

CILEx Level 2 Certificate For Legal Secretaries

Qualification Group 7655



Objectives: To develop essential and inter-related skills within the context of a legal environment

Designed for: Those wishing to gain a basic secretarial / administrative legal qualification

Prerequisites: Accurate typing at 50 wpm and good level of Microsoft Word

Credit Breakdown: Students must achieve 32 credits in total to achieve the Level 2 Certificate for Legal Secretaries

32 Credits from the Mandatory Units:

Legal Text Processing (11 credits) – the aim of this unit is to develop the knowledge and skills to accurately produce documentation appropriate for the legal and business environments. You will become familiar with word processing techniques, legal document layouts and legal terminology. You will learn how to create documents, format and layout text, insert dates and references, create and format tables, special characters, import graphics, search and replace, follow written instructions and interpret amendment and correction signs, identify and expand general and legal abbreviations and route originals and copies as instructed

Legal Audio Processing (7 credits) – the aim of this unit is to develop the skills to accurately transcribe audio into documentation. You will learn how to interpret and implement audio conventions, create documents to a given house style from audio dictation, format the layout, recall document templates and include relevant dictated information, comply with basic verbal and written instructions associated with conveyancing, criminal law, family law, litigation and probate

Working in the Legal Environment (12 credits) – the aim of this unit is to develop the knowledge and skills to understand and operate in different organisational structures and be aware of how relevant legislation, regulations and procedures apply to the legal and business environments. You will develop an understanding of working relationships, effective communication skills and internal and external customer service. Office organisation and structure, health & safety, time management, planning and team work, the telephone, filing, managing mail and photocopying

Proofreading in the Legal Environment (2 credits) – this unit is assessed by an externally set and externally marked examination. Mock assignment papers are available to help students prepare for this exam.

Benefits:

- A flexible course designed to enable you to work at your own pace
- A thorough grounding on the underpinning knowledge and competences required in a legal and business context
- On completion of the course you will receive the widely recognised and highly regarded CILEx Level 2 Certificate
- Your workbooks are yours to keep and can be used as an excellent reference tool in the future

Features:

- Successful completion of the four Mandatory Unit assignments will lead to a CILEx Level 2 Certificate for Legal Secretaries being awarded. Individual Unit Awards can be made if full certification is not achieved

Guided Learning Hours: 304* hours – must be completed within two years of the registration date

**this includes home study*

What Next:

- CILEx Legal 2 Diploma For Legal Secretaries

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**
web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts