

# Legal Secretary Diploma

with City & Guilds/CILEx  
Level 2 Qualification



Tel: 020 7256 6668

This diploma combines the high quality, professional training you come to expect from Pitman Training with specialist course materials from the renowned CILEx (The Chartered Institute of Legal Executives).

**This diploma is an excellent route if you're looking to gain a Level 2 City & Guilds/CILEx Legal Secretary qualification.**



If you would like to work in a legal office as a Legal Secretary, Legal Admin Assistant or Paralegal, this diploma will give you a well-rounded skillset to enable you to confidently handle the specialist and varied workload you'll have.

You'll cover specialist Legal Secretary subjects including Working in the Legal Environment, where you'll 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 a Level 2 City & Guilds/CILEx Legal Secretary Qualification\*.

*\* Please note City & Guilds/CILEx exams are optional. All exam fees for this qualification are charged separately.*

## Aims and Objectives

On top of the broad office skills that you'll learn with this diploma, you'll gain knowledge of the workings of a legal office and so be able to confidently impress employers with your specialist training. You'll also be in the perfect position to undertake the City & Guilds/CILEx Level 2 examination\* if required. (Subject to successfully achieving the relevant units).

## Pre-Requisites

There are no pre-requisites required for this training programme.

## Career Path

This is a great high-level qualification to enable you to have a rewarding career as a Legal Secretary. If you find this really suits your aspirations, why not look at training as a Paralegal?



**CPD Points 230**

*(Awarded CPD points upon successful completion).*



Hannah came to us as she was bored working in a shop. She opted to study for the Text Production Diploma and, after the successful completion of this, we helped her get a job with a local solicitors who we have worked with in the past. After getting the job as their Receptionist they promoted her to a secretarial position within six weeks of her starting work for them.

**Hannah Bennett, Legal Secretary**

## Core Courses

### Working in the Legal Environment

This course has been put together in collaboration with CILEx with the aim of helping anyone looking to work in a Legal office, as a Legal Secretary or Paralegal for example, to prepare for the CILEx/City & Guilds Level 2 Award in Working in the Legal Environment.

### 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.

### Legal Audio Processing

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

### Typaz and Typaz Speed

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy. Building your speed and accuracy, our Typaz Speed touch-typing course will take you to speeds of 40-60 words per minute.

### Or Typaz Professional

For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

### 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.

### 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.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level.

Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

### or Excel Expert

Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

### Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

### Audio Transcription

Audio Transcription is a valuable skill to gain, with applications in many industry sectors. This course will help you learn how to operate audio transcribing equipment and become proficient in document transcription.

### Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job. This course will teach you all of the skills and techniques you need to take the stress out of minute taking.

### or Meetings and Minutes Seminar

This one-day tutor-led seminar is one of our most popular seminars ideal for anyone involved in organising meetings and taking notes at those meetings.

You'll learn how to prepare ahead of the meeting, how to take effective minutes and work effectively post-meeting to maximise your effectiveness and help manage your time effectively.



## Elective courses (choose one)

- Speedwriting
- Access
- PowerPoint
- Health and Safety Essentials

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

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### Guideline Learning Time

**230 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)