

Secretarial/PA and Legal Secretarial Courses



Souters Today

Souters is unique in its field. We have been successfully running Legal Secretarial and Secretarial/PA courses continuously since 1988 in the City of London.

We have our own purpose-equipped premises where we provide a networked IT and operating environment.

For legal secretaries we have all the specialised software as well as a vast library of precedent documents, etc used by top law firms.

Whether you are a complete beginner or an experienced secretary, Souters has the course to help you move forward.

On successful completion of each course examination you will receive a Souters' Certificate. With further study in more legal courses you will be entitled to receive the sought after Souters Legal Diplomas. You can receive the Secretarial/PA Diploma with additional study in MS Office products.

Our secretaries are employed because of their professionalism and expertise. Many get highly paid jobs – even as they complete their course.

We have a constant supply of requests for staff from the main commercial market and the legal industry.

In a nutshell...

- Souters' training is designed to suit the individual student. Training is geared to your existing set of skills.
- There are two main channels:-
General Secretarial and Legal Secretarial
- If you are an existing experienced secretary and want to enter the legal field you can start training as a Legal Secretary immediately.
- If you have no previous experience as a secretary you will need to train to become a Secretary/PA in the first place.

General Secretarial training has the following key elements:-

- Beginner Level course for absolute beginners
- Junior Secretary course and exam
- The Secretary/PA course and exam
- MS Office training and related assessments
- Touch typing and speed improvement
- Audio Typing

Legal Secretarial training has the following key elements assuming that you are capable in all the areas covered by the General Secretarial training:-

- Legal Secretary Course – Core course, Fast-Track
- Diploma Courses – composed of individual law courses depending on specialities required including practical sessions (we can recommend which course if unsure)
- City & Guilds ILEX Courses

You will know your background and skills level so you decide what you need. We can advise on this, if required.



Secretarial/PA Courses

Secretarial Skills

Our secretarial modules have been incredibly successful and the majority of students are amazed by the speed of their progress. These courses are designed for students that need to develop their secretarial skills.

Naturally, good typing skills and knowledge of MS Office packages are fundamental characteristics of a good secretary. We therefore structure our fee packages to encourage training to a proficient level in these areas.

Additional Typing Skills

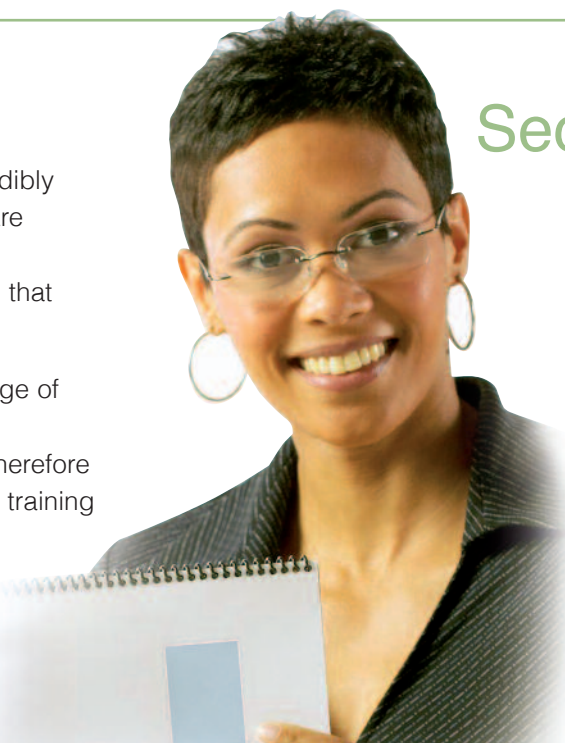
Our typing module is aimed at raising your typing speed to at least 45wpm, but it can take you to a higher speed if desired (50wpm is required for the legal module). This course is suitable for all levels of ability from raw beginners to those looking to refresh or improve their skills.

Being a good typist is a vital attribute of a successful secretary. Consequently, we will not certify your typing ability if it is below 45wpm+. This is because the majority of firms look closely at candidates' typing ability when making recruitment decisions.

