

## Higher Diploma in Paralegal Studies



The Program, the first of its kind in the Sultanate of Oman and the Gulf Region, is highly valued due to its professional nature. It enables graduates to enter the labour market with the necessary skills and competencies to perform the duties of a Paralegal Professional effectively and efficiently in the workplace. It also presents opportunities for graduates to continue studying through other professional or academic pathways.



### **Message from Said Al-Shahri Legal Training Center:**

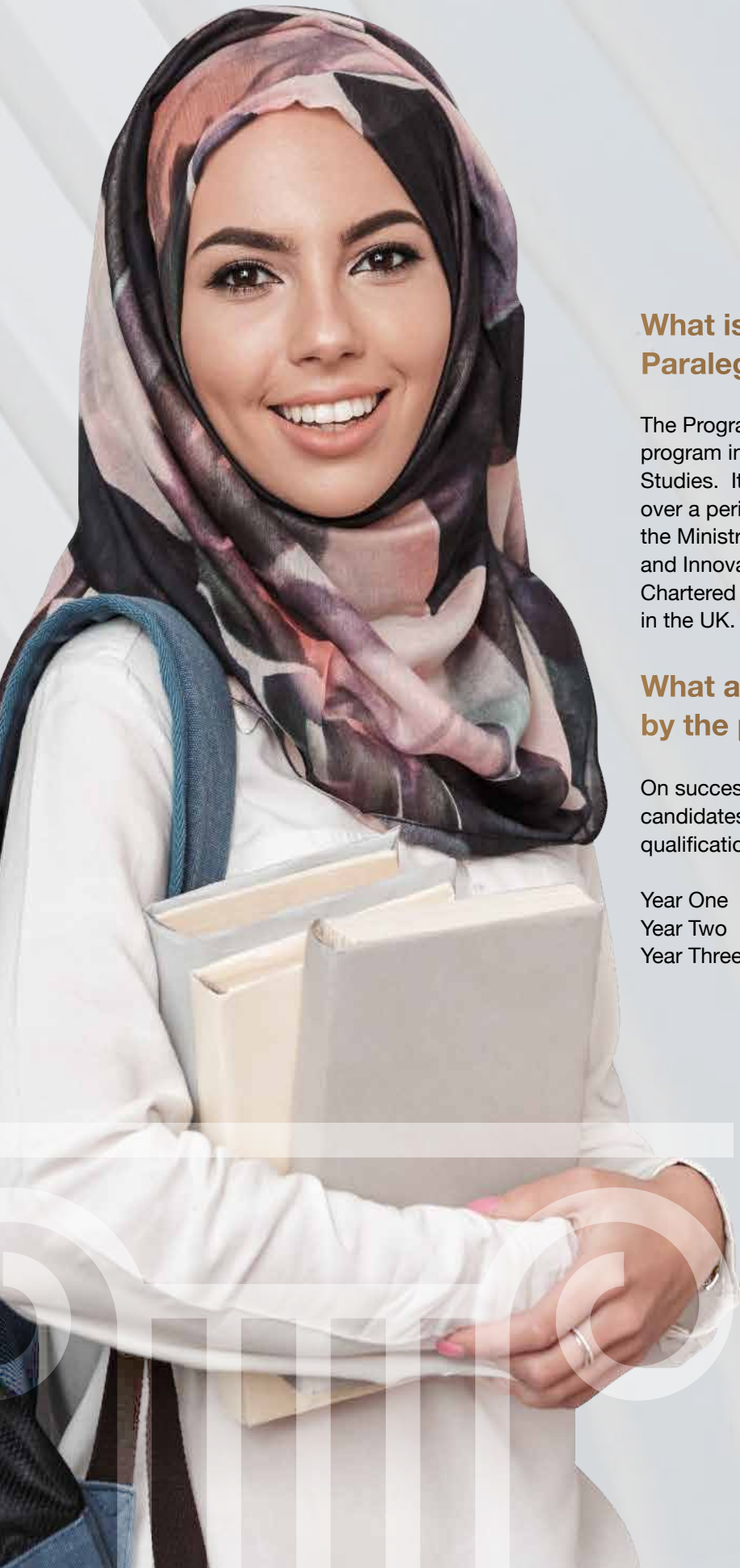
We aim to build legal awareness in Oman and the Middle East by empowering local people and communities through our high-quality training and education programs that adopt high academic standards and professional best practices.

