must be carried out by legal aid assistants or legal practitioners as the case may be (as indicated 	<p>responding to memos and circulars correctly applied</p> <ul style="list-style-type: none"> ● Drafting skills in drafting legal memorandum or legal opinion correctly applied ● Drafting skills in assisting client in lodging complaints and summons, drafting and submitting submissions, grounds of appeal, application for stay of execution and other court documents correctly applied ● Drafting skills in assisting clients in filling in forms and other selected documents correctly applied ● Drafting skills in assisting clients in drafting wills correctly applied ● Role and limits of paralegals level 1 in 		<p>Lecturer's notes</p> <ul style="list-style-type: none"> ● Library ● Internet
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	<p>in the draft National Legal Aid Policy)</p> <ul style="list-style-type: none"> ○ Ensuring paralegals level 1 do not provide legal assistance 	<p>drafting selected documents correctly identified and applied</p>		
<p>5.5.2 Conduct follow-ups on matters handled by paralegals at community level</p>	<ul style="list-style-type: none"> ● Conduct follow-ups on matters handled by paralegals at community level in relation to: <ul style="list-style-type: none"> ○ Family and succession matters ○ Land matters ○ Human rights violations on vulnerable groups ● Explain preparation of client for self-representation / pre-trial briefings ● Discuss role and limits of paralegals level 1 in carrying out follow-ups on matters handled at community level: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support of legal materials available ○ Seeking support from supervising officer when unsure about the law or procedure or when confronted with a difficult or complex question or situation ○ Ensuring paralegals level 1 do not provide legal representation 	<ul style="list-style-type: none"> ● Follow-ups on matters handled by paralegals at community level correctly identified and applied ● Preparation of client for self-representation / pre-trial briefings correctly applied ● Role and limits of paralegals level 1 in carrying out follow-ups correctly identified and applied 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs / Lecturer's notes ● Library ● Internet
<p>5.5.3 Follow-up on matters handled by paralegals in communities and at LSUs and correctional facility and police station legal desks</p>	<ul style="list-style-type: none"> ● Explain administrative bottlenecks and challenges faced by justice institutions, in particular police stations/police posts, NPA, courts, correctional facilities, Department of Social Welfare, and how paralegals at LSUs and correctional facility and police station legal desks can conduct follow-ups on such matters including: <ul style="list-style-type: none"> ○ Cases of prolonged stay in custody or in remand or other illegalities committed during detention, prolonged investigation, prolonged 	<ul style="list-style-type: none"> ● Administrative bottlenecks and challenges faced by justice institutions and follow-ups on matters handled by paralegals at LSUs and correctional facility and police station legal desks correctly identified 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs / Lecturer's notes ● Library

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	<p>trials, delayed judgments and confirmation orders</p> <ul style="list-style-type: none"> ○ Follow-ups on applications for bail or police bond or instances of denied applications ○ Follow-ups on witnesses and potential sureties ○ Re-establishing links with family relatives ○ Follow-ups on juvenile suspects or offenders requiring assistance ○ Follow-ups on appeals, applications for conditional release on parole ● Presentations from concerned institutions such as courts, NPA or police stations/police posts ● Explain preparation of client for self-representation / pre-trial briefings ● Discuss role and limits of paralegals level 1 in carrying out follow-ups on matters handled at LSUs and correctional facility and police station legal desks: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support of legal materials available ○ Seeking support from supervising officer when unsure about the law or procedure or when confronted with a difficult or complex question or situation ○ Ensuring paralegals level 1 do not provide legal representation 	<p>and applied</p> <ul style="list-style-type: none"> ● Preparation of client for self-representation / pre-trial briefings correctly applied ● Role and limits of paralegals level 1 in carrying out follow-ups correctly identified and applied 		<ul style="list-style-type: none"> ● Internet
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UNIT A5.6 CONDUCTING MEDIATION AND NEGOTIATION				
UNIT DURATION: 40 HOURS		CREDITS: 4.0		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.6.1 Explain concepts of mediation, negotiation and other types of Alternative Dispute Resolution (ADR)	<ul style="list-style-type: none"> • Define concepts of mediation and negotiation, their importance and advantages • Distinguish between mediation, negotiation and other types of Alternative Dispute Resolution (ADR): <ul style="list-style-type: none"> ○ Arbitration ○ Court-annexed mediation 	<ul style="list-style-type: none"> • Concepts of mediation and negotiation, and their importance and advantages correctly explained • Distinction between mediation, negotiation and other types of ADR correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet
5.6.2 Apply mediation skills and techniques	<ul style="list-style-type: none"> • Matters that are suitable for mediation or negotiation by paralegals level 1: <ul style="list-style-type: none"> ○ Not connected to legal representation ○ Based on topics covered in paralegal training ○ Sufficient ground for reaching compromise • Explain key characteristics of mediation: <ul style="list-style-type: none"> ○ Mediation as a voluntary process where all parties need to consent to undergo mediation ○ Mediator as an impartial third party and not making any decision as to the outcome of the mediation process ○ Confidentiality of the mediation process and 	<ul style="list-style-type: none"> • Matters suitable for mediation by paralegals level 1 correctly identified • Key characteristics of mediation correctly explained • Qualities and skills needed to act as mediator correctly applied • Steps required in 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs / Lecturer's notes • Library • Internet

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	<p>outcome</p> <ul style="list-style-type: none"> • Explain qualities and skills needed to act as mediator: <ul style="list-style-type: none"> ○ Listening skills ○ Analytical skills ○ Questioning skills ○ Dialogue facilitation, conflict management styles and problem-solving skills ○ Emotional intelligence and empathy • Carry our role play to show step by step mediation and role of mediator at each step: <ul style="list-style-type: none"> ○ Preparatory steps/preliminary arrangements ○ Opening/introductory remarks ○ Discussion/initial statements ○ Discussion/issues and problem clarification ○ Discussion/moving towards settlement ○ Agreement writing (if mediation successful) and closing • Discuss situations where mediation to be carried out by supervising officer as the case may be: <ul style="list-style-type: none"> ○ When connected to legal representation ○ Complex legal issues or matters • Discuss other types of ADR which paralegals level 1 cannot conduct: <ul style="list-style-type: none"> ○ Arbitration ○ Court-annexed mediation 	<p>conducting mediation correctly applied through role play</p> <ul style="list-style-type: none"> • Situations where mediation to be carried out by supervising officer correctly identified • Other types of ADR which paralegals level 1 cannot conduct correctly identified 		
5.6.3. Assist clients through negotiation	<ul style="list-style-type: none"> • Explain key characteristics of negotiation: <ul style="list-style-type: none"> ○ Negotiation as a voluntary process where all parties need to consent to negotiate ○ No third party but the parties themselves work towards reaching an agreement ○ Confidentiality of the negotiation process and outcome 	<ul style="list-style-type: none"> • Key characteristics of negotiation correctly explained • Role of paralegals level 1 in negotiation processes identified and applied 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual

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	<ul style="list-style-type: none"> • Explain role of paralegals level 1 in negotiation process: <ul style="list-style-type: none"> ○ Take a problem-solving approach ○ Listen actively and identify underlying needs and interests of the party you assist in the negotiation process (client) ○ Familiarise yourself with the law and issues faced by your client ○ Encourage constructive dialogue and broaden perspectives of your client ○ Avoiding situation of conflicts of interest – paralegal can only advise one party in the negotiation process 			<ul style="list-style-type: none"> • Hand-outs / Lecturer's notes • Library • Internet
UNIT A5.7 CARRYING OUT ORIENTATION, REFERRAL AND ACCOMPANIMENT PROCESSES UNIT DURATION: 20 HOURS CREDITS: 2.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.7.1 Explain concepts of orientation, referral and accompaniment	<ul style="list-style-type: none"> • Define concepts of orientation, referral and accompaniment 	<ul style="list-style-type: none"> • Concepts of orientation, referral and accompaniment correctly explained 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Referral form • Hand-outs / Lecturer's notes • Library • Internet

