

# CILEx Level 3 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 3 secretarial / administrative legal qualification

**Prerequisites:** Accurate typing at 60 wpm, good level of Microsoft Word

**Credit Breakdown:** Students must achieve 39 credits in total to achieve the Level 3 Diploma for Legal Secretaries

### 33 Credits from the Mandatory Units:

**Legal Text Processing and Legal Audio Processing (15 credits)** – the aim of this unit is to develop additional skills necessary to accurately produce professional documentation appropriate for the legal and business environment. You will employ advanced word processing techniques and audio transcription skills to edit and manipulate a variety of legal and business documents. You will create complex business and legal documents to a given house style from manuscript and printed text, amend and format the layout of documents, insert dates and references, import graphics and/or data, create and format complex tables, follow written instructions and interpret amendment and correction signs, identify and correct spelling errors, identify and correct legal terminology, identify and expand general and legal abbreviations, route original and copies as instructed and check calculations in documents

**Business Skills In The Legal Environment (16 credits)** – you will gain an understanding of the importance of continuous improvement, effective team working and learn how to organise and co-ordinate events. You will learn how to carry out basic risk assessments to identify hazards to self and others, describe employment legislation affecting an office environment, explain personal rights and responsibilities of the individual in maintaining a safe, healthy and secure working environment and explain the structure of the court system

**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 and use complex formulae to statistical functions, insert links between worksheets, perform primary and secondary sorts, 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 database using appropriate field names and data types, create, amend and reformat data entry forms, amend database structure, add and delete fields and records, perform primary and secondary sorts, use complex queries to create documents

**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 a new legal and business presentation using a master slide, enter text and graphics onto slides, amend legal and business presentations, import objects, add transitions to create interactive slide shows, produce printouts in a variety of formats

**Legal Terminology (3 credits)** – the aim of this unit is to develop the knowledge and recognition of legal terminology and abbreviations within the context of the legal environment. You will identify the mean of legal terminology, identify legal terms used within specialist legal departments, expand legal abbreviations within a legal context, match Latin terms used in legal terminology to their descriptions and identify correct spellings of legal terminology

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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 3 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 3 Diploma for Legal Secretaries being awarded. Individual Unit Awards can be made if full certification is not achieved

**Guided Learning Hours:** 359\* hours – must be completed within two years of the registration date

*\*this includes home study*

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...

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