

# Legal Audio Processing

This course utilises CILEx specialist course materials and looks at six different legal specialisms to gain an understanding of the documentation that needs to be transcribed in each area.



## IS THIS FOR YOU?

This is an essential course if you're looking to work as a Legal Secretary, Legal Admin Assistant or Paralegal. Having specialist Legal Secretarial qualifications will help boost your career and prove to employers that you're serious about your career progression.

## ABOUT THIS COURSE

We have collaborated with CILEx (The Chartered Institute of Legal Executives) to enable students to gain a CILEx/City & Guilds Level 2 qualification in Legal Audio Processing. To work in a legal environment as a Legal Secretary or Paralegal, having specialist skills is essential.

In this course you'll look at six different legal specialisms, including Family Law, Conveyancing and Criminal Litigation and gain an understanding of the documentation that requires to be transcribed in each area. Throughout you'll be learning the abbreviations and terminology used within the legal environment so you'll be able to confidently walk into a legal office and be able to start your professional legal administration career with ease.

You can take full advantage of our training centre facilities who will have the audio typing equipment you'll need to work through this course and all the while, have the benefit of support around if you need it.

When you've successfully completed your training, you'll gain a renowned Pitman Training Certificate and be in the perfect position to progress and take the CILEx/City & Guilds Level 2 Audio Processing Exam.

**In this Legal Audio Processing course there are six main modules which work through the different law specialisms, as well as an introduction and reference section.**

**Introductory Module:** Includes documentation to be transcribed including a variety of different legal terminology.

**Module One:** Criminal Litigation

**Module Two:** Family Law

**Module Three:** Wills and Probate

**Module Four:** Civil Litigation

**Module Five:** Conveyancing

**Module Six:** Corporate Law

**Reference Section:** includes information on terminology, court structure, abbreviations and more.

## AIMS AND OBJECTIVES

Legal Audio Processing to teach you an awareness of the work of a legal secretary in different legal departments. It's also designed to help you gain a prestigious Pitman Training Certificate and also go on and gain a CILEx/City & Guilds Level 2 qualification if desired.

## PRE-REQUISITES

Before starting this course, it would be preferable if you have some experience with Microsoft Word, knowledge of legal terminology, the ability to touch type, and experience of audio transcription.

## CAREER PATH

After completion of this course, and with other additional study and experience, you could work towards becoming a certified Legal Secretary. From there you might decide to progress even further and look towards qualifying as a Paralegal.

## COURSE DURATION: 14 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



**CPD POINTS: 14**

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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