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<p>5.7.2 Apply orientation, referral and accompaniment skills</p>	<ul style="list-style-type: none"> • Explain key principles when orienting, referring and accompanying clients: <ul style="list-style-type: none"> ○ Identifying relevant institutions and organisations for orientation or referral ○ Informing clients on services offered by the identified institution or organisation, applicable procedures and cases handled ○ For referrals, confirming consent of client to the process ○ Checking if client has capacity and means to reach the identified institutions or organisation ○ Checking if accompaniment by paralegal (or supervising officer) needed for example to go to court, police station / police post, Victim Support Unit (VSU), Social Welfare officer, health facilities or other institutions as the case may be ○ Checking if client requires referral or orientation to a trained psycho social counsellor • Explain identification of legal aid service providers and types of legal aid services provided (where further legal aid services required): <ul style="list-style-type: none"> ○ LAB district and provincial offices ○ Accredited CSOs legal desks ○ LSUs at court level ○ Correctional facility and police station legal desks ○ Legal practitioners providing legal aid on a pro bono basis ○ Legal practitioners providing legal aid under the Judicare system ○ Accredited university law clinics 	<ul style="list-style-type: none"> • Key principles when orienting, referring and accompanying clients correctly applied • Relevant legal aid service providers correctly identified (where further legal aid services required) • Effective use of the Directory of LAB Offices and Accredited Legal Desks correctly explained • Process of orientation, referral and accompaniment correctly conducted through role play 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Referral form • Hand-outs / Lecturer's notes • Library • Internet
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	<ul style="list-style-type: none"> • Explain effective use of the Directory of LAB Offices and Accredited Legal Desks • Carry out role plays on orientation, referral and accompaniment 			
5.7.3 Draft referral documents	<ul style="list-style-type: none"> • Draft referral documents • Role and limits of paralegals level 1 in drafting referral documents: <ul style="list-style-type: none"> ○ Based on topics covered in paralegal training ○ With support of legal materials available ○ Seeking support from supervising officer when unsure about the law or procedure or when confronted with a difficult or complex question or situation ○ Ensuring paralegals level 1 do not provide legal representation 	<ul style="list-style-type: none"> • Referral documents correctly drafted • Role and limits of paralegals level 1 in drafting referral documents correctly identified 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Referral form • Hand-outs / Lecturer's notes • Library • Internet
UNIT A5.8 MANAGING A LEGAL DESK UNIT DURATION: 50 HOURS CREDITS: 5.0				
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
5.8.1 Conduct electronic legal research	<ul style="list-style-type: none"> • Use websites such as Zambia Legal Information Institute (ZamLII), Westlaw and Lexis to conduct electronic legal research 	<ul style="list-style-type: none"> • Techniques for conducting electronic legal research correctly applied 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> • Paralegal level 1 training manual • Hand-outs /

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				<p>Lecturer's notes</p> <ul style="list-style-type: none"> ● Library ● Internet
5.8.2 Apply principles and techniques of legal desk management	<ul style="list-style-type: none"> ● Explain principles and techniques of legal desk management: <ul style="list-style-type: none"> ○ Bookkeeping and basic accounting skills ○ Petty cash management ○ Financial procedures and budget monitoring ○ Inventory of equipment and other items ○ Maintenance of transport means, communication and other office equipment ○ Basic security principles ○ Present oneself in a legal desk environment <ul style="list-style-type: none"> ▪ Dress code ▪ Telephone tips 	<ul style="list-style-type: none"> ● Principles and techniques of legal desk management skills correctly applied 	<ul style="list-style-type: none"> ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Client intake form, case summary form and monthly, quarterly and annual reporting forms ● Hand-outs / Lecturer's notes ● Library ● Internet
5.8.3 Apply human resources management	<ul style="list-style-type: none"> ● Apply human resources management: <ul style="list-style-type: none"> ○ Leadership ○ Managing of teams and human resources issues ○ Conflict management and problem-solving attitude 	<ul style="list-style-type: none"> ● Human resources management correctly applied 	<ul style="list-style-type: none"> ● Class exercises / Assignments ● Test ● Final examination 	<p>The trainee must have access to:</p> <ul style="list-style-type: none"> ● Paralegal level 1 training manual ● Hand-outs /

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				Lecturer's notes <ul style="list-style-type: none"> • Library • Internet
5.8.4 Apply team work and organisational communication skills	<ul style="list-style-type: none"> • Explain team work and organisational communication skills: <ul style="list-style-type: none"> ○ Preparation and holding team meetings ○ Preparation and updating work plan ○ Sharing and communicating information ○ Provision of support and assistance to paralegals level 2 and 3 ○ Consulting colleagues, supervising officer and organisation ○ Decision-making processes ○ Managing your time as paralegal 	<ul style="list-style-type: none"> • Team work and organisational communication skills correctly applied 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Client intake form, case summary form and monthly, quarterly and annual reporting forms • Hand-outs / Lecturer's notes • Library • Internet
5.8.5 Apply case documentation system and record keeping skills	<ul style="list-style-type: none"> • Explain importance of consistent and accurate record keeping • Explain filing and classification of records • Explain retention of records • Explain security and confidentiality of records • Carry out practical exercises on case documentation and record keeping processes for 	<ul style="list-style-type: none"> • Importance of consistent and accurate record keeping correctly explained • Filing and classification of records correctly 	<ul style="list-style-type: none"> • Class exercises / Assignments • Test • Final examination 	The trainee must have access to: <ul style="list-style-type: none"> • Paralegal level 1 training manual • Client intake

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	<p>legal desk including:</p> <ul style="list-style-type: none"> ○ Client intake form ○ Case summary form ○ Monthly, quarterly and annual report forms ○ Filing and classification ○ Security and confidentiality of records 	<p>explained</p> <ul style="list-style-type: none"> ● Retention of records correctly explained ● Security and confidentiality of records correctly explained ● Case documentation system and record keeping skills for legal desks correctly applied through practical exercises 		<p>form, case summary form and monthly, quarterly and annual reporting forms</p> <ul style="list-style-type: none"> ● Hand-outs / Lecturer's notes ● Library ● Internet
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REFERENCE MATERIALS

National Policies

1. The Zambia National Legal Aid Policy (2018)

Books and Other Reference Materials

2. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) (2018), *Paralegal Level 2 Training Manual*, Lusaka

For further reading

3. Legal Resources Foundation, Catholic Commission for Justice and Peace, Young Women Christian Association of Zambia, Zambia Civic Education Association (2004), *Paralegal Training Manual*
4. Paralegal Alliance Network (2010), *Paralegal Practice Skills Manual*
5. Paralegal Alliance Network (2006), *Paralegal Reference Manual*

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MODULE 362-06-B COMMUNICATION SKILLS				
MODULE PURPOSE: To equip the trainee with knowledge, skills, and appropriate attitudes to effectively and efficiently communicate in the workplace.				
NOMINAL DURATION: 80 HOURS		CREDITS: 8.0		
LEARNING OUTCOMES:				
<ol style="list-style-type: none"> 1. Use a Library 2. Identify the process of communication 3. Applying study skills 4. Applying business correspondence skills 5. Writing reports 6. Applying interpersonal skills in an organisation 7. Applying for a job 				
UNIT B6.1 USING A LIBRARY				
UNIT DURATION: 12 HOURS		CREDITS: 1.2		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
6.1.1 Write an academic essay	Write an academic essay in terms of : Understanding the essay question Introduction Main body Conclusion Reference compiling	Writing of an academic essay done correctly	Assignment and Test	4.1.1 Write an academic essay
6.1.2 Identify the filing	Identify the filing system in terms of ; 10. Classifying books according to class works	Identifying of the filing system done correctly	Assignment and Test	4.1.2 Identify the filing

