

ILEX LEVEL 3 LEGAL SECRETARIES CERTIFICATE COURSE

OBJECTIVE AND OVERVIEW

- To provide the student with further understanding of work within a legal office, together with the practical experience of performing a wide range of routine functions which are required of a legal secretary at level 3.
- The opportunity to have internationally recognised legal training whilst gaining valuable on-the-job experience.

BENEFITS

- To gain a City and Guilds ILEX qualification, which is highly recognised within the legal sector both in the UK and internationally.
- An advance step towards embarking upon a legal secretarial role with essential training.
- Progression opportunity for students intending to progress up their career ladders and becoming a qualified solicitor.
- The flexibility of the course will enable students to undertake employment throughout the period of their study, whilst at the same time, gaining valuable on-the-job experience.
- A combination of Tutor-led classroom based training with the additional benefit of flexi-learning;

CONTENT

- There are two units in this course:
 - Advanced Legal Word Processing; &
 - Business Skills in the Legal Environment.
- Audio Typing Training &
- Touch Typing Training.

ILEX Level 3 Legal Secretaries Certificate Course cont'd

FORMAT AND OUTCOME

This Course consists of a combination of classroom and home based projects. There is one external exam, plus in-house assessments.

The ILEX Level 3 Legal Secretaries Certificate Course provides students with intermediate skills and knowledge needed to work within a legal secretarial role. This is the next level which students will embark upon after Level 2.

This Level brings legal secretaries a step closer with the added benefit of an additional career choice to train further and perhaps eventually becoming solicitors themselves.

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

This Course is currently offered on a flexi-learning basis and thus 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.

A Certificate is issued on successful completion

DATES AND DURATION

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

Due to the thoroughness of this Course, students should allow up to six months to complete this level comfortably.

Futhermore, this Course can either be undertaken on its own or can be combined with other courses i.e. MS Office; touch-typing; audio-typing etc.

Where additional MS Office or typing training elements are bolted onto the course, it may be started early to accelerate the students learning progress; just ask about this or call in.

The course is structured to provide students with a stimulating and effective mode of study under the guidance of a qualified tutor.

Where students are unable to attend classroom based tuition, training is available on distance learning or online.

ILEX Level 3 Legal Secretaries Certificate Course cont'd

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

Students are required to have completed the ILEX Level 2 Legal Secretaries Certificate Course (or similar training), together with 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.

The course is ideal for people looking for a first job as a legal secretary or those whom wish to strengthen existing knowledge and skills. It is also good for school leavers and foreign workers looking to train for a first office job in the UK.

Moreover, it provides students with an advance step towards further career developments within the law

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