



## Legal Secretary – Conveyancing

- Designed for:** Individuals wishing to pursue a career as a Legal Secretary
- Pre-requisites:** Comprehensive end-user knowledge of Microsoft Word (including Forms), 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 the conveyancing department of a legal office.

### Course Content:

- Lesson 1: introduction to conveyancing, freehold and leasehold, the conveyancing transaction, land registration
- Lesson 2: pre-exchange, the title deeds, registered land, unregistered land, office copy entries, the contract, the local search, other searches, enquires before contract, approval of the contract, reporting to the client, exchange of contracts, formulas for exchange of contracts
- Lesson 3: pre-completion, the transfer, requisitions on title, report on title, the mortgage deed, the pre-completion search, the completion statement
- Lesson 4: post-completion, release of mortgage, stamp duty, registration of title, schedule of deeds, stages in the conveyancing transaction

### Features:

- Structured modular approach to make learning easy
- Practical exercises to test what you have learnt

### Benefits:

- Develop an excellent knowledge of the workings and structure of the legal office
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook to use as a reference guide post-training
- The opportunity to gain the widely recognised Pitman Training certification

### Details:

**Duration:** 7 hrs

**Availability:** All Centres in England and Wales

### What Next?

Further Legal Secretarial Modules

Shorthand

PowerPoint

The use of multimedia based training allows students to work at their own pace. Course duration may therefore vary.