

Legal Secretary Award

A shorter version of the main diploma, this award will give you key Legal Secretary skills brought to you in conjunction with CILEx (the Chartered Institute of Legal Executives).



Tel: 020 7256 6668

If you would like a professional, varied and fulfilling career then you'll find all these attributes and more if you work as a Legal Secretary.

This award is ideal if you're new to the legal world and need to learn the jargon, processes and documentation connected with legal aspects of various law sectors.

The legal sector is an exciting and varied world. With many different focuses, such as family law, criminal law etc. gaining specialised and recognisable secretarial qualifications in this industry will set you head and shoulders above the rest.

Our Legal Secretary Award brings you a fantastic opportunity to study the CILEx (Certified Institute of Legal Executives) Legal Text Processing course. In addition to this course, you'll also study effective communication and Microsoft Word. Giving you a complete skillset which can help get your Legal Secretary career underway.

With the freedom to study at a time and place that suits you best, there are many benefits to this fantastic Legal Secretarial Award: -

- Excellent opportunity to go on and gain a City & Guilds/CILEx Level 2 Award in Legal Text Processing
- Flexible training which fits around your commitments
- Support on hand from our friendly Course Advisors
- Get the skills in demand by employers



Aims and Objectives

A great training programme if you're looking to gain proven skills to become a Legal Secretary. Endorsed by CILEx (the Chartered Institute of Legal Executives) you'll also be able to go on and gain a City & Guilds/CILEx, the Level 2 Award in Legal Text Processing if required.

Pre-Requisites

There are no pre-requisites required.

Career Path

If you're keen to keep your career moving, after studying your Legal Secretary courses you could choose to take a step further and look towards gaining reputable Paralegal qualifications.



CPD Points 60

(Awarded CPD points upon successful completion).



Courses Included

Legal Text Processing

The course utilises CILEx specialist course materials and will introduce you to the various forms of documentation, terminology and processes associated with six different legal specialist including Family Law, Criminal Litigation and Conveyancing.

or Legal Secretary - Scots Law

This course will take around 25 hours to study and you'll learn the practices and procedures for various legal specialisms such as Conveyancing, Criminal Law and Family Law.

Through a series of self-paced lessons you'll look at the different documentation and terminology used in each of the key legal areas.

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668 **Web:** www.pitmanlondon.co.uk

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.



Guideline Learning Time

60 hours flexi study or 2 weeks full-time

(Full-time based on approx 20-30 hours a week)