

CONVEYANCING COURSE

OBJECTIVE AND OVERVIEW

- To provide students with in-depth practical and legal knowledge of the Conveyancing process.

BENEFITS

- A combination of tutor-led classroom based training with the added benefit of flexi-learning;
- Provides essential skills and in-depth legal knowledge of a specialized area of law; &
- Enhances existing skills and knowledge within Conveyancing.

CONTENT

- Freehold and leasehold transactions
- Registered and unregistered properties
- Taking instructions from clients
- Carrying out Local Authority Searches
- Home Information Packs (HIP's)
- Bankruptcy searches• Registration at HM Land Registry
- Legal Secretarial Conduct
- Legal WP – Engrossing legal documents, binding etc.

FORMAT AND OUTCOME

This Course provides the students with the knowledge and skills needed to work effectively in a solicitor's office within a support role.

It takes enables students to journey through the practical Conveyancing process, from the initiation of the transaction through to post completion.

A Certificate is issued on successful completion

Conveyancing Course cont'd

DATES AND DURATION

Course schedules and start dates are published online at www.souterstraining.com.

Souters legal courses are available on either distance learning, or on a blended learning basis.

Therefore, students are not required to attend the College on a day-to-day basis, but are able to study within the comfort of their homes. Thus, having the flexibility to juggle a busy lifestyle together with their studies.

Furthermore, the advantages of our blended learning mode of study enables students to benefit from the invaluable guidance of a tutor. This means that students are not only able to have a tutor to guide them, but are also entitled to meet with their tutor on a one-to-one basis where necessary.

Our legal modules can be undertaken as a single unit or combined with other courses i.e. in order to be upgraded to a Legal Secretary Diploma qualification.

WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

Students are required to have a good level of the English language, as well as good IT skills (especially in MS Office Word). However, these can be trained elsewhere in our curriculum if needed.

Furthermore, our Law modules are suitable for a wide range of students:

- Students whom have successfully completed (or have booked onto) our Legal Secretary Course and intending to upgrade to our Diploma programme;
- Students interested in gaining in-depth knowledge in a specific area of law;
- Support staff;
- Paralegals; or
- Secretarial students whom are hoping to expand on their career opportunities.

For course cost please see booking page for this course at www.souterstraining.com