We also promote diversity of the various learning pathways in the Sultanate of Oman and support the national priorities for Oman set out in the Oman Vision 2040.

We support efforts of knowledge acquisition by ensuring that the transfer of practical workplace skills and competencies takes place, enabling Paralegal Professionals to perform daily tasks and more complex functions effectively.

SLTC is the first Legal Training Center to be established in Oman and has been operating since 2008





## **What is the Higher Diploma in Paralegal Studies?**

The Program is the first legal vocational training program in the Gulf Region specialising in Paralegal Studies. It comprises of six semesters extending over a period of three years. It has been licensed by the Ministry of Higher Education, Scientific Research and Innovation and has been endorsed by the Chartered Institute of Legal Executives (CILEX) based in the UK.

## **What are the qualifications awarded by the program?**

On successful completion of each year, the candidates will be awarded with the following qualifications:

Year One : Certificate in Paralegal Studies

Year Two : Diploma in Paralegal Studies

Year Three : Higher Diploma in Paralegal Studies

## The value of the qualifications awarded.

The professional qualifications obtained by graduates are valued highly for the following reasons:

- The curriculum and its learning outcomes are unique and innovative.
- The Program focuses on practical outputs.
- The qualifications equip graduates with the requisite knowledge and skills to perform the duties of a Professional Paralegal effectively. This will provide graduates with an advantage in the job market.
- Graduates will be able to apply for jobs in both the public and private sectors in Oman or abroad.
- The Program may open-up other studying opportunities in alternative OQF pathways for graduates.
- The program is endorsed by CILEX and certificates are issued by CLIEX.

## Who offers the Higher Diploma in Paralegal Studies?

The program is hosted by Said Al Shahri Legal Training Center (SLTC), the first legal training center of its kind to be opened in Oman. SLTC has been operating since 2008 and has been classified as a first degree institute by the Ministry of Higher Education, Scientific Research and Innovation.

## Program benefits

- The Program is the first of its kind in Oman.
- The practical nature of the Program will ensure that graduates have the necessary hands-on experience to enter the job market in the Middle East in private and public sectors.
- Graduates of the three-year Program will be awarded with a Higher Diploma in Paralegal Studies.
- Students and graduates will have access to CILEX membership benefits.

## Who can join the Program?

- Holders of a General Education Diploma from the Sultanate of Oman or any equivalent qualification approved by the Ministry of Education can participate in the Program, subject to availability.
- All applications are subject to the Program rules and regulations.



## Distinguished and striving for the best

- Established in 2008, SLTC is the first institute in the Sultanate of Oman and the Gulf Region to specialise exclusively in legal training, focusing its learning objectives on the practical application of the law and related legal procedures.
- SLTC draws knowledge and best practices from its sister company, SASLO, a top law firm in Oman having expertise in a variety of areas of law and practice.
- Since its inception, SLTC has hosted over 250 courses and trained over 7,000 candidates.
- SLTC's philosophy and training methodologies focus on practical training based on real-world experiences in relevant sectors, day to day application of the law, problem solving techniques, and best practice.
- SLTC has developed specialised programs, including:
  - Proficiency in Legal Practice which targets recent law school graduates.
  - Test of Legal English Skills (TOLES) Programs
  - Higher Diploma in Paralegal Studies

## What are the expected positions that a paralegal can hold?

The Higher Diploma in Paralegal Studies will enable graduates to work in the following places, departments, or positions:

- Legal departments • Law firms and Legal Consulting firms • Compliance departments
- Court Secretaries • Public Prosecutors
- Governance departments • Customer Services departments • Legal Secretaries • Human Resource departments • Contracts and Tenders departments • Managing administrative and legal procedures in the public and private sectors

Graduates are prepared for these jobs through:

- Active training methodologies, where students play a key role, gaining confidence and independence in their learning journey through practical learning strategies (lectures, group work, role-plays, research, presentations, practical skills application, simulations of expected professional skills and tasks).
- Guided assistance from SLTC to prepare graduates for employment through continued professional development, encouraging an entrepreneurial culture, and helping candidates to plan their careers.