

Legal Secretary Award



The Legal sector is an exciting and varied world. With many different areas, 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 (Chartered Institute of Legal Executives) Legal Text Processing Course. In addition to this course, you'll also study Effective Business 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**

Is this Award for me?

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.

Furthermore, one of the core courses, Legal Text Processing, has been written by CILEx and endorsed by Pitman Training, meaning once you've completed your studies, you're in the perfect position to go on and gain a renowned qualification from City & Guilds/CILEx, the Level 2* Award in Legal Text Processing.

Award outline

There are three core courses within this Award:

- Legal Text Processing - this course has been written by the Chartered Institute of Legal Executives (CILEx)
- Microsoft Word or Word Expert
- Effective Business Communication

* Equivalent of Level 2 Certificate in Scotland is Level 5



The CPD Standards Office
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Get the Pitman Advantage™

Pitman Training Legal Secretary Award



Legal Text Processing

This Legal Text Processing course has been created by CILEx (The Chartered Institute of Legal Executives) for those of you seeking to start your career in a legal office as a Legal Secretary, Legal Assistant or Paralegal.

The course, which can be studied from home or work, will introduce you to the various forms of documentation, terminology and processes associated with six different legal specialisms such as Family Law, Criminal Litigation and Conveyancing.

Working in a Legal environment means it's vital you can prove you have comprehensive and accurate skills. Legal employers highly value professional, qualified legal secretarial training. This fantastic self-study course offers you an excellent opportunity to go on and obtain a Level 2 CILEx/City & Guilds Award in Legal Text Processing Qualification.

Microsoft Word or Word Expert

Being confident in Microsoft Word is essential for anyone who either works or aspires to work in an office environment. It's therefore very important to choose your training programme carefully.

Pitman Training's 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. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment.

Your studies will cover the basics - from starting Word, to inputting text, saving documents, page breaks, auto-correct, cut and paste, indenting and bullets, page numbers, the use of tables, WordArt and text boxes, clipart, the use of columns through to applying, creating and modifying styles.

For those who have a good grounding in Microsoft Word, the Word Expert course 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 including: mail merge; using the wizard and Excel data sources; tables; bookmarks; indexing and cross-referencing; footnotes and endnotes; captions; macros and keyboard shortcuts; citations; sources and bibliography; managing complex documents; forms; applying styles and the style inspector; changing the tracking and the reviewing pane; document properties; using Word's web tools, hyperlinks and SmartArt to its full potential.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, so they are essential skills to master.

Consisting of several lessons, your business communication training begins with examining English language skills before looking at how to communicate effectively, not only in writing but verbally too.



Guideline Learning Time

**60 hours flexi study
or 2 weeks full-time***

*Full-time is based on
approx 20-30 hours a week

For further information, a free one to one consultation, or to book a free demo contact your local Pitman Training Centre

www.pitman-training.com



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