

City & Guilds (ILEX) Level 2 Certificate for Legal Secretaries

Designed for: This vocationally related qualification has been designed by the Institute of Legal Executives (ILEX) with City & Guilds to provide a national benchmark qualification for those working in a secretarial and administrative legal environment.

Pre-requisites: General secretarial experience (not necessarily in a legal office)
Minimum typing speed of 40 wpm
Proficient level of Microsoft Word skills

Objectives: Meet the needs of candidates who work or want to work as administrators/junior secretaries in the business and legal environments and allow candidates to learn, develop and practise the skills required for employment and/or career progression in the legal sector.

Course Content

Unit 1 Legal Word Processing

- use word processing software and audio equipment to create and amend business documents
- use audio and word processing skills to produce legal documentation covering most areas of law

Unit 2 Working in the Legal Environment

There are six outcomes to this unit. The candidate will be able to:

- explain the different organisational structures that exist within different businesses including legal offices
- identify the different branches of the legal profession and explain the roles of key personnel within a legal office
- explain the role and responsibilities of the legal secretary
- describe the relevant legislation, policies and procedures that apply to the business environment
- plan and prioritise own workload and describe the benefits of effective team working
- describe the importance of establishing and maintaining effective customer relationships

Proof Reading

- identify errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.

Assessment

Unit 1 Legal Word Processing – two assignments to be done under controlled timed conditions.

Unit 2 Working in the Legal Environment – the assignment to be delivered over the length of the course.

Proof Reading - the external proof reading test is 45 minutes in duration.

Benefits

- Learn additional office administration skills and gain understanding of legal office work
- This unit is recognised by the Council for Administration (CfA) and QCA as a technical certificate for the Apprenticeship in Business and Administration.
- The flexibility of a self-study course with tutor support at a Pitman Training Centre designed to enable you to work at your own pace and at flexible times
- The opportunity to gain widely recognised Pitman Training, ILEX and City & Guilds certificates

Course duration: 100 hours (approximate)

What next: Pitman Training Legal Secretarial Diploma