The course times are very flexible and can be done in conjunction with a full-time job or any of our Secretarial modules. This is because students are allowed to use the machines at any time that the centre is open (six days a week most of the year).

The course lasts for a maximum of one month.

Audio typing practice is included in this module.



secretarial

additional
typing skills

MS Office skills

IT Skills



- Firms require their secretaries to have a sound knowledge of select MS Office packages. Therefore, our training offers students the opportunity to enhance their skills on packages that are most commonly used. Here is a list of the packages that we cover:
 - Microsoft Excel – 2003 & 2007
 - Microsoft Word – 2003 & 2007
 - Microsoft PowerPoint – 2003 & 2007
 - Microsoft Access – 2003 & 2007
 - Microsoft Outlook – 2003 & 2007
 - Vista
 - Lotus Notes
- Our training is based on MOS (Microsoft Office Specialist Standard).
- To avoid students covering material that they already know the training is designed to ascertain student's current abilities, and therefore subsequent training requirements; the remainder of the course is then spent working on areas where needed.
- During your course, you will be able to gain assistance from in-house IT trainers as required.

Secretarial/PA Courses - Modules



Secretarial Skills

- Our unique Secretarial training is designed for people with experience ranging from complete beginner to those having some experience of the day-to-day requirements of the Secretarial/PA functions.
- Most people use common PC based computer programmes on a regular basis. A lot of people have some typing skills. Some people have had experience of administrative but not secretarial roles.
- Our training takes these varied experience levels into account and builds on them with the objective of students achieving the Souters Secretarial/PA Diploma after examination and course work assessment.

1. Secretary Beginner Module

Being a good typist with quality IT skills is a vital attribute of a successful secretary. On this starter module you may join with a low typing speed and you will have up to two months after the course has ended to achieve a satisfactory speed of 25 wpm.

In the modern office you will also need competence in a range of MS Office products.

Beginners can use this typing and IT module to build a necessary foundation level typing, audio and IT skill base.

There will be a two-day induction with a tutor followed by supervision and assistance. After the initial induction course, times are flexible to suit. You can attend the centre at any time on a pre-booked basis over a one month period to suit your work/lifestyle schedule and to develop a sound skill base.

The centre is open most days until 8 pm and is open on Saturdays. If your training falls over a holiday period your training period will be extended.

This is a course for beginners. Course Content:

- Beginner training in MS Word, Excel, PowerPoint.
- Typing skills enhancement and audio typing.
- Basic office skills outline.
 - Company structures and job roles
 - Health and Safety
 - Purpose of the Office
 - Receptionist functions
 - Telephone etiquette and procedure
 - Incoming and outgoing mail
 - Basic HR dept functions
 - Proofreading
- Course completion certificate after successful assessment.

Course requirement:

- Good general level of education and a positive attitude.

2. DIPLOMA Secretary/PA

Training to become or consolidation of skills training for Personal Assistant/Secretary positions in any business sector. This course focuses on skill enhancement as detailed below. We also look at building confidence through improving interpersonal and self-developmental skills providing a sounder footing on your career development path.

Course Content:

- | | |
|--|-----------------------------------|
| ● Diary Management | ● Taking minutes at meetings |
| ● Business Letter Writing | ● Invoicing/Petty cash |
| ● CV Development | ● Delegation |
| ● Composing Faxes, Memorandums and E-mails | ● Client Care |
| ● Telephone skills | ● Work Planning |
| ● Making Travel/Hotel Arrangements | ● Document Presentation |
| ● Filing Systems | ● Confidence building |
| ● Time Management | ● Touch Typing and Audio |
| ● Organising meetings | ● Individual IT skills assessment |

To obtain Diploma status you need to select the Secretarial/PA Package which includes IT training in MS Word and 2 other applications to a proficient level.

Training to advanced level is also available.

Course Requirement:

- A. ● Existing typing skills
 ● Good general level of education
 ● Some job experience
- or
- B. ● Completion of Souters Secretary Beginner module
 or skills assessment, to check skills level

You can download a registration form online at:

www.souters.org

or contact us on the details below.

Skills for the Office - Beginner

MS Office Courses and Typing Training

Our Basic Office Skills course is run on a 'turn-up and train' basis. Distance Learning can also be arranged for this course.

