

# Legal Secretary – Conveyancing

**Amongst the choice of legal secretary courses that would allow you to take your place in the Conveyancing department, this is the best.**

Not only is it a good way to receive legal secretarial training of the highest order, it also puts the famous Pitman Training name on your CV - that's well worth having, and something no other legal secretarial courses can bring you.

If you live in Scotland, there is also a Scottish version of this course, so you can be confident that wherever you work, you've chosen the very best training.

Firstly, you look into the meaning of conveyancing, transactions, searches, contracts and pre-exchange procedures. Your pursuit of legal secretary knowledge continues with draft transfers and requisitions on title before moving on to stamp duty and post-completion procedures.

Training takes place in your own good time, so you set your own pace and on completion of this legal secretary course, you keep your workbook as a ready reference guide. Course Advisors are always on hand to give that extra bit of support, should you need it.

You can move onto the next steps - our Audio Transcription Level 2 course for top notch skills, or you could opt for further specialist legal skills to enhance your earning potential. If you're serious about becoming a top legal secretary, then our Legal Secretarial Diploma is the crème of the courses available.

## Designed for

Those who wish to pursue a career as a Legal Secretary, or work on a temporary basis in a conveyancing department

## Prerequisites

Word processing experience to an intermediate level; ideally students should have completed the first Microsoft Office Word course.

## Objectives

To provide an introduction to the work, documentation and responsibilities of the Conveyancing Department in a legal office

## Course Content

**Lesson One:** The meaning of the term 'conveyancing', the difference between freehold and leasehold, registered and unregistered land, stages in a conveyancing transaction, preparing an instruction form for conveyancing and client care letter.

**Lesson Two:** Seller's Information Property Form, additional enquiries, official copies and form OC1, local and other searches, preparing a draft contract, pre-exchange mortgage procedures, formulas used for exchange of contracts.

**Lesson Three:** Preparing a draft transfer, requisitions on title, the purpose of an official search with priority, form OS1, pre-completion mortgage requirements, carrying out a bankruptcy search, discharge of mortgage and form DS1, electronic notification of discharge, preparing a completion statement.

**Lesson Four :** post-completion procedures, stamp duty land tax, registering the new owner, form AP1, e-conveyancing.

## Benefits

- **Develop an awareness of the workings and structure of a Conveyancing Department**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

**Course duration: 7 hours**

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



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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