

2010

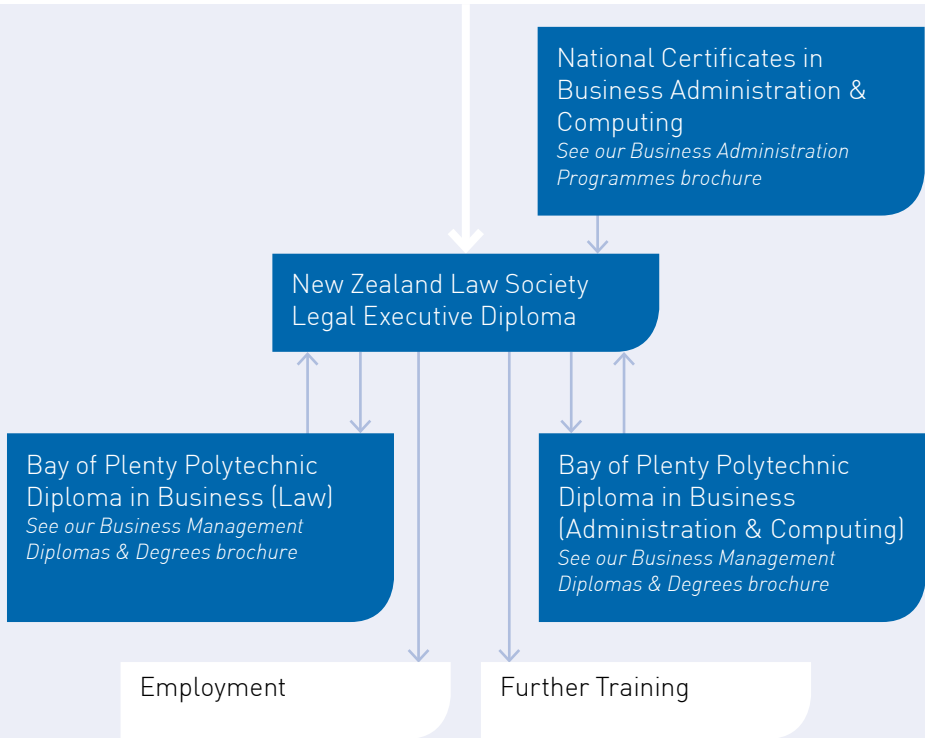
# Legal Executive



Full and Part-time



# YOUR Career Pathway



## Career Opportunities

- Legal Executive
- Personal Assistant
- Office Administration Specialist

Employment with:

- Law firms
- Banks
- Government departments
- Insurance companies
- Property and share-broking companies
- Territorial authorities

## Further Training

On completion of the New Zealand Law Society Legal Executive Diploma you may apply for credit for:

- **Bay of Plenty Polytechnic Diploma in Business (Law)** - one course
- **Bay of Plenty Polytechnic Diploma in Business (Administration & Computing)** - one course
- **Diploma in Conveyancing Level 6** - four courses

# NEW ZEALAND LAW SOCIETY LEGAL EXECUTIVE DIPLOMA



The New Zealand Law Society developed this programme to meet the demand for a formal qualification for legal assistants.

It is a specialist qualification for employment as a personal assistant or legal executive in law firms, banks, local authorities, government departments, insurance, property and share-broking companies.

## Programme Overview

You'll become familiar with the NZ legal system and be qualified to assist in the transfer or ownership of land, administer deceased persons' estates and prepare and file court documents.

The programme is made up of six papers and each paper is taught in thirty, two hour lectures. You may study full or part-time.

### Full-time Study

Five papers is deemed to be full-time study. In order to have a manageable workload we encourage students wanting to study full-time to complete five papers in year one, and the sixth paper part-time in year two.

## Content

### Paper 1 - Introduction to the Legal System

An introduction to the New Zealand constitution, the function of law, types of law, the courts, property, contract and tort.

Note: In order to have a balanced workload, full-time students are encouraged to complete NZ Diploma in Business paper 510 - Introduction to Commercial Law instead of enrolling in Introduction to the Legal System. Paper 510 can be cross-credited.

### Paper 2 - Introduction to Law Office Practice

Trust accounting and law office procedures.

### Paper 3 - Property Law and Practice

Procedures for transferring land (conveyancing).