This package includes basic training in two MS Office courses to beginner standard as well as instruction in Touch Typing.

A training plan to suit each person's abilities will be established at the induction. You will have access to our in-house facilities or Distance Learning systems if required. Please be aware that all exams for IT Skills MUST be conducted at our training centre in London.

The training is extremely thorough and should generate rapid improvement in basic office skills. We use MOS standard (Microsoft Office Specialist).

The training can stand alone or is ideal for integration with Secretarial Courses or Legal Secretarial Training packages.

Entry Requirement

- Basic Keyboard skills.

Duration

- One month.

Cost

- £249.00
You will receive a £50 credit from this course for use on other Souters courses.

Certificate

- Beginner Certificate on successful completion



Course Content

Course Structure

- Induction and establishment of training plan.
- Two MS Office Beginner level topics (see below) as per your specific plan.
- Touch typing.
- Beginner Certificate on successful completion.

The training system has been developed over several years and is compelling to follow. The training can be based from our centre where you have access to live tutors or we can arrange online training at home based PC interfaces, (Broadband link and suitable PC needed for remote study). Once training is complete we give you online access to our reference system for one complete year after your course start date.

MS Office Packages Available

- Word 2003 and 2007
- Excel 2003 and 2007
- Outlook 2003 and 2007
- PowerPoint 2003 and 2007
- Access 2003 and 2007
- Lotus notes
- MS Vista

Junior Secretary Course

Secretary/PA Courses - Option 1A

This course is aimed at students who have not had much office experience but may have done basic office tasks or perhaps acted as a receptionist.

The course will strengthen those skills and introduce new skills with a view to certifying that you are ready to move to a junior secretary position.

Skill enhancement is the main focus of this course. We also look at building confidence through improving interpersonal and self-developmental skills providing a sounder footing on your career development path.

Entry requirement

- Good general level of education ideally with GCSE English or equivalent.

Duration

- Five days or part time equivalent for the main tutor-led course. Full time course runs Monday through Friday 11:00 to 16:00. The IT and typing training can continue once the main course has finished and generally takes a further four weeks on flexi-time.

Cost

- £499.00
To book you can make a £100.00 deposit and pay the balance by the third day/week of the course or pay in full (10% discount for full payment with booking).

Certificate

- Certificate on successful completion.



Course Content

Course Structure

- Basic office skills outline:
 - Purpose of the Office
 - Company structures and job roles
 - Basic HR dept functions
 - Health and Safety
- Receptionist functions
- Incoming and Outgoing Mail
- Telephone etiquette and procedure
- Dealing with complaints/client care
- Stock Control
- Diaries
- Petty Cash
- Invoicing
- Proofreading
- Touch Typing
- MS Word - Beginner Level
- Assessment and Certification

You have access to our IT training for one full year.

Teaching style & Diplomas

Our tutors teach our Legal modules in a classroom environment in face-to-face format.

We supply legal forms electronically, use a vast library of precedent documents and sample working files. This allows practice in the day-to-day routine of a legal firm.

We will also enable practice in legal digital audio/typing and form production so that there is a smooth transition into the real legal working environment.

Legal Secretarial Courses

teaching style

diplomas



Souters Diploma – Legal Secretary

- Our Legal Secretarial Diploma is well recognised within the legal industry. We have provided courses since 1988 and have placed numerous graduates into jobs.
- Our CPD training for Solicitors is accredited by the Law Society.
- Our Diplomas are issued to recognise the completion of a suitable variety of training modules to indicate both commitment to your chosen career and dedicated self-improvement.
- The student needs to complete:-
 - Legal Secretary Course
 - Two legal modules (ie. Law courses). Litigation is compulsory
 - Full competence test in general secretarial skills, typing and MS Office or Souters Secretary/PA Diploma
- For legal certification typing speed must equal or exceed 50 wpm with good audio typing ability. The student is given a generous time allowance to achieve this.

“ I started on 1 May with a company which deals with Conflict Management using arbitration, mediation etc, to resolve disputes without going to court. Thank you very much for a stimulating, challenging course which definitely opened this door for me. ”

Legal Secretary Course

This unique fast-track Legal Secretarial course is designed for people with existing Secretarial and/or PA skills or who have already completed related Souters' Secretarial training.

