



## Legal Secretary – Criminal Law

- Designed for:** Individuals wishing to pursue a career as a Legal Secretary
- Pre-requisites:** 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 an Information
- Lesson 3: Witness Statements, Instructions to Counsel
- Lesson 4: Dealing with Offenders, Legal Aid Claim Forms, Preparing an Invoice

### Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

### 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 personalised workbook to use as a reference guide on completion of the module
- 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  
Audio Transcription  
Shorthand

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