



Souters' Cilex Level 3

Level 3 Certificate for Legal Secretaries

- QCA accreditation number: 500/6682/1
- Guided learning hours: 290
- Total QCF credit value: 32

The qualification comprises of the below units and the learner will need to complete:

- Units 320/321, 322 and 323 for the Certificate

Unit 320/321 Legal Word Processing

Level: 3

Accreditation unit reference: R/600/2946

Credit value: 15

Guided learning hours: 140

Unit aim: The aim of this unit is to enable the learner to develop the knowledge and skills to accurately produce professional documentation appropriate for the legal and business environment. The learner will employ advanced word processing techniques and audio transcription skills to edit and manipulate a variety of legal and business documents.

There are two learning outcomes to this unit:

Outcome 1 - use word processing software features to produce business and complex legal documents

The learner will be able to:

- create business and complex legal documents to a given house style from manuscript and printed text
- amend and format the layout and text of documents including the use of automated functions
- create and format complex tables
- comply with written instructions and interpret amendment and correction signs

- route originals/copies/printouts as instructed
- perform and check calculations in documents
- name, save and print draft and final copies of business and legal documents, as instructed.

Outcome 2 - transcribe business and legal documents from audio

The learner will be able to:

- transcribe business and complex legal documents from audio
- follow, interpret and implement audio conventions and instructions to produce documents including those with complex legal terminology.

Unit 322 Business Skills in the Legal Environment

Level: 3

Accreditation unit reference: R/600/1019

Credit value: 15

Guided learning hours: 130

Unit aim: The aim of this unit is to enable the learner to develop the knowledge and skills