

SGUNITED SKILLS PROGRAMME

Modern Services



Up-Skill in Legal Executive Studies

Course code: GBL

Course Overview

This course will provide you with the skills necessary to enable them to function effectively as paralegals in a legal office environment. You will be proficient in the general administration and the day-to-day running of the law office or legal department. Those who complete the Diploma programme will be proficient in the general administration and the day-to-day running of the law office or legal department.

Career Opportunities

Graduates can look forward to career opportunities in roles such as:

- Para-legal Assistants
- Legal Executives

Minimum Entry Requirement

- Singapore Citizens and Singapore Permanent Residents, aged 21 & above
 - 3 Relevant 'O' Level passes and 3 years of relevant working experience
 - Higher Nitec and 1 year of relevant work experience
 - Nitec GPA ≥ 3.5 and 2 years of relevant working experience
 - Higher Nitec in Technology/Services and 1 year of relevant working experience
 - Nitec in Technology/Services of GPA ≥ 3.5 with 2 years of relevant working experience
 - Relevant WSQ Qualification with 3 years of relevant working experience and WSQ Workplace Literacy Statement of Attainment (SOA)(Level 6) and Workplace Numeracy Statement of Attainment (SOA)(Level 6)
- WSQ Qualification

Applicants who do not meet the entry requirements may be considered for admission to the course based on evidence of at least 5 years of relevant working experience or supporting evidence of competency readiness. Suitable applicants who are shortlisted may have to go through an interview and/or entrance test. The Polytechnic reserves the right to shortlist and admit applicants.

Important information for you

With the new support scheme, you can now earn up to \$1,200 per month by attending courses and equipping yourself with industry-relevant skills and knowledge.



View courses

Find all courses at:

<http://www.tp.edu.sg/sgus>



Application Period

09 November 2020 - 04 January 2021

[APPLY HERE](#)



Training Allowance

\$1200 per month

- Min. 75% attendance requirement



Nett Course fee

6-month course - \$500

12-month course - \$1000

Use your SkillsFuture Credits!

Click [here](#) for FAQ.

Reach out to us!

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UP-SKILL IN LEGAL EXECUTIVE STUDIES | 08 MARCH 2021 INTAKE

Course fee: **\$1000.00**

Course Duration: **12 months | Full day training**

Course commencement date: **08 March 2021**

Application period: **09 November 2020 – 04 January 2021**

APPLY NOW

COURSE CODE: GBL

Full Course fee before subsidy: \$26,119.00

Please take note of the following requirements in order to be eligible for the subsidy:

- 1. Trainees must fulfil minimum attendance requirements and pass assessments to qualify for course fee subsidies. Trainees who are unable to meet these requirements may be asked to return the course fee subsidies that they have received.*
- 2. The programme allows trainees to exit without penalty if they are successfully placed into a job or have secured a job on their own accord while undergoing training. However, trainees who exit the programme without a valid reason may be asked to return the course fee subsidy that they have received.*

Diploma in Legal Executive Studies	Course Outline
Fundamentals of the Personal Data Protection Act	Course Outline
Coding for All	Course Outline
Career Readiness	Course Outline
SkillsFuture for Digital Workplace	Course Outline
Design Thinking in Action - The SEE Cycle	Course Outline
Basic Business Analytics @ Work	Course Outline
Industry Project / Industry Attachment	Course Outline

COURSE OUTLINE

Diploma in Legal Executive Studies

This diploma provides participants with the skills necessary to function effectively as paralegals in a legal office environment.

What you will learn

Certificate in Paralegal Skills 1

- Legal Communications Skills
- Legal Systems & Methods
- Law of Tort

Certificate in Paralegal Skills 2

- Law of Real Property
- Law of Contract
- Criminal Law

Certificate in Procedural Law 2

- Conveyancing Practice
- Company Law
- Principles of Civil Litigation 2

Certificate in Law Office Management

- Company Secretarial Practice
- Accounting for Legal Executives
- Management of Law Office & Court Technology

Certificate in Procedural Law 1

- Criminal Procedure
- Family Law
- Principles of Civil Litigation 1

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Fundamentals of the Personal Data Protection Act

The course will train participants to identify key legislative and regulatory requirements under the PDPA and will look at the role of the Data Protection Officer and how to manage data breaches.