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system	<ul style="list-style-type: none"> • Arranging books alphabetically 			system
6.1.3 Identify the references and dictionaries	<ul style="list-style-type: none"> • Using materials within the library • Select materials 	Identifying of the references and dictionaries done correctly	Assignment and Test	4.1.3 Identify the references and dictionaries
6.1.4 Identify periodicals in the library	Identify periodicals in the library in terms of; <ul style="list-style-type: none"> • Specialised sections 	Identifying of periodicals in the library done correctly	Assignment and Test	4.1.4 Identify periodicals in the library
6.1.5 Prepare bibliography	Prepare bibliography in terms of; <ul style="list-style-type: none"> • Learning author • Subject • Description of book • Location in the library • Catalogue 	Preparing of bibliography done correctly	Assignment and Test	4.1.5 Prepare bibliography
6.1.6 Use the library facilities	<ul style="list-style-type: none"> • Relevant information from books • Book classification and location • Internet 	Using of the library facilities done correctly	Assignment and Test	4.1.6 Use the library facilities
UNIT B6.2 IDENTIFYING PROCESS OF COMMUNICATION				
UNIT DURATION: 12 HOURS CREDITS: 1.2				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
6.2.1 Recognise the nature and purpose of communication	<ul style="list-style-type: none"> • Nature and use of communication • The use of English language • Choice of communication 	<ul style="list-style-type: none"> • Site measurements and energy estimation carried out correctly 	Assignment and Test	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
6.2.2 Identify the communication process.	<ul style="list-style-type: none"> • Communication circle • Types and channels of communication • Forms of communication 	<ul style="list-style-type: none"> • Importance of Geotechnical studies correctly 	Assignment and Test	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials,

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Develop appropriate writing skills	in terms of <ul style="list-style-type: none"> • Main points for a text • Summarising paragraphs • Technical description and definitions • Systematic approach to business writing <ul style="list-style-type: none"> ○ Five key to business writing ○ General guidelines in composing business letters 	appropriate writing skills done correctly	and Test	Handouts, Laboratory, Tutorials, Study Tours
6.3.3 Develop listening and speaking skills	Develop listening and speaking skills in terms of; <ul style="list-style-type: none"> • Presenting an argument • Questioning skills • Writing a speech 	Developing of listening and speaking skills done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
UNIT B6.4: APPLYING BUSINESS CORRESPONDENCE SKILLS				
UNIT DURATION: 12 HOURS CREDITS: 1.2				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
6.4.1 Write different types of letters	Write different types of letters in terms of; <ul style="list-style-type: none"> • Qualities of a business letter • Methods of displaying business letters • Categories of business letters • Types of letters 	Writing of different types of letters done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
6.4.2 Respond to a memo	Select appropriate materials in terms of; <ul style="list-style-type: none"> • Various applications 	Responding of to a memo done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
6.4.3 Respond to circulars	Protect material surfaces against elements	Responding to circulars done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study

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				Tours
6.4.4 Complete forms and documents	Complete forms and documents	Completing of forms and documents done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
UNIT B6.5: WRITING REPORTS				
UNIT DURATION: 14 HOURS CREDITS: 1.4				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
6.5.1 Apply Research Techniques	Apply Research Techniques in terms: <ul style="list-style-type: none"> • Library • Handout • Lecturer notes • Internet 	Applying of Research Techniques done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
6.5.2 Differentiate types of reports	Differentiate types of reports in terms; <ul style="list-style-type: none"> • Routine or regular reports <ul style="list-style-type: none"> ○ Financial report ○ Equipment maintenance ○ Staff appraisal • Specialised commissioned reports <ul style="list-style-type: none"> ○ Market research ○ Market forecasting ○ Investigation report 	Differentiating of types of reports done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
6.5.3 Use report format	Use report format in terms of; <ul style="list-style-type: none"> • Different report format 	Using of report format done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
6.5.4	Compose different types of reports in terms of;	Composing of different	<ul style="list-style-type: none"> • Assignment 	<ul style="list-style-type: none"> • Library,

REFERENCE MATERIALS

Bovee C. L., Thill J. V, Schatzman E. (2016) *Business Communication today*, 13th edition, Boston: Pearson Education.

Nicky Stanton (2009) *Mastering Communication*, 5th edition. Basingstoke: Palgrave Macmillan.

Shirley Taylor (2005) 4th edition *Communication for Business: A practical Approach*, New York: Pearson Education.

Sless D, (1981) *Learning & Visual Communication*, New York: Wiley Publishers.

Bovee C. L., Thill J. V, Schatzman E. (2016) *Business Communication today*, 13th edition, Boston: Pearson Education.

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MODULE 362-07-B INTRODUCTION TO COMPUTERS				
MODULE PURPOSE: To equip the trainee with knowledge, skills, and appropriate attitudes to effectively and efficiently apply computer applications.				
NOMINAL DURATION: 80 HOURS		CREDITS: 8.0		
LEARNING OUTCOMES:				
<ol style="list-style-type: none"> 1. Operate a Computer 2. Use an Operating system 3. Use Word Processing 4. Sending and Receiving mails 5. Use Spread sheet 6. Use the Internet 7. Use Power Point 				
UNIT B7.1: OPERATING A COMPUTER SYSTEM				
UNIT DURATION: 10 HOURS		CREDITS: 1		
SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.1.1 Write an academic essay	Understanding the essay question Introduction Main body Conclusion Reference compiling	Writing of an academic essay done correctly	Assignment and Test	4.1.1 Write an academic essay
7.1.2 Identify the filing	; Classifying books according to class works	Identifying of the filing system done correctly	Assignment and Test	4.1.2 Identify the filing

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system	<ul style="list-style-type: none"> • Arranging books alphabetically 			system
7.1.3 Identify the references and dictionaries	<ul style="list-style-type: none"> • Using materials within the library • Select materials 	Identifying of the references and dictionaries done correctly	Assignment and Test	4.1.3 Identify the references and dictionaries
UNIT B7.2: USING THE OPERATING SYSTEM				
UNIT DURATION: 12 HOURS CREDITS: 1.2				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.2.1 Use the file system	Use file system (Move, copying and deleting of files)	Using of the file system done correctly	<ul style="list-style-type: none"> • Field exercise 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.2.2 Handle libraries	Use folders (Create, move and delete folders)	Handling of libraries done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.2.3 Install software programs	Install a software program	Installing of software programs done correctly	<ul style="list-style-type: none"> • Assignment and test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.2.4 Remove viruses on personal computer system	Remove and scan virus on a floppy	Removing of viruses on personal computer system done correctly	<ul style="list-style-type: none"> • Assignment and test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours

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UNIT B7.3: USING WORD PROCESSING				
UNIT DURATION: 14 HOURS		CREDITS: 1.4		
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.3.1 Handle documents	Handling of document open, close and storing in folders	Handling of documents done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.2 Edit documents	Exercising the basic editing commands	Editing of documents done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.3 Use fonts	Practising the use of different fonts and types, bold and Italic	Using of fonts done correctly	<ul style="list-style-type: none"> • Assignment and Test 	Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.4 Insert	Insert <ul style="list-style-type: none"> • Pictures • Graphics • Spreadsheet 	Inserting	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.5 Handle tables	Inserting pictures, graphics and spreadsheet in a document	Handling of tables done correctly	<ul style="list-style-type: none"> • Assignment and Test 	Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.6 Format footer and header	Using the header and footer function in a document	Formatting of footer and header done correctly	<ul style="list-style-type: none"> • Assignment and Test 	Library, Handouts, Laboratory, Tutorials, Study Tours