It is recommended that prior to enrolling in this paper you have successfully completed or be concurrently studying:

- Paper 1
- Paper 2

### Paper 4 - Business Law and Practice

Contract, insurance, consumer law, personal securities, commercial leases, buying and selling a business, and company law.

It is recommended that prior to enrolling in this paper you have successfully completed or be concurrently studying:

- Paper 1

### Paper 5 - Estates Law and Practice

Administration of deceased persons' property (estate).

It is recommended that prior to enrolling in this paper you have successfully completed or be concurrently studying:

- Paper 1
- Paper 2

### Paper 6 - Litigation Law and Practice

Debt collection, bankruptcy, family law procedures, legal aid applications and District and High Court procedures.

It is recommended that prior to enrolling in this paper you have successfully completed or be concurrently studying:

- Paper 1



## Assessment

Tests and assignments are internally assessed. External examinations are prepared and administered by the New Zealand Law Society. Examinations are held in late October each year.

## Entry Criteria

If you are under 20 years of age you must have:

- A minimum of 14 numeracy credits at level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework
- 50 credits at level 2 or above with at least 12 credits in each of three subjects including a minimum of eight literacy credits at level 2 or higher in English or te reo Māori; four credits must be in reading and four credits must be in writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards.

The schedule may be found on the NZQA website at <http://www.nzqa.govt.nz/ncea/ue/litreqs.html>

Mature students over 20 years of age, with life skills and/or work experience who do not meet the above requirements but have the equivalent ability and experience are encouraged to apply.

For students who do not have office or legal administration experience, we recommend you consider first completing one of our Business Administration programmes.

## Discretionary Entry

The Group Leader may allow students, on a case-by-case basis, discretionary entry if satisfied that the student has the necessary skills and support to succeed in the programme.

## English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have a minimum IELTS score of 6 or a TOEFL score of 550.

## Qualifications Gained

On successful completion of this programme you will receive:

- New Zealand Law Society Legal Executive Diploma

## Dates/Times/Duration

Classes commence the week beginning 8 February and finish the week ending 29 October. This includes study and exam week.

The programme is 32 weeks in duration; each paper has 30 teaching weeks with classes scheduled for two hours per week per paper. Refer to the timetable available from the Information Centre for scheduled class days and times.

In addition to class time, it is expected you will undertake four hours of self-directed study per paper per week.

In addition to the 32 study weeks there will be six weeks holiday/study break to coincide with the school holidays:

- 5 to 16 April
- 5 to 16 July
- 27 September to 8 October

## Venue

Bongard Centre, 200 Cameron Road, Tauranga.

## Class Sizes

With our small classes and personalised tuition, you will get more time with friendly tutors who work to attend to your individual needs.

## Application Procedure

### New Students

We are taking applications now and will continue to hold information meetings and offer places if they are available; however we will give priority to applications received by 30 October 2009.

We welcome applications from all interested parties.

Applications are available from the Information Centre or on our website [www.boppoly.ac.nz](http://www.boppoly.ac.nz)

### Returning Students

Please complete a Student Detail & Enrolment Form available from the Information Centre.

As places are limited we suggest you enrol early to avoid disappointment.

## Fees

\$469.00 per paper

\$715.00 for NZ Diploma in Business paper 510 - Introduction to Commercial Law

The full fee is to be paid at least seven days prior to programme commencement for full-time study, and upon enrolment for part-time study.

In addition to the programme fee there is also an examination fee payable to the New Zealand Law Society prior to the examinations. This will be discussed with you in class. The examination fee will be advised by the Law Society.

You will be required to provide your own stationery. It may also be necessary to purchase copies of legislation and textbooks for some papers.

The standard published fee is applicable for New Zealand citizens and permanent residents only. An international fee is payable for non New Zealand citizens/permanent residents.

## Financial Assistance

### Student Loans and Allowances

*Full-time:* For five or more papers in one year, the programme is approved for the payment of Student Allowances and Student Loans (including the living costs portion).

*Part-time:* For four or less papers in one year, the programme is approved only for the payment of fees and course related costs through the Student Loans scheme. No living costs are available.

Apply for your loan and allowance online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone StudyLink on 0800 88 99 00. **Apply early to help avoid payment delays!**

### Team BoP Polytechnic High Performance Academy Sports Scholarships

*(10 programme fees for two years plus other benefits)*

Available to students studying at Bay of Plenty Polytechnic. Full fees paid for a maximum of two years as well as access to sport and fitness facilities at Te Pare a Ruahine (Aquatic Centre), and access to a High Performance Manager for education, sporting and lifestyle support. Successful applicants are allocated ten hours per annum access to sports support services such as sports science, testing, and lifestyle support. They will also be given a High Performance Academy kit, consisting of track suit and t-shirt.

