

Souters - Your Training Centre...

Established since 1988, Souters is now a highly regarded training college for secretaries, legal secretaries and legal support staff and is conveniently situated in the heart of London's Legal District.

Souters is accredited by City and Guilds, the Law Society and ILEX.

We offer City and Guilds/ILEX training together with our full range of other law courses which can include specialist subjects such as Criminal Litigation, Civil Litigation, Commercial Law, Corporate Law, Family Law, Employment Law and Immigration Law.

Everything you need to know and more

Souters offers students from all around the globe invaluable training and assistance to help equip them with necessary skills to survive and prosper; not only in legal secretarial or legal support staff job roles, but also secretarial, personal assistant, administrative and managerial roles in English speaking environments.

Internationally recognised Diplomas, along with our experience and reputation, are just two great reasons that make us the first choice for many students and employers.

Bespoke Courses

Our services extend to offering bespoke courses tailored to meet the needs of each and every student and, as a result, represents an excellent investment for people who wish to expand on their career prospects either within the United Kingdom or internationally.

ILEX Courses:

ILEX Legal Secretarial Courses and ILEX Level 3 Diploma in Vocational Paralegal Studies Course

Souters became an ILEX and City & Guilds accredited Centre in 2009 and have since offered the following courses to the wider public:

- ILEX Level 2 Legal Secretarial Certificate/Diploma Course
- ILEX Level 3 Legal Secretarial Certificate/Diploma Course
- ILEX Level 3 Diploma in Vocational Paralegal Studies

ILEX Level 2 and Level 3 Legal Secretaries Certificate/Diploma Courses provide a student with the core skill and knowledge needed to engage in a legal secretarial role. The *ILEX Level 3 Diploma in Vocational Paralegal Studies* offers scope to engage as a legal executive or paralegal.

An important thing to note is that a student taking the ILEX route of study has the future prospect, through further ILEX study, to become a solicitor whilst working within a law firm.



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City & Guilds

ilex

As an accredited City and Guilds centre, Souters is able to offer the ILEX courses in association with both organisations.

The structure of our courses provides students with a high degree of flexibility, enabling them to juggle both a busy lifestyle and their studies together. This means that students can study within the comforts of their own home, with the added benefit of one-to-one tutor guidance as and when needed. Traditional centre-based full time training available also.



SOUTERS

**Internationally
recognised
Business and
Office Skills
Training**

Souters Internship Scheme

We are proud to introduce the Souters' Internship Scheme set up in September 2010 in conjunction with a prestigious law firm in the heart of the City of London.

The intention of the Scheme is to build a mutually beneficial working relationship which will serve to benefit both the Law Firm and our students (chosen from students actively enrolled on ILEX or Legal Secretary and/or PA Courses).

Participating firms will benefit by saving costs, as well as receiving assistance to generate rapid work productivity, whilst students are given a unique opportunity to put their knowledge and skills into practice and experience first hand what is required to work in quality law firms.

The Scheme will run on a voluntary-work basis and students will be paid an allowance by the law firm to cover travel to work and lunch expenses.

... the Souters Internship Scheme is "a great success!"

As stated by the pilot Law Firm



Souters – working with Marie Bailey Recruitment

Not only do we offer training services for quality organisations within London and the surrounding areas, including Buckingham Palace and the House of Commons to name just a couple, we are also pleased to announce our association with Marie Bailey Recruitment.

Together we are offering a unique recruitment service to find candidates quality jobs on the successful completion of their training at Souters. We help with CVs and interview techniques – thus, providing quality training and recruitment services conveniently under one roof.

For further information on our courses and services, please don't hesitate to contact us.

We look forward to hearing from you!



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