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7.3.7 Use speller and grammar	Checking the document with the speller and grammar Handling the indexing	Using of speller and grammar done correctly	<ul style="list-style-type: none"> • Assignment and Test 	Library, Handouts, Laboratory, Tutorials, Study Tours
7.3.8 Index	Inserting pictures, graphics and spreadsheet in a document	Indexing done correctly	<ul style="list-style-type: none"> • Assignment and Test 	Library, Handouts, Laboratory, Tutorials, Study Tours
UNIT B7.4: SENDING AND RECEIVING E-MAIL				
UNIT DURATION: 10 HOURS CREDITS: 1.0				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.4.1 Use e-mail commands	<ul style="list-style-type: none"> • Compose command • Use address • Copy field • Edit command • Attach document • Send command 	Using of e-mail commands done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.4.2 Receive e-mails	<ul style="list-style-type: none"> • Open commands • Saving e-mail in various formats 	Receiving of e-mails done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.4.3 Reply to email Forwarding a mail	Use reply command Use forwarding command	Replying to email done correctly Forwarding of a mail done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials,

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				Study Tours
UNIT B7.6: USING SPREADSHEET				
UNIT DURATION: 12 HOURS		CREDITS: 1.2		
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.6.1 Manage spread sheet	Handling of Spreadsheet open, close and storing in folders Formatting data	Managing of spread sheet done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.6.2 Manage cells and contents	Practising the use of Cells and references Making list of data	Managing of cells and contents done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.6.3 Handle Rows, Columns and Contents	Working with data Working with functions and references Inserting formulas Filtering of data	Handling of Rows, Columns and Contents done correctly	<ul style="list-style-type: none"> • Assignment and Test 	<ul style="list-style-type: none"> • Library, Handouts, Laboratory, Tutorials, Study Tours
7.6.4 Use functions	Use functions in terms of; <ul style="list-style-type: none"> • Mathematics • Logical • Statistics 	Using of functions done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours

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7.6.5 Create diagrams and charts	Create diagrams and charts	Creating of diagrams and charts done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
UNIT B7.7: USING THE INTERNET				
UNIT DURATION: 10 HOURS CREDITS: 1.0				
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
7.7.1 Browse the World Wide Web (www)	<ul style="list-style-type: none"> Enumerate the benefits Web page addresses Search engines Links 	Browsing of the World Wide Web (www) done correctly	Practical Software Test	Library, Handouts, Laboratory, Tutorials
7.7.2 Saving web pages	<ul style="list-style-type: none"> Html Text Pdf Word 	Saving of web pages done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.7.3 Download documents	<ul style="list-style-type: none"> Selecting documents 	Downloading of documents done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.7.4 Observe rules for using internet	<ul style="list-style-type: none"> Malicious software Alteration of third party web pages 	Observing of rules for using internet done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours

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UNIT B7.8: USING POWERPOINT AND PROJECTS PRESENTATION				
UNIT DURATION: 12 HOURS		CREDITS: 1.2		
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESEMENT CRITERIA	ASSESEMENT METHODS	CONDITIONS
7.8.1 Manage presentation	Handling of presentations, open, close and storing in folders	Managing of presentation done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.8.2 Run presentation	Formatting a presentation Using font and word Art	Running of presentation done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.8.3 Create graphics and charts	Inserting graphics and charts Inserting data from another application (spreadsheet) Animation of a slide	Creating of graphics and charts done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.8.4 Insert sound and movie	Inserting graphics and charts Inserting data from another application (spreadsheet) Animation of a slide	Inserting of sound and movie done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours
7.8.5 Print notes and handouts	Inserting graphics and charts Inserting data from another application (spreadsheet)	Printing of notes and handouts done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours

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	Animation of a slide			
7.8.6 Create macro	<p>Inserting graphics and charts</p> <p>Inserting data from another application (spreadsheet)</p> <p>Animation of a slide</p>	Creating of macro done correctly	Assignment and Test	Library, Handouts, Laboratory, Tutorials, Study Tours

REFERENCE MATERIALS

French, Carl S. (2001) "Data Processing and Information Technology". London: Continuum.

Gilbert, R. (2002). "Getting Things Done On Your PC". London: Dorling Kindersley (DK)

Libati, Hastings H (2002) "Introduction to Data Processing". Ndola: Mission Press Longman

Lucas, H. Analysis, (2005) "Design and Implementation of Information Systems" London.

MODULE 362-08-B ENTREPRENEURSHIP

MODULE PURPOSE:

To equip trainees with knowledge, skills and appropriate attitudes to own and manage a viable business enterprise.

NOMINAL DURATION: 80 HOURS

CREDITS: 8.0

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LEARNING OUTCOMES:

1. Use entrepreneurial concepts
2. Build a positive attitude towards entrepreneurship
3. Demonstrate personal entrepreneurial competences
4. Establish an enterprise
5. Manage an enterprise
6. Grow an enterprise
7. Establish business networks
8. Exit a business

UNIT B8.1: USING ENTREPRENEURSHIP CONCEPTS

UNIT DURATION: 4 HOURS

CREDITS: 0.4

SPECIFIC LEARNING OUTCOME	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
8.1.1 Explain concepts of entrepreneurship	Explaining concepts of entrepreneurship <ul style="list-style-type: none"> ○ Generic explanation of the terms <ul style="list-style-type: none"> - Enterprise - Entrepreneurs - Entrepreneurship - Enterprise - Entrepreneurial competences ○ Define new enterprise creation ○ Differentiate between an Entrepreneur and an Entrepreneur 	Concepts of entrepreneurship explained correctly	Assignment and Test	Text book, modules and library
8.1.2 Describe different types of entrepreneurs	Describing the different types of entrepreneurs <ul style="list-style-type: none"> ○ Distinguish between pushed and pulled entrepreneurs Explain enterprise, entrepreneurship and the entrepreneur	Different types of entrepreneurs described correctly	Assignment and Test	Text book, modules and library

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UNIT B8.3: DEMONSTRATING PERSONAL ENTREPRENEURIAL COMPETENCES				
UNIT DURATION: 16 HOURS		CREDITS: 1.6		
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
8.3.1 Identify Personal Entrepreneurial Competences (PECs) relating to achievement cluster	Identifying Personal Entrepreneurial Competences relating to Achievement Cluster <ul style="list-style-type: none"> ○ Practice opportunity seeking and initiative ○ Practice risk taking ○ Practice demand for efficiency and quality ○ Practice persistence ○ Practice commitment to the work contract 	Personal Entrepreneurial Competences (PECs) relating to achievement cluster identified correctly	Assignment and Test	Text book, modules and library
8.3.2 Assess Personal Entrepreneurial Competences relating to achievement to planning cluster	Assessing Personal Entrepreneurial Competences relating to Planning Cluster <ul style="list-style-type: none"> ○ Practice information seeking ○ Practice goal setting ○ Practice systematic planning and monitoring and evaluation ○ Assessing the personal entrepreneurial competences ○ Answer a self-rating questionnaire/peer assessment ○ Apply entrepreneurial competences assessment tools (Personal entrepreneurial competences self-rating questionnaires) ○ Apply peer assessment ○ Conduct assessment of entrepreneurial competences 	Personal Entrepreneurial Competences relating to achievement to planning cluster assessed correctly Personal Entrepreneurial Competences relating to achievement to power cluster applied correctly	Assignment and Test	Text book, modules and library
8.3.3 Apply Personal	Applying personal entrepreneurial competences relating to power cluster	Personal Entrepreneurial	Assignment and	Text book, modules and

