

## LEGAL SECRETARY TRAINING

### FOUNDATION LEVEL SKILLS

This course provides students with a rounded introduction into legal secretary work and the legal system.

#### OBJECTIVE

To provide a stepping stone to getting your first junior secretary role in a legal firm.

It can also be a foundation for students to enable them to embark on our [CILEX Legal Secretarial](#) qualification courses.

#### BENEFITS

Provides a **sound set of foundation skills** to understand the legal secretarial role; builds **confidence**; enables **early entry to job market** through creating junior **job readiness**.

We offer all successful passes from this course a **£100 credit** towards more advanced Training and PA Courses at Souters including [CILEX](#) qualifications.

#### CONTENT

Foundation Legal Secretarial skills:

- Introduction to the Law
- Explanation of the Criminal and Civil Court Structure
- Barristers and Solicitors
- Chambers v Firms
- Foundation Level Principles of Document Production
- Practical Session for exercises and assignments
- MS Word 2010 / 2013 Training Beginner and Proficient Level
- Touch Typing Training
- Foundation Level Audio Transcription Training.

## COURSE FORMAT

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There will be a three day tutor-led course segment followed by supervision and assistance over a one month period on flexi-time to suit your schedule.

## DATES AND DURATION

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Dates can be found on the schedules on this site [CLICK HERE](#).

The MS Office and typing elements of the course can be started early, if requested, as many students are keen to get going quickly. The course is structured to assist people who cannot attend full time over one month.

We provide tutor-led classroom sessions for three days and thereafter you may attend on flexi-hours and/or also study from home online.

## COURSE REQUIREMENTS

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The main requirement is a standard secondary education, common sense and the desire to get ahead. It is an introduction so there are no pre-requisites for experience.

*'I am very happy with the course. It was a very good decision! I would recommend it to everyone'. She further added that she '...would like to do the next level'.*

## SUITABLE FOR

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The course is ideal for people looking for a first job as a junior legal secretary or legal office junior or to prepare for CILEX qualification training.

It provides entry level training for a legal secretarial career.

## OUTCOME

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**Certification on successful completion after tests.**

