

# Legal Secretary Diploma with City & Guilds/CILEx\* Level 2 Qualification



*This diploma is not an accredited City & Guilds qualification.  
To achieve the Legal Secretaries Level 2 Diploma, Certificate and Award, students will be required to pass City & Guilds external assessments.*

## Specialist skills for a career as a trusted Legal Secretary, Legal Admin Assistant or Paralegal

Our Legal Secretarial Diploma, with the opportunity to gain the Level 2 City & Guilds/CILEx\* Legal Secretary qualification, combines the high quality, professional training that you have come to expect from Pitman Training with specialist course materials from the renowned CILEx (The Chartered Institute of Legal Executives).

### A trusted level of expertise that will help get you the job

This Diploma will give you a well-rounded skillset and enable you to confidently handle the specialist and varied workload you will have. You'll cover specialist Legal Secretary subjects; including Working in a Legal Environment, where you will learn the legislation, regulations and procedures that apply in a legal and business environment. You'll also learn a broad range of professional office skills such as Microsoft Word, Excel and Effective Business Communication.

This diploma can be studied in any of our centres and many of the subjects are accessible via our distance learning platform, meaning you can combine your studies with existing home and work obligations.

Once you've successfully completed your training and received your Pitman Training Diploma, you'll be in the perfect position to go on and gain the Level 2 City & Guilds/CILEx Legal Secretary Qualification.\*

### Is the Diploma for me?

This Diploma has been designed to help you if you wish to start a new career as a Legal Secretary, Legal Admin Assistant or Paralegal.

It's also an excellent route if you're looking to gain a Level 2 City & Guilds/CILEx Legal Secretary qualification\*. There are no prerequisites required prior to starting this course.

On top of the broad office skills that you will learn, you'll also gain knowledge of the workings of a legal office and in turn be able to confidently impress employers with your specialist training.

The CPD Standards Office  
CPD PROVIDER: 21121  
2014 - 2016  
[www.cpdstandards.com](http://www.cpdstandards.com)



Get the Pitman Advantage™

## Core Courses

### 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 specialisms including Family Law, Criminal Litigation and Conveyancing.

### Legal Audio Processing

This course utilises CILEx specialist course materials and looks at six different legal specialisms, including Family Law, Conveyancing and Criminal Litigation and gain an understanding of the documentation that needs to be transcribed in each area.

### Working in a Legal Environment

This course utilises the CILEx specialist course materials and covers topics such as the different organisational structures of a legal office, the UK judicial system, how to organise resources and manage time effectively in a legal environment, the different types of correspondence and much more.

### Typing

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

### Typing Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another! Our Typing Speed Development course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

### Effective Business Communication

Learn how to communicate effectively in business by letter, email, telephone and presentation. This will cover correct use of grammar, punctuation, principles of letter writing and CV writing.

### or Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

### Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

### Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

### Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.

### or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

### Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

### Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

### Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job, and one that worries a lot of people. Fear no more, this course will teach you all of the skills and techniques you need to take the stress out of minute taking.

### Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

## Elective Courses\*\* (choose one)

### Health & Safety Essentials

### Microsoft Access

### SpeedWriting



This diploma is not an accredited City & Guilds qualification. To achieve the Legal Secretaries Level 2 Diploma, Certificate and Award, students will be required to pass external examinations. Speak to your course advisor for full information.

## Other courses you may be interested in

If you would like to work in the area of medicine, please talk to your Pitman Training Course Advisor about our Medical Secretary Plus Diploma. Or for more general courses, you can choose from our Secretarial and PA Diplomas.

## Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Legal Secretarial Diploma, in addition to the relevant City & Guilds/ CILEx units you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career

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

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



## Guideline Learning Time

256 hours flexi study or 10 weeks full-time

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

\*\*Alternative choices are available.