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Entrepreneurial Competences relating to achievement to power cluster	- - Practice persuasion and networking Practice independence and self-confidence	Pr	Competences relating to achievement to power cluster applied correctly.	Test	library
UNIT B8.4: ESTABLISHING AN ENTERPRISE					
UNIT DURATION: 14 HOURS CREDITS: 1.4					
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES		ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
8.4.1 Identify / generate a business idea	Identifying / generating a business idea <ul style="list-style-type: none"> o Identifying sources of business ideas o Techniques of generating business ideas o Generate a business idea o Conduct an environmental scanning for the business idea o Conduct a feasibility study for the business idea 		A business idea identified / generated correctly	Assignment and Test	Text book, modules and library
8.4.2 Select the most viable business idea	Selecting the most viable business idea <ul style="list-style-type: none"> o Use a micro screening table <ul style="list-style-type: none"> - State solvent demand - State availability of qualified personnel - State availability of technology/equipment - State availability of raw materials - State competitors - State critical success factors 		The most viable business idea selected correctly	Assignment and Test	Text book, modules and library
8.4.3 Develop a business opportunity	Identifying a business opportunity <ul style="list-style-type: none"> o Identify sources of business opportunities o Outline steps for business opportunity 		Business opportunity developed correctly	Assignment and Test	Text book, modules and

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	<p>identification</p> <ul style="list-style-type: none"> ○ Explain considerations in opportunity selection ○ Describe opportunity identification dynamics <ul style="list-style-type: none"> - Discuss the need of the society - Discuss capability of the entrepreneur <p>Discuss the resource availability in the environment</p>			library
8.4.4 Establish an enterprise	<p>Establishing an enterprise</p> <ul style="list-style-type: none"> ○ Design of the business <ul style="list-style-type: none"> - Generate a business idea - Conduct a market research - Conduct SWOT analysis ○ Develop the business <ul style="list-style-type: none"> - Prepare a business plan - Arrange finance (own capital, family, bank) - Find location - Arrange logistics ○ Managing the business <ul style="list-style-type: none"> - Cost and price - Market the products - Establish record keeping systems - Outline time management schedules - Apply financial management - Conduct stock control - Institute business and private guidelines ○ Evaluating the business <ul style="list-style-type: none"> - Evaluate financial results - Evaluate business results ○ Adjust plans 	Enterprise established correctly	Assignment and Test	Text book, modules and library
UNIT B8.5: MANAGING AN ENTERPRISE				

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UNIT DURATION: 14 HOURS		CREDITS: 1.4		
8.5.1 Apply principles of human resource management	<p>Applying principles of human resource management</p> <ul style="list-style-type: none"> Define human resources terms Discuss how to recruit, interview, and retain employees more effectively Follow up with new employees in a structured manner Advocate for your employees' health and safety Provide accurate, actionable feedback to employees Act appropriately in situations requiring discipline and termination 	Principles of human resource management applied correctly	Assignment and Test	Text book, modules and library
8.5.2 Apply principles of financial management	<p>Applying principles of financial management</p> <ul style="list-style-type: none"> Using financial terminology Understand financial statements Identify how to analyse financial statements Understand budgets Outline how to make budgeting easy Understand advanced forecasting techniques Understand how to manage the budget Identify how to make smart purchasing decisions Identify the legal aspects of finance 	Principles of financial management applied correctly	Assignment and Test	Text book, modules and library
8.5.3 Manage business operations	<p>Managing business operations</p> <ul style="list-style-type: none"> Operations strategy and managing change Operations strategy and competitiveness Project schedule development Product design and process selection Process analysis Total Quality Management 	Business operations managed correctly	Assignment and Test	Text book, modules and library

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	<p>Supply Chain Management Capacity Management Just-in-Time and Lean Systems Resources Planning Systems Aggregate Planning Forecasting Inventory Control Material Requirement Planning Operations Scheduling</p>			
8.5.4 Apply principles of marketing management	<p>Applying principles of marketing management Define marketing management Formulate the marketing mix Conduct a market research for products and services Evaluate results from the market research Introduce SWOT analysis framework</p>	Principles of marketing management applied correctly	Assignment and Test	Text book, modules and library
8.5.5 Use networking management information	<p>Using networking management information Define (informal) networking Describe entrepreneur in a SPIDER web environment Identify kinds of networks <ul style="list-style-type: none"> ▪ Implicit networks (informal) ▪ Explicit networks (Formal) State the three basic principles of networking <ul style="list-style-type: none"> ▪ Discuss trust ▪ Discuss maintenance or active participation ▪ Discuss reciprocity Outline networking rules Set your PEC barometer- networking</p>	Networking management information applied correctly	Assignment and Test	Text book, Modules and library
8.5.6 Adhere to business ethics and values	<p>Adhering to business ethics and values Define and understand ethics Understand the benefits of ethics</p>	Business ethics and values adhered to correctly	Assignment and Test	Text book, Modules and

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	<p>Create strategies to implement ethics at work Recognise social and business responsibility Identify ethical and unethical behaviour Learn how to make ethical decisions and lead with integrity</p>			library
8.5.7 Fulfil statutory obligations	<p>Fulfilling statutory obligations Explain the legal framework for small enterprise Discuss forms of business Outline advantages and disadvantages of different forms of business Discuss registration procedures with PACRA <ul style="list-style-type: none"> ▪ Registration of business name ▪ Incorporation of limited companies ▪ Registration of co-operatives Discuss ZRA procedures <ul style="list-style-type: none"> ▪ Discuss types of taxes ▪ Discuss ZRA returns ▪ Discuss tax exceptions </p>	Statutory obligations fulfilled correctly	Assignment and Test	Text book, Modules and library
8.5.8 Undertake strategic planning	<p>Undertaking strategic planning Define strategic planning Outline the strategic Planning process Outline key performance</p>	Strategic planning undertaken correctly	Assignment and Test	Text book, modules and library
8.5.9 Manage credits	<p>Manage procurement of loans in terms of: Different credit terms interest rates repayment terms</p>	Credits managed correctly	Assignment and Test	Text book, modules and library
<p>UNIT B8.6: GROWING AN ENTERPRISE</p> <p>UNIT DURATION: 8 HOURS CREDITS: 0.8</p>				

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SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
8.6.1 Identify possible growth avenues	Identifying growth avenues <ul style="list-style-type: none"> - Explain the business life cycle - Explain idea generation - Explain business launch - Explain business growth and expansion - Explain business maturity - Explain business decline - Explain business phase out or re-launch - Outline types of growth avenues 	Possible growth avenues identified correctly	Assignment and Test	Text book, modules and library
8.6.2 Engage professional staff	Engaging professional staff <ul style="list-style-type: none"> - Defining recruitment - Understanding the selection process - Recognising the GROW model and how to set goals - Preparing for the interview and question process - Identifying and avoiding bias when making offers - Discovering ways to retain talent and measure growth 	Professional staff engaged correctly	Assignment and Test	Text book, modules and library
8.6.3 Manage business performance	Managing business performance <ul style="list-style-type: none"> - Define performance management - Understand how performance management works and the tools to make it work - Learn the three phases of project management and how to assess it - Discuss effective goal-setting - Learn how to give feedback on performance 	Business performance managed correctly	Assignment and Test	Text book, modules and library