The course provides quality background training in legal industry structure and basic legal concepts; it is primarily a practical module. The course is ideal for temporary staff looking to broaden general secretarial skills thus allowing them to also take on legal roles.

To aid in the progression towards a more specialised level of study, a deeper knowledge of areas such as Business Law, Litigation etc. can be obtained by taking the relevant individual legal modules.

The course also includes a variety of assessments including competence accreditation in related IT training packages such as Microsoft Word, Excel, Powerpoint etc, typing and audio skills. In short, it confirms what an employer needs to know at core about your skills, so that your CV will be prioritised in any job assessment environment.

Objectives:

- Fast Track entry course for experienced or well-trained secretaries. The course is used as a Diploma credit. This is suitable for secretaries or temporary staff aiming to make themselves available for legal roles.

Course Requirement:

- Typing ability
- Audio skills
- Previous secretarial experience OR approved secretarial training such as the Souters' Secretary/PA Course



Fast Track Legal Secretarial Course

Course Content

1. Introduction to Law
2. The Legal Industry explained
 - Magic Circle
 - Legal 500
 - High Street
3. The Law Office
 - Partners
 - Fee Earners
 - Paralegals
4. Departmental functions
 - Conveyancing / Property
 - Criminal Litigation
 - Civil and Commercial Litigation
 - Corporate and Commercial Law (COCO)
 - Family
 - Wills Probate
 - Intellectual Property
5. Explanation of office procedures; speciality software and databases, time recording, invoicing
6. Forms processing and completion - **Practical session***
7. Document presentation and engrossment - **Practical session***
8. Proofreading - **Practical session***
9. Use of Digital Audio in the office. **Practical session***
10. Generic skills assessment (for students who have not done our standard Secretarial course)
 - MS Office skills
 - Typing
 - Audio
11. Practical application test and appraisal

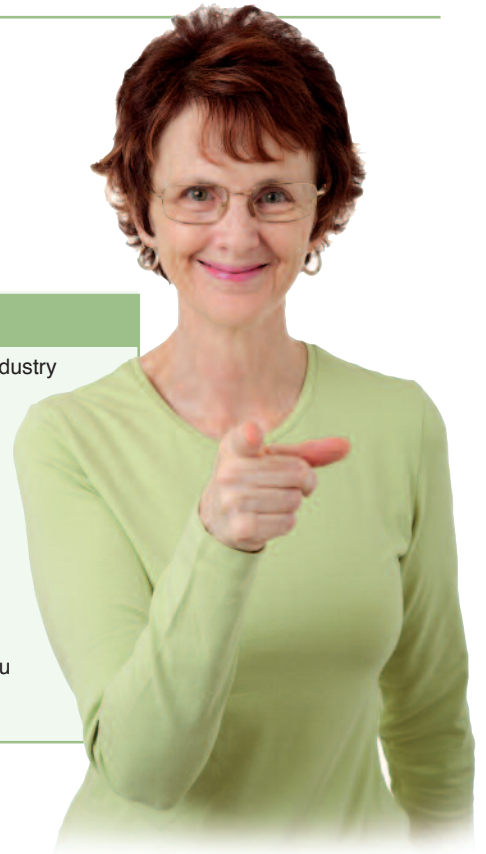
***Real-life Practical Sessions accurately simulating day-to-day legal Secretary functions.**

Legal Secretarial - Law Courses

Modules 1 & 2

Legal Secretarial Diploma Requirements

- For new entrants into the legal field who have experience as a Secretary or PA in another industry you may start with one or more of our legal modules directly.
- If you have no secretarial background you may want to consider our Secretary/PA training before embarking upon legal training.
- Individual main modules can be completed in one week on a full time course or in three to five weeks of evenings or three to five Saturdays. Depending on your employer speciality one module can be adequate but many prefer to take two or more modules.
- To receive a Diploma you will need to complete the Legal Secretary Fast Track course plus two law modules. You will also be tested in MS Office, typing and audio skills unless you have already received the Secretary/PA Diploma.



