

Legal Secretary – Criminal Law

Like all our legal secretary courses, our Criminal Law legal secretary course is designed to give you the edge. Firstly by putting the Pitman Training name on your CV; an acknowledged mark of excellent legal secretary training. But also because you'll be trained for full time or temp work with an insight into the fee earners' role, which will improve your understanding and could pave the way for promotion or a permanent placement.

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.

There are four parts to the training covering the working and structure of a criminal law department; statements of the accused and preparing information; witness statements and instructions to counsel; and finally dealing with offenders, legal aid and invoicing.

The Pitman Training Criminal Law secretarial course is flexible – you decide the timetabling and you keep your workbook as a handy guide. What's more, at Pitman Training, an course advisor is always available to lend a helping hand when you need it.

Other useful courses for legal secretaries include: Audio Transcription or Shorthand. Or you could opt for further specialist legal skills to enhance your earning potential, including the full Legal Secretarial Diploma, which can lead to an exciting and rewarding career.

Designed for

Individuals wishing to pursue a career as a Legal Secretary

Prerequisites

Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 wpm), good letter layout and office practice skills

Objectives

To give an introduction to the work, responsibilities, practice and structure of a Criminal Law Department in a legal office.

Course Content

Lesson 1: Initial Stages in a Criminal Law case, Different Categories of Offence, Attendance notes.

Lesson 2: Statements of Accused, Preparing Information.

Lesson 3: Witness Statements, Instructions to Counsel.

Lesson 4: Dealing with Offenders, Legal Aid Claim Forms, Preparing an Invoice.

Benefits

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

Course duration: 7 Hours



The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
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**

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