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8.7.5 Evaluate and control business networks	Evaluating and controlling business networks <ul style="list-style-type: none"> ○ Explain how to sustain business networks ○ Assess performance of business networks 	Evaluate and control business networks	Assignment and Test	Text book, modules and library
UNIT B8.8: EXITING A BUSINESS				
UNIT DURATION: 4 HOURS		CREDITS: 0.4		
SPECIFIC LEARNING OUTCOMES	LEARNING ACTIVITIES	ASSESSMENT CRITERIA	ASSESSMENT METHODS	CONDITIONS
8.8.1 Design exit strategies	Designing exit strategies <ul style="list-style-type: none"> ○ Discuss mergers ○ Discuss acquisitions ○ Discuss debentures ○ Discuss management buy out 	Strategies designed correctly	Assignment and Test	Text book, modules and library
8.8.2 Design a succession plan	Designing a succession plan <ul style="list-style-type: none"> ○ Define business succession planning and its role in your company ○ Lay the groundwork to develop a succession plan ○ The importance of mentorship ○ Define and use a SWOT analysis to set goals ○ Create a plan, assign roles, and execute the plan ○ Communicate to develop support and manage change ○ Anticipate obstacles, and evaluate and adapt goals and plans ○ Characterise success 	Succession plan designed correctly	Assignment and Test	Text book, modules and library
8.8.3	Explaining estate management	Estate management	Assignment and	Text book,

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Explain estate management	<ul style="list-style-type: none"> ○ Define estate management ○ Outline types of estate management Explain the enterprise estate management obligations to government	explained correctly	Test	modules and library
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REFERENCE MATERIALS

1. Technical Education, Vocational and Entrepreneurship Training TEVET *Policy Paper, Government of the Republic of Zambia, 1996.*
2. Technical Education, Vocational and Entrepreneurship Training TEVET, Statement of Policy and Intent, *Government of the Republic of Zambia, 1969.*
3. Synthesis of Main Findings from two Case Studies carried out in Ghana and Zambia on Private Technical and Vocational Education and Training (TEVET), *International Institute for of Educational Planning, 7-9 rue Eugene-Delacroix, 75116, Paris, UNESCO, March 2003.*
4. Questions and Answers on the Dual System of Vocational Training in Germany, *Federal Ministry of Education, Science, Research and Technology, D-53170 Bonn, November, 1996.*
5. Encyclopaedia of Forms and Precedents, Firth Edition, *Re-issue, Butterworth, Vol. 14, London, 1994.*
6. Contemporary Research in the USA, Germany and Japan on Five Education Issues: Structure of Education Systems, Standards in Education, The Role of School in Adolescents' Lives, Individual Differences amongst Students and Teachers' Lives; *Arnold W. Stevenson et al., 1997, Internet.*
7. Brown B. (2012). *Entrepreneurship and Business Management.* Johannesburg: Troupant Publishers [Pty] Ltd.
8. Havinal V. (2009). *Management and Entrepreneurship.* New Delhi: New Age International (P) Ltd.

APPENDIX I: JOB PROFILE

Part A:

Job Title: Level 1 Paralegal

TEVETA Code:

CSO Occupational Std. Code, if any:

Target Curriculum and Qualification:

Certificate in Paralegal Studies

Economic Sectors in which the Job is mainly practised:

- Legal

Part B:

1.0 Job Purpose

To effectively and efficiently provide legal aid services consisting of legal education, legal information, legal advice, legal assistance, mediation and negotiation, orientation and referrals.

2.0 Main Roles/Responsibilities for the Job Holder; and Tasks/Activities

2.1 Role/Responsibility 1 Adherence to Professional Ethics and Conduct Requirements Applicable to Paralegals

2.1.1 Fulfil principles and standards on ethics and professional conduct applicable to all paralegals

2.1.2 Fulfil additional principles and standards on ethics and professional conduct applicable to paralegals working at Legal Services Units (LSUs) at court level, or at legal desks based in correctional facilities or police stations

2.2 Role/Responsibility 2: Community Mobilisation, Engagement with Other Stakeholders and Conducting Legal Education

2.2.1 Mobilise community using different ways (rallies, meetings and other)

2.2.2 Share information on who are the paralegals in the community, what services they provide, where and when paralegals can be found, and how to access them

2.2.3 Manage community expectations

2.2.4 Identify relevant stakeholders in target community

2.2.5 Develop collaboration, coordination and communication with relevant stakeholders to enhance access to justice at community level

2.2.6 Develop further stakeholder engagement for paralegals working at LSUs and correctional facility and police station legal desks, with courts, correctional facilities and police stations / police posts where LSUs and legal desks are based, and with other law enforcement institutions and relevant stakeholders

2.2.7 Identify relevant legal education materials

2.2.8 Comply with limits applicable to level 1 paralegals in conducting legal education based on topics covered in paralegal training, with support of materials available for legal education purposes

2.2.9 Seek support from supervising officer in relation to legal education where applicable or relevant

2.2.10 Identify relevant topics for legal education based on beneficiaries' needs at community level or in detention facilities, and knowledge possessed by level 1 paralegals

2.2.11 Conduct preparatory steps required before conducting legal education

2.2.12 Conduct legal education sessions applying participatory methodologies and adult education methods

2.2.13 Carry out possible follow-ups or next steps based on results and lessons from the legal education session

2.3 Role/Responsibility 3: Client Interviews and Provision of Legal Information and Advice

2.3.1 Conduct preparatory steps required before receiving clients

2.3.2 Ensure confidentiality of individual information received from a client

- 2.3.3 Fulfil principles used when receiving a client such as being polite and acting professionally
- 2.3.4 Conduct step by step client interviews
- 2.3.5 Apply interviewing skills including listening skills, questioning techniques and relevant communication approaches
- 2.3.6 Take statements, identify types of matters and legal issues involved in a case based on the facts provided, identify applicable law and relevant provisions or rules, identify competent court(s) and institution(s), consult the law and carry out research where required, identify possible next steps (for example legal or administrative action)
- 2.3.7 Provide legal information and advice to a client based on areas of law covered in paralegal training, with related legal materials available, and discuss possible next steps with her/him and legal implications for each
- 2.3.8 Agree with a client on taking action and which next steps are to be carried out by paralegal / client / other person
- 2.3.9 Agree on reporting back to a client (through letter, follow up meeting, phone call, other)
- 2.3.10 Seek support from a supervising officer in relation to the provision of legal advice where applicable or relevant
- 2.3.11 Comply with limits applicable to level 1 paralegals in providing legal information and advice, based on topics covered in paralegal training, with support of legal materials available, and ensuring paralegals level 1 do not provide legal assistance
- 2.3.12 Refer or orient matters where applicable or relevant
- 2.3.13 Apply basic principles and skills of psychosocial counselling

2.4 Role/Responsibility 4: Providing Legal Assistance including Basic Legal Drafting and Follow Ups on Matters

- 2.4.1 Write different types of letters – letters of clarity, letters of demand, invitation letters, other (on behalf of or for the attention of authorised supervising officer)
- 2.4.2 Respond to memos / circulars and take appropriate action
- 2.4.3 Draft legal memorandum or legal opinion (subject to supervisory requirements)
- 2.4.4 Assist client in lodging complaints and summons, drafting and submitting submissions, grounds of appeal, application for stay of execution, other court documents (subject to supervisory requirements)
- 2.4.5 Assist client in filling in forms and other documents such as application for police bond, bail application, application for conditional release on parole, application for legal aid, applications for child maintenance, affidavits
- 2.4.6 Assistance to client in drafting wills