Applications close 30 October 2009 and are available from the Information Centre or on our website [www.boppoly.ac.nz](http://www.boppoly.ac.nz) (under Scholarships).

## Auahi Kore – Smokefree

We are proud to show leadership and commitment to a Smokefree New Zealand. As a result, smoking is not permitted on campus.

# GRADUATE PROFILES



## Amber Gear

*Graduate – 2008*

*Employed - Jackson Reeves, Tauranga*



Amber is a dedicated and committed young woman with a vision. Over the past three years she has completed the Certificate in Business Administration Levels 2 and 3 and in 2008 graduated with the New Zealand Law Society Legal Executive Certificate at Bay of Plenty Polytechnic. She says she endured the 'hard yakka' not only for herself but, most importantly, for her family.

"I got to a stage in my life where I didn't want to be working part-time, evenings and weekends as it affected me being there for my kids. I wanted a better future for my girls with greater financial security. The drive was setting up my family for life."

She has indeed achieved what she set out to do... and more!

"My job at Jackson Reeves as a Legal Secretary is great. I am really happy here. There are so many perks, lots of support from fellow colleagues and management and of course the financial security I was looking for. I feel great!

"Having this job has created such a comfortable family life for us. There is also flexibility with work hours which, as a Mum, is such a bonus!"

Amber had obviously under-estimated her abilities in the past - feeling surprised when she passed her Legal Executive papers with good marks and again when she was offered the full-time position at Jackson Reeves.

"It's hard to explain how I felt, but one word was 'relieved'. I am feeling proud of myself now, knowing that I've achieved what I set out to do and that I'm doing something that makes a difference to the community and my family."

Even though twenty seven year old Amber is 'all studied out' for now, down the track she may consider furthering her education with a Law degree. In the mean time though she has reached her goal and is very content with her current situation.

"At the moment I'm still really new in my job and I'm learning new things every day. It's really challenging but I love it."



## Elise Connor

*Former Western Heights High School student*

*Graduate - 2008*

*Employed - BlackmanSpargo, Rotorua*

Elise makes light work of the daily challenges she faces at Rotorua's BlackmanSpargo, the law firm where she has worked full-time since graduation.

The 18 year old is proactive and determined, so to fast track her entry into the industry she is passionate about, Elise enrolled in the Legal Executive Programme at Bay of Plenty Polytechnic. She then sent her CV to a number of law firms in Rotorua in order to gain work experience.

"BlackmanSpargo, a specialist rural and commercial law firm in Rotorua (New Zealand Regional Law Firm of the Year, 2006 and 2007), gave me the opportunity that opened the door to my professional career.

"Upon graduating, I received the highest mark in New Zealand for the Business Law and Practice paper. I believe this gave me more credibility and reinforced my employer's decision to offer me full-time employment. I believe they felt confident I had the necessary qualities they could call upon."

The former Western Heights High School student loves her job because she enjoys the new challenges that each day brings and building good relationships with clients. Today she is pleased with her achievements and glad that she pursued her passion for Law.

"I chose to go to Bay of Plenty Polytechnic as it was the most direct and practical route for me. The programme structure was flexible, so I could choose whether to take one paper in a year, or six, which meant I could study at my own pace and accommodate other commitments.

"Tauranga was close enough to Rotorua so that the daily commute wasn't a problem. The commuting also meant that I didn't have to move, which was awesome. The programme content gave me a good insight into how law firms in general operate. The classes were also interactive and fun."

Elise, who also enjoys photography, water and motor sports and travelling around New Zealand, has plans to stay put and invest in her career just where she is.

"Now that I've learnt the theory, I want to keep putting my knowledge into practice and show that I can be a successful Legal Executive. I don't feel the need to go anywhere else. I know there is plenty to be conquered right here in Rotorua."



