



Certificate IV in Legal Services

You can be a paralegal

Legal Secretary, Legal Assistant or Law Clerk?

The Certificate IV in Legal Services is for you if you are interested in becoming a Paralegal. Designed in collaboration with the legal profession, the course includes studies in:

- Legal skills, concepts, terminology, processes and documents
- Legal communication & research
- Practical aspects of working in the legal system
- Legal computing
- Trust Accounting
- Litigation
- Property law
- Commercial law
- Criminal law
- Family law.

Career Pathways

The course develops the skills, knowledge and attributes required for recruitment as a paralegal, and enhances skills for those working as paralegals. There are a wide range of career opportunities in this field, including right to the top! High Court Judge Susan Kiefel left school at 15 and started her career as a paralegal!

This course isn't just for school leavers. It attracts people who are already working as paralegals. You will be rubbing shoulders with them, learning from their experiences and building an informal network that can help you land your own job in a law firm.

Who will train me?

TAFE SA is South Australia's largest provider of vocational education and training. Over 1500 students a year enrol in Justice Studies qualifications. Courses in legal services,

policing, compliance and investigation, security and court administration are delivered by Justice and Policing Studies TAFE SA Adelaide City Campus.

You will be trained by specialists

Justice and Policing Studies employs fifteen lecturers with qualifications and experience in the areas of law, policing, investigation and security. A further forty lecturers are employed on a part-time basis. These lecturers are currently working in the areas of law, law enforcement, investigation or justice administration.

You will be taught by Justice and Policing Studies law lecturers and practising lawyers with expertise in their field of practice.

Justice and Policing Studies offer a wide range of paralegal and law enforcement courses in Australia and overseas to a wide variety of clients. Our ongoing delivery of specialised training in Australia and overseas for these clients is evidence of our reputation and ability to provide high quality training for you.

Flexible Delivery of Justice and Policing Studies courses ensures students can manage study alongside family, work and personal commitments. Enrolments take place each year in January and June. Additional courses are run to meet demand, so check with us.

Inquiries at Justice and Policing Studies

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Internet: www.tafesa.edu.au

Applications through SATAC

www.satac.edu.au



tafeSA

Justice and Policing Studies

Adelaide City Campus