- 2.4.7 Carry out follow-ups in relation to family and succession matters, land matters, human rights violations on vulnerable groups, and other matters handled by paralegals at community level
- 2.4.8 Carry out follow-ups on matters handled by at LSUs and correctional facility and police station legal desks, including cases of prolonged stay in custody or in remand or other illegalities committed during detention, prolonged investigation, prolonged trials, delayed judgments, follow-ups on applications for bail or police bond or instances of denied applications, follow-ups on witnesses and potential sureties, re-establishing links with family relatives, follow-ups on juvenile suspects or offenders requiring assistance, follow-ups on appeals, applications for conditional release on parole
- 2.4.9 Where need arises, prepare client for self-representation / conduct pre-trial briefings
- 2.4.10 Comply with limits applicable to paralegals level 1 in basic legal drafting and carrying out follow ups – drafting of other court documents must be carried out by legal aid assistants or legal practitioners as the case may be (as indicated in the draft National Legal Aid Policy)

2.5 Role/Responsibility 5: Conducting Mediation and Negotiation

- 2.5.1 Identify matters that are suitable for mediation or negotiation by level 1 paralegals
- 2.5.2 Apply qualities and skills needed to act as mediator including listening skills, analytical skill and dialogue facilitation and problem-solving skills
- 2.5.3 Conduct step by step mediation
- 2.5.4 Identify situations where type of matter or complexity of the legal issues involved require the matter to be mediated by a supervising officer as the case may be, or other types of ADR (such as court-annexed mediation) which level 1 paralegals cannot handle
- 2.5.5 Conduct negotiation

2.6 Role/Responsibility 6: Orientation, Referral and Accompaniment Processes

- 2.6.1 Identify relevant institutions and organisations for orientation or referral and inform clients
- 2.6.2 Analyse various applicable procedures at key institutions or organisations to which matters may be oriented to or referred
- 2.6.3 Identify legal aid service providers and types of legal aid services provided and make effective use of the Directory of LAB Offices and Accredited Legal Desks

2.6.4 Draft referral documents

2.7 Role/Responsibility 7: Management of a Legal Desk

2.7.1 Operate basic components of the computer: software operating system, Internet and electronic mail

2.7.2 Conduct electronic legal research as needed

2.7.3 Work with MS Word and Excel Spreadsheets

2.7.4 Apply principles and techniques of legal desk management including leadership skills, human resources and team management, bookkeeping and basic accounting skills, petty cash management, financial procedures and budget monitoring, inventory of equipment and other items, maintenance of transport means, communication and other office equipment, and basic security principles

2.7.5 Conduct team work and conduct organisational communication skills

2.7.6 Operate case documentation system and keep records including client intake form, case summary form, monthly, quarterly and annual report forms, filing and classification, and security and confidentiality of records

3.0 Equipment, Tools and Consumable Materials

3.1 Equipment and Tools

- Office desk
- Office chairs
- Filing cabinet
- Seater visitor waiting chair
- Desk or LSU signposts
- Mobile phone
- Transport facilities (where available)
- Laptop and other IT equipment (where available)

3.2 Consumable Materials

- Stationery

- Electricity
- Talk time
- Fuel

4.0 Quality of Process and Product/Service (When is the job holder judged to have performed his/her Job well? – What performance indicators are used to measure quality?)

4.1 Quality of Process

- 4.1.1 Strategies of community mobilisation correctly applied
- 4.1.2 Techniques for developing collaboration, coordination and communication with stakeholders correctly applied – both at community level and for paralegals working at LSUs and correctional facility and police station legal desks
- 4.1.3 Legal education sessions correctly prepared and conducted
- 4.1.4 Client interviews correctly prepared and conducted
- 4.1.5 Steps required in providing legal information and advice correctly applied
- 4.1.6 Basic legal drafting skills in writing different types of letters, responding to memos and circulars, drafting legal memorandum or legal opinion (subject to supervisory requirements), and assisting clients in filling in forms and other selected court documents (subject to supervisory requirements) correctly applied
- 4.1.7 Steps and procedures when conducting follow-ups on matters handled by paralegals at community level and at LSUs and correctional facility and police station legal desks correctly applied
- 4.1.8 Preparation of client for self-representation correctly conducted
- 4.1.9 Qualities and skills needed to act as mediator correctly applied, and steps required in conducting mediation and negotiation correctly applied
- 4.1.10 Orientation, referral and accompaniment skills correctly applied
- 4.1.11 Legal desk management techniques correctly applied including:
 - Computer application, electronic legal research skills, and working with MS Word and Excel
 - Leadership skills, human resources and team management

- Bookkeeping and basic accounting skills, petty cash management, financial procedures and budget monitoring, inventory of equipment and other items, maintenance of transport means, communication and other office equipment, and basic security principles
- Case documentation system and record keeping

4.2 Quality of Product/Service

- 4.2.1 Paralegals' ethics and professional conduct requirements appropriately observed – both for paralegals at community level and those working at LSUs and correctional facility and police station legal desks
- 4.2.2 Relevant legal education provided to communities and persons in detention at police stations/posts and correctional facilities on topics such as constitutional law and human rights, the court system and the legal aid system in Zambia, administrative and local government law, family law, succession, land law and housing, environmental law, law of contract, commercial law, law of torts, employment law, civil procedure, criminal law and procedure, and others as per the Certificate Paralegal training curriculum
- 4.2.3 Correct legal information and advice provided to clients, based on 1/ the identification of the type of matter and legal issues involved in a case based on the facts provided, the applicable law and relevant provisions or rules, and the competent court(s) and institution(s), 2/ consultation of the law with research carried out where required, 3/ identification of possible next steps and legal implications for each, 4/ provision of such legal information and advice to client and discussion on possible next steps, 5/ agreement with client on taking action and which next steps are to be carried out by paralegal / client / other person, and 6/ agreement with client on reporting back to her/him (through letter, follow up meeting, phone call, other)
- 4.2.4 Quality documents drafted by paralegals (different types of letters, responding to memos and circulars, legal memorandum or legal opinion and assisting clients in filling in forms and other selected court documents) subject to supervisory requirements
- 4.2.5 Effective follow-ups conducted by paralegals at community level and at LSUs and correctional facility and police station legal desks
- 4.2.6 Effective preparation of client for self-representation
- 4.2.7 Quality mediation and negotiation services provided to communities contributing to an increased number of disputes resolved successfully through mediation or negotiation

4.2.8 Relevant institutions or organisations for orientation or referral identified, and referral documents correctly drafted

5.0 Dilemmas/Challenges and Complexities for Job Holder

- Uncooperative institutions or stakeholders
- Travelling for long distances including by walk or bicycles
- Working for long hours
- Working from detention facilities – correctional facilities and police stations/posts
- Complexity of the law and procedures in civil and criminal justice
- Complexity of court documents and related forms
- Determination of the complexity of a legal matter and when to seek support from supervising officer
- Upholding paralegals' professional ethics and code of conduct
- Undue pressure
- Emotional or psychological stress

5.1 Alternative Choices (Solutions) to Dilemmas and Complexities

- Collaboration techniques and engagement with institutions and stakeholders – both for paralegals at community level and those working at LSUs and correctional facility and police station legal desks
- Team work among paralegals, supervising officers and with other legal aid service providers for mutual support, coordination and referral of cases where relevant
- Execute individual tasks according to plan
- Efficient work schedule

6.0 Parties Involved/Interacting with the Job Holder

6.1 Internal/Within the Organisation

- Management and Staff (from CSO, LAB or other public institutions)

6.2 External/Outside the Organisation

- Justice institutions including High Court, Subordinate Courts, Local Courts, Correctional Facilities, Police Stations / Police Posts and Victim Support Units, National Prosecution Authority
- Department of Immigration, Drug Enforcement Commission, Anti-Corruption Commission, Zambia Wildlife Authority
- Traditional leaders and traditional courts
- Legal Aid Board
- Other legal aid service providers including other CSOs and (para)legal desks based at community, police station, correctional facility and court levels, university law clinics, legal practitioners providing legal aid services
- Health facilities, Department of Social Welfare, Department of Community Development, Schools
- Clients seeking legal aid

7.0 Working Environment

- Legal Desks at community level
- LSUs at court level
- Legal Desks at correctional facility and police station levels
- CSOs Offices
- LAB Provincial and District Offices
- Offices from other public institutions
- Mobile legal aid clinics in communities held in ad hoc locations, outside the established offices of the CSOs or legal desks
- Mobile legal aid clinics in courts, correctional facilities, police stations/posts without permanent LSU/legal desk
- Interaction with justice institutions and other stakeholders as listed above under Part 6.2

8.0 Physical Demands on the Body

- Covering long distances by walk or bicycle
- Adequate sight to read reference materials and legal texts
- Ability to remember detailed conversation or events
- Ability to work in correctional facilities and police stations/posts
- Ability to cope with emotional or psychological stress

9.0 Important Values/Attitudes

- Impartiality and client care including responsible service, prompt service, accurate service
- Confidentiality and principle of legal professional privilege
- Paralegal services provided at no fee / Illegal receipt of fees and issues of impersonation
- Attitude and integrity
- Issues of corruption
- Conflict of interest and other ethical issues arising
- Consult with supervising officer on all relevant matters
- Compliance with limitations assigned to level 2 paralegals in terms of legal services provided
- Compliance with registration and certification requirements as organised under the National Legal Aid Policy
- Compliance with quality standards as determined by relevant authorities
- Compliance with code of conduct and disciplinary measure
- Compliance with additional principles and standards on ethics and professional conduct for paralegals working at LSUs and at legal desks based in correctional facilities and police stations

10.0 Required Abilities/Skills/Competence

- Practical legal knowledge on topics as listed below under Part 11.0
- Community mobilisation skills

- Collaboration, coordination and communication skills with relevant stakeholders – both at community level and for paralegals working at LSUs and correctional facility and police station legal desks
- Presentation skills in conducting legal education sessions
- Client interviewing skills including listening skills, questioning techniques, analytical skills and relevant communication approaches
- Basic principles and skills of psychosocial counselling
- Analytical skills in providing legal information and advice on specific cases
- Basic legal drafting skills in writing different types of letters, responding to memos and circulars, drafting legal memorandum or legal opinion (subject to supervisory requirements), and assisting clients in filling in forms and other selected court documents (subject to supervisory requirements)
- Advocacy skills in relation to conducting follow-ups on matters handled by paralegals at community level and at LSUs and correctional facility and police station legal desks
- Skills in conducting pre-trial briefings to prepare client for self-representation
- Mediation and negotiation skills including listening skills, analytical skills and dialogue facilitation and problem-solving skills
- Orientation, referral and accompaniment skills
- Legal desk management skills including computer application, electronic legal research skills and working with MS Word and Excel, leadership skills, human resources and team management, bookkeeping and basic accounting skills, petty cash management, financial procedures and budget monitoring, inventory of equipment and other items, maintenance of transport means, communication and other office equipment, and basic security principles
- Case documentation and record keeping techniques
- Planning and scheduling skills in preparing and conducting activities

11.0 Required knowledge

- Legal knowledge on:
 - Legal process
 - Court system in Zambia

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- Legal aid system in Zambia
 - Constitutional law
 - Human rights law
 - HIV/AIDS Law
 - Immigration and refugee law
 - Disability rights law
 - Administrative law
 - Local government law
 - Application of customary law
 - Marriage, divorce and property settlement, maintenance and custody
 - Affiliation and adoption
 - Succession – Intestate and testate
 - Law of contract
 - Commercial law
 - Land law and housing
 - Environmental law
 - Law of torts
 - Employment law
 - Introduction to criminal law and institutions involved in criminal justice
 - Juvenile cases and diversion mechanisms
 - Types of criminal law offences
 - Civil procedure
 - Criminal procedure
 - Law of evidence in civil and criminal proceedings
 - Rights of suspects, accused persons, victims and witnesses and pre- and post-trial release measures
- Practice skills on:
 - Community mobilisation and engagement with other stakeholders

- Legal education
 - Client interviews and provision of legal information and advice
 - Legal assistance including basic legal drafting skills and follow-ups on matters
 - Mediation and negotiation
 - Orientation, referral and accompaniment processes
 - Legal desk management including record keeping and computer skills
- Paralegals' ethics and professional conduct

12.0 Practicing Licence Requirements (if any)

- Legal Aid Board (LAB)

Level 1 paralegals shall be registered at the LAB as prescribed in the draft National Legal Aid Policy in Zambia (2018). The LAB shall issue periodical certificates to the paralegals showing their level of qualification, in the form prescribed by the LAB.

Criteria for registration at the LAB shall include the following:

- Successful completion of a paralegal training course level 1;
- Signed code of conduct for paralegals as developed by the LAB;
- Any other relevant criteria as may be prescribed by the LAB.

13.0 Employment patterns

13.1 Salaried Employment Career Pathway

- Level 1 paralegals are affiliated to CSOs, the LAB or other public institutions, and provide legal aid services either on salaried employment or on a volunteer basis

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- The Certificate in Paralegal Studies lays a foundation for pursuing a career in law or in the wider justice sector for interested paralegals.

13.2 Entrepreneur/Self-Employed Career Pathway

- N/A

14.0 National Employment Outlook and related Policy/Investment Trends

- The 2018 (draft) National Legal Aid Policy
- The Legal Aid (Amendment) Act
- Zambia Seventh National Development Plan (SNDP) – enhancing access to justice, observing the rule of law and human rights
- Zambia Vision 2030 – improving access to justice and enhancing human rights awareness
- 2012 United Nations Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems – recognising the role of paralegals as an essential element of a fair, humane and efficient justice system that is based on the rule of law
- United Nations Sustainable Development Goal (SDG) 16 Target 3 – promoting the rule of law and ensuring equal access to justice for all

APPENDIX II: ASSESSMENT METHOD

STANDARD ASSESSMENT METHOD FOR THE CERTIFICATE LEVEL IN PARALEGAL STUDIES

SUMMARY OF THE ASSESSMENT METHOD OF THE CERTIFICATE LEVEL IN PARALEGAL STUDIES		
S/N	STRUCTURE	PERCENTAGE/MARKS
1.	Continuous Assessment	40%
2.	Final Examination	60%
	TOTAL	100%

CONTINUOUS ASSESSMENT – 40%			
1. Tests			
2. Assignments			
S/N	STRUCTURE	PERCENTAGE/ MARKS	COMMENTS
1.	Tests I. Eight (8) Tests	20%	Per module
2.	Assignments I. Eight (8) Practical – Situational / case studies / class exercises	20%	Per module
FINAL EXAMINATION – 60%			
1. Theory			
2. Attachment			
S/N	STRUCTURE	PERCENTAGE/ MARKS	COMMENTS
1.	Theory – 60% • Paper Structure a. Thirty-five (35) Questions Multiple Choice b. Twenty-five (25) questions for short answers to be provided		

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	<p>c. One (1) essay, choose one (1) essay question out of three (3) d. Two (2) situational / case studies</p>
2.	<p>Attachment (780 hours)</p> <ul style="list-style-type: none">• Attached to a CSO, the LAB or other public institutions providing legal aid• Use of professional diary with description of assignments and tasks undertaken by trainee and time spent• Performance of trainee to be graded by supervising officer either as satisfactory or unsatisfactory with required areas of improvements identified• Where performance of trainee is unsatisfactory, attachment can be repeated



Prepared by:

**Curriculum Development Unit, Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
P/Bag RW 16, Birdcage Walk, Lusaka Phone: +260 211 253211 E-mail: teveta@teveta.org.zm**