## Bay of Plenty Polytechnic

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**Freephone 0800 267 7659**

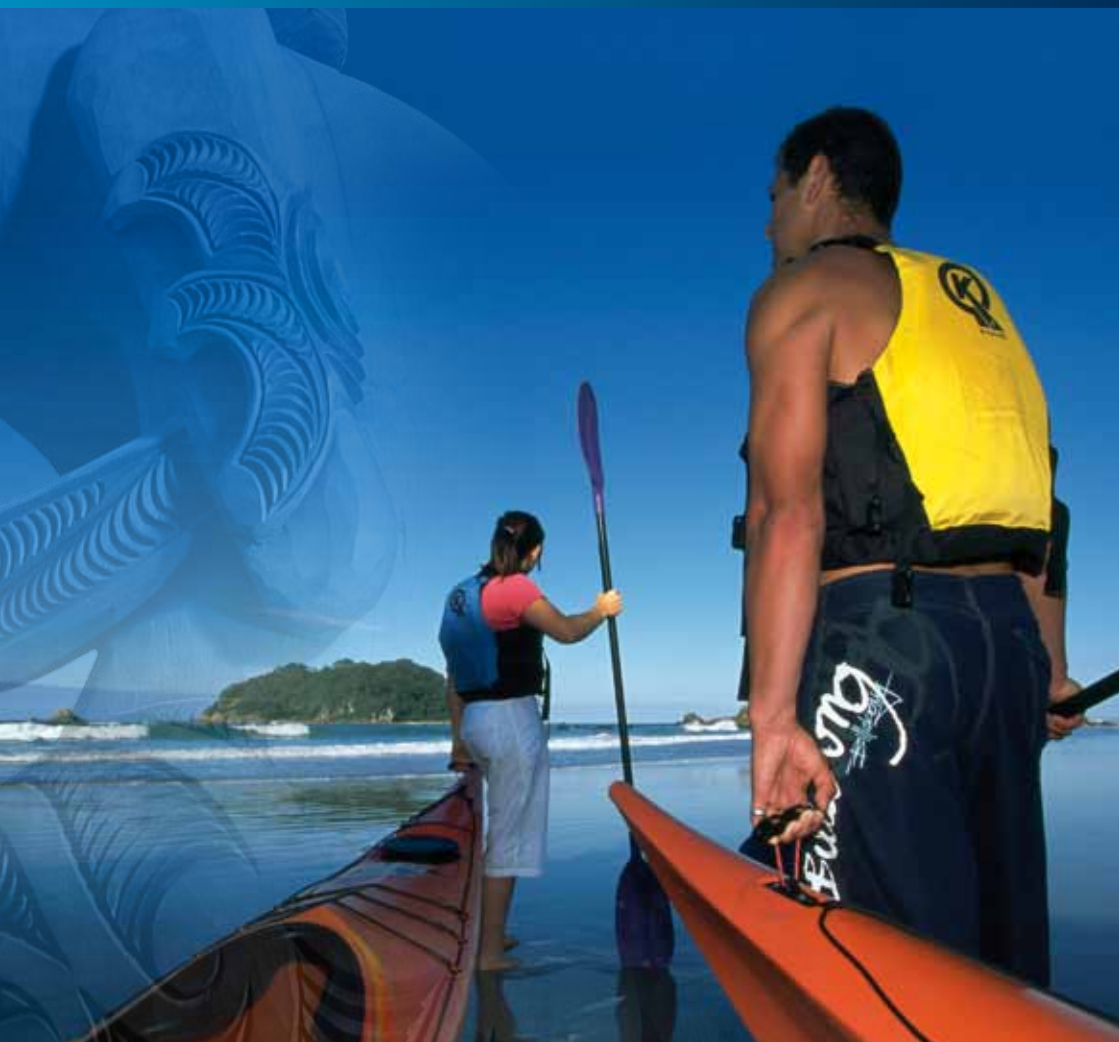
**Website [www.boppoly.ac.nz](http://www.boppoly.ac.nz)**

**Email [info@boppoly.ac.nz](mailto:info@boppoly.ac.nz)**



**BAY OF PLENTY  
POLYTECHNIC  
TAURANGA**

Te Kuratini o Poike



Every effort was made to ensure the information contained in this brochure was correct at the time of printing. However development of our programmes is ongoing and changes may occur subject to Academic Board approval. Published days and times are indicative only and may be changed due to timetabling requirements. Bay of Plenty Polytechnic reserves the right to cancel or postpone any course due to insufficient numbers or circumstances beyond its control. In this instance fees will be refunded in full. Bay of Plenty Polytechnic agrees to observe and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from us or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.