

CILEx Level 2 Diploma 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 Level 2 secretarial / administrative legal qualification

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

Credit Breakdown: Students must achieve 38 credits in total to achieve the Level 2 Diploma 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.

Plus a minimum of 6 credits from the Optional Units:

Legal Spreadsheet Processing (3 credits) – you will learn how to use spreadsheet software to create, modify and present data using Excel. You will learn how to create a header/footer, edit data, enter formulae to calculate data, sort data, create and format charts to represent spreadsheet data clearly

Legal Database Processing (3 credits) - you will learn how to use database software to create, modify and present data using Access. You will learn how to create a simple database using appropriate field names and data types, create and amend data entry forms, add and delete fields and records, perform primary and secondary sorts, create queries to retrieve information, prepare a simple report

Legal Presentation Techniques (3 credits) – you will learn how to use presentation software to create, modify and present information using PowerPoint. You will learn how to create and amend presentations, enter text and graphics onto slides, add transitions to a presentation, produce printouts in a variety of formats, name and re-name presentations

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Plus two units from the following optional units:



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 Diploma
- 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 plus two of the Optional Units will lead to a CILEx Level 2 Diploma for Legal Secretaries being awarded. Individual Unit Awards can be made if full certification is not achieved

Guided Learning Hours: 358* hours – must be completed within two years of the registration date

**this includes home study*

What Next:

- Legal Secretaries Certificate / Diploma Level 3

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**

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