1. Litigation

Criminal Law

- Criminal Courts Structures
- Preparation for Trial
- Criminal Court Procedures
- Police Procedure
- Criminal Offences
- Sentencing

Civil Law

- Civil Courts Structures
- Civil Procedures and Process
- Issuing Claim forms

- Legal Secretarial Conduct
- Legal Audio – terminology, typing litigation documents from original forms
- Legal WP
- Work on actual files, documents and official forms

2. Conveyancing

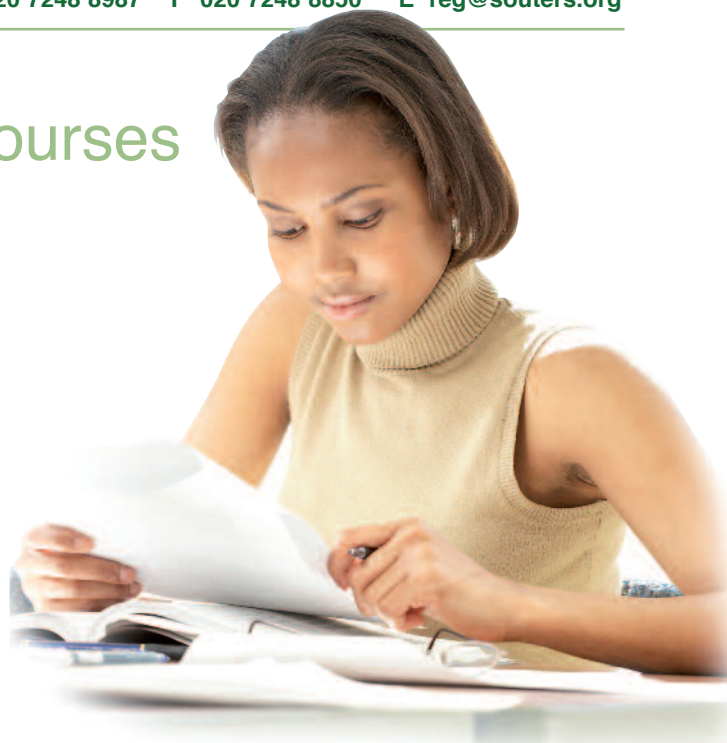
- Freehold & leasehold transactions
- Registered and unregistered properties
- Taking instructions from clients
- Carrying out Local Authority Searches
- Bankruptcy searches
- Dealing with HM Land Registry
- Legal Secretarial Conduct
- Legal Audio – typing conveyancing dictation
- Legal WP
- Work on actual files, documents and official forms



“Your help has enabled me to get a job as secretary in a firm dealing with trade mark law and I start in two weeks time”

Legal Secretarial - Law Courses

Modules 3 - 4



3. Business Law

Commercial

- Contract Law Overview
- Consumer Law
- Damages
- Unfair Contract terms
- Sale of goods
- Intellectual Property

Corporate

- Companies and their formation
- Members and meetings
- Taxation
- Introduction to corporate terminology
- Functions, formation and advantages of Partnerships and Limited Liability Partnerships
- Shares and debentures
- Corporate Insolvency

4. Family

- Wills
- Introduction to Estates
- Introduction to Settlements
- Introduction to Inheritance Tax and Capital Gains Tax
- Conduct and Interview Techniques
- Divorce Procedure
- Divorce Settlements and Children
- Family Disputes
- Probate and Contentious Probate



“ I was recently made redundant and thought that it was then my big chance to get into legal ... Thank you for all your help and support, if it was not for the course and the lecturers at Souters I would not be doing the job that I always wanted to do. ”

City & Guilds ILEX Courses

In addition to our own courses we now offer City and Guilds ILEX courses. The City and Guilds ILEX qualification is recognised in the legal sector worldwide.

The ILEX courses allow legal secretaries to train further and perhaps eventually become solicitors themselves. The process can take several years so legal secretarial students can be employed throughout this period of study allowing them to also gain valuable on-the-job experience.

The ILEX Level 2 certificate course and the Level 3 Diploma course are both available.

City & Guilds ILEX Courses



Objectives:

- City & Guilds ILEX Courses give legal secretarial students the opportunity to have internationally recognised legal training whilst gaining valuable on-the-job experience.

Course Requirement:

- In order to gain the City & Guilds ILEX Level 2 Certificate or Level 3 Diploma you are required to take an external proof reading test in either February, May or November. This test can be taken either at your work under the supervision of your employer or at an external City & Guilds approved assessment centre. (e.g. Souters Centre)
- The attainment of any of the qualifications follows satisfactory completion of the assignments and, where relevant, the external proof reading test. If you complete the assignments but choose not to do the external test you will not be awarded your Certificate or Diploma but will receive units of credit from City & Guilds instead.
- Your course will be valid for one year from the date of enrolment and you must complete the assignments for all of the units within this period. The whole process can be completed well within the one year allowed and in some cases in two to three months.

City & Guilds ILEX - Course Content

Level 2 Certificate for Legal Secretaries

There are two units in this course

- Legal Word Processing
- Working in the Legal Environment.

Available immediately.

Level 3 Diploma for Legal Secretaries

There are two units in this course

- Advanced Legal Word Processing
- Business Skills in the Legal Environment.

Business English & Business Letter Writing Skills

A full or part time course designed for people with a reasonable existing knowledge of spoken and written English who are looking to enhance their business English skills and letter writing abilities.

Our tutors have years of experience in senior-level professional commerce and use practical teaching methods to illustrate real life business situations to help students gain confidence, expand their vocabulary and become competent communicators in the business arena. Better spoken and written English vastly improve communication skills which in turn enhance student professionalism and employability.

The course is suitable for competent students for whom English is not their native tongue and for native speakers who need to improve their business language skills. It extends and develops further any such skills taught in the Secretary/PA course and moves to Manager Level.

Options

For students who are not native English speakers we also offer specialist tutor-supported software training in Business English. This state-of-the-art technology and has just won three global awards and Souters is the first in the UK to have access to this system. The software can be used either on our premises or can be provided online. It aims to bring students closer to a native-speaker delivery level whilst exposing the student to a full range of business vocabulary.

Objectives:

- To improve business language and business letter writing skills.

Course Requirement:

- Reasonable competence in English and a good general level of education



Course Content

- Workshop Sessions
- Optional Business English enhancement software
- Mock Practicals
- Course Assessment
- Certification



“ *The practical application
of English...*

*improves communication skills,
enhances professionalism*

and increases your employability ”

FAQs



Why Souters?

Souters is aware of the requirements of the private and public sectors and therefore tailor the courses to fill these requirements. Souters has a dedicated permanent facility and has been running courses since 1988. Souters provides practical application and simulated office environments including use of all software. Souters is dedicated to helping you get a job and apply the knowledge gained.

What qualifications do I need?

A reasonable standard of education, ideally with good English language skills (written and oral).

What if I do not have good typing or IT skills?

This is not a problem. We offer IT skills and additional typing skills modules that will bring your skills up to speed. It is essential that you develop these skills if you are to be successful in the job market.

Can I get a job on completion?

Yes. Numerous students find jobs after and even during their course. Please see our testimonials page, where selected students have made comments on how Souters helped them find employment.

Is the Diploma recognised?

Both our Secretary/PA and our Legal Secretarial Diploma are well recognised within the private and public sectors. Our CPD training for Solicitors is accredited by the Law Society.

What is ILEX?

We also now offer City and Guilds ILEX courses where these are desired as an option. ILEX is the main recognised Institutional body providing education and support for support staff in the legal profession.

Is the course open to foreign students?

Yes. The course is open to all. There are no additional fees for overseas students. Our qualifications are very attractive to foreign firms and many students receive quality employment on return to their home country. We also deal with several foreign firms, which send their employees to Souters for full training

How much do I have to pay up front?

Can I pay in instalments?

To confirm your place on the course, you need to make your first down payment of £100. Part-time students can then pay the rest in instalments, but must pay the full balance by the third week of the course. Full-time students should pay the balance by the third day of the course.

How can I attend these course if I am working?

We offer part-time courses on Saturdays and on weekday evenings. The evening courses are held on two stipulated evenings of a week (18.15 - 20.15).

How long are the courses?

We offer courses as short as one week (intensive) on a full time basis or five weeks on part time or, as long as three to six months part-time for ILEX or where several course options are selected. You should check course schedules to see the actual duration of courses.

Do I need to buy books?

No. Souters provide all written materials. Our students only need to bring writing materials.

Registration Form

Your Details

NAME _____

ADDRESS _____

POSTCODE _____

TEL (H) _____

TEL (W) _____

MOBILE _____

E-Mail _____

QUALIFICATIONS _____

TYPING SPEED _____

AUDIO EXPERIENCE Please tick as appropriate. Yes No

DATE of BIRTH _____

OCCUPATION _____

Please tick as appropriate (for combined modules please tick relevant boxes).

- | | | |
|---|--|--|
| <input type="checkbox"/> Secretary/PA | <input type="checkbox"/> Fast Track Legal Secretary Course | <input type="checkbox"/> Business English Package |
| <input type="checkbox"/> Secretary/PA Package | <input type="checkbox"/> City & Guilds ILEX Level 2 | <input type="checkbox"/> Business English Intermediate |
| <input type="checkbox"/> Secretary/Receptionist | <input type="checkbox"/> City & Guilds ILEX Level 3 | <input type="checkbox"/> Business English Advanced |
| <input type="checkbox"/> Secretary Beginner | <input type="checkbox"/> Conveyancing | <input type="checkbox"/> Business Administration Course |
| <input type="checkbox"/> IT Skills | <input type="checkbox"/> Litigation | <input type="checkbox"/> Business Administration Package |
| <input type="checkbox"/> Skills for the Office - Beginner | <input type="checkbox"/> Business Law | <input type="checkbox"/> Business Finance Course |
| <input type="checkbox"/> Executive PA Course | <input type="checkbox"/> Introduction to Law | <input type="checkbox"/> Business Finance Package |
| <input type="checkbox"/> Executive PA Workshop | <input type="checkbox"/> Employment | |
| <input type="checkbox"/> Executive PA Diploma Programme | <input type="checkbox"/> Family | |
| | <input type="checkbox"/> Combined Package | |

Please tick as appropriate (for combined modules please tick relevant boxes).

- One week
 Five weeks (evening)
 Five Saturdays
 Other Length Course
 Distance





DATE OF COMMENCEMENT: _____

Payment Details

Please register me for the course as requested above subject to your discretion *(please tick box as appropriate)*

- I enclose full payment of £ _____
 I enclose a deposit of £100.00 and undertake to pay the balance by the course commencement date.

Please debit my:

					Maestro Issue No (if applicable) <input type="text"/>
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> MAESTRO	<input type="checkbox"/> AMEX	<input type="checkbox"/> SOLO	Expiry Date <input type="text"/>
<input type="checkbox"/> VISA DEBIT (DELTA)					Start Date <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give the last 3 security digits printed on the reverse of your card: Security Code: <input type="text"/>					

or

- I enclose a cheque payable to "Souters"
 for £ _____

Please post your order and payment to:

Souters Training Centre
 32 Ludgate Hill
 LONDON
 EC4M 7DR

Cardholder's Name: _____
(Please print name exactly as it appears on your card)

Signature: _____

General Terms and Conditions

1. All applications must be accompanied by a non-refundable deposit of £100. We regret that we will not be able to consider your application if the deposit or details of payment of the deposit are not enclosed. This deposit is not refundable unless admission is refused.
2. If requested students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the college.
3. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as - re-sits and/or expulsion from the college.
4. Students must inform the College of any change to their UK address and/or telephone number.
5. Students wishing to transfer their course from one to another due to extenuating circumstances acceptable to the college may do so but a notice of two weeks is required and there may be an discretionary administration fee.
6. Souters reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. Souters accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the college.
8. Souters reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
9. Students must agree to abide by the Terms & Conditions and Fees policy (see separate section). This information is updated from time to time and is available on request.
10. All Course Fees become payable once your course has started, although instalment payments may be permissible.
11. Course fees may be paid by instalments at the discretion of Souters. Souters may require a formal bank standing order to be set up where appropriate.
12. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
13. The act of registration constitutes acceptance of these terms.