What you will learn

- Identify key legislative and regulatory requirements under the PDPA including the 9 key obligations under the PDPA, the provisions relating to "Do Not Call"
- Manage data breaches through case study.

Participant Pre- requisites

Participants are assumed to be able to:

- Understand relevant organisational strategies, objectives, culture, policies, processes and products / services;
- Have information gathering skills to gather and collate necessary data;
- Have analytical skills to assess policies and procedures;
- Have business writing skills to prepare management report;
- Have interpersonal and communication skills to interact with relevant stakeholders;
- Have facilitation skills to ask the right questions to elicit necessary information; and
- Be aware of compliance requirements of organisation.

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Coding for All

This workshop uses a project-based approach to introduce participants to coding fundamentals using an appropriate coding language (i.e. Python). Participants will learn how to develop simple applications from scratch. No prior programming experience is needed.

What you will learn

- Basic concepts and techniques of coding in a language, such as Python
- Hands on activity will be performed using IDLE and/or Pycharm

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Career Readiness

This module focuses on one's personal and career management, as well as employability skills. It develops the understanding of one's career profile and skills needed for career success, and provides one with the qualities to remain relevant in a changing job market environment. It emphasizes career ownership and continuous learning for lifelong employability. In addition, participants will learn how to prepare career documents such as a résumé, cover letter and be better prepared for interviews.

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SkillsFuture for Digital Workplace

This workshop that will walk participants through the latest tools of the digital world. Through hands-on training and group activities, participants will learn how to harness these digital tools to build digital confidence.

What you will learn

- Learn how to hunt for the best deals online, in Singapore and overseas so that you do not miss the next sale. Split bills among friends without exchanging physical money, and while doing so, ensure that your passwords, credit card numbers and accounts are never compromised.
- Run a virtual garage sale and earn some money in the process. Learn the techniques of digital and social media marketing to make sure that your sale is well advertised.
- Collaborate virtually with colleagues on your next project. Manage task lists, documents and communications securely while your team works together in separate locations, even time zones.

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Design Thinking in Action - The SEE Cycle

This course will help non-designers sift through the jargon and gain insight into the cyclical and highly iterative creative thinking process. Participants will be encouraged to adopt an open and expansive mindset that will embrace productive failure, risk-taking and deep inquiry

What you will learn

- | | |
|-------------------------------------|------------------------------|
| • Overview Of Design Thinking | • Generating New Ideas |
| • Introduction To The SEE Cycle | • Discovering the Impossible |
| • Beginning With The Right Mind-set | • Distilling the Best |
| • Presenting The Design Challenge | • Validating Viable Options |
| • The Power Of Empathy | • Presentation and Critique |
| • Identifying the Issue | • Summary and Conclusion |
| • Deconstruction and Reconstruction | |
| • Presentation and Critique | |

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Basic Business Analytics @ Work

This workshop is a quick jumpstart to do basic business analytics. Participants will get to understand of the importance of Analytics, to get hands-on experience to handle data, as well as to create interactive dashboards. This workshop will also show case the potential and possibilities of doing more with advance business analytics.

What you will learn

- Introduction to Analytics
- Business Analytics Life Cycle
- Text Mining

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Industry Project/Industry Attachment

This programme involves project-based learning, where you are required to be either attached to companies or work on real-life projects for companies or centres, related to your course of study. You are expected to undertake various activities discussed with and assigned by the supervisors or participating host organisations. The programme enables you to apply knowledge and skills acquired in the course of your study to address practical problems in the real workplace.

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The information in this brochure is accurate at the time of updating (28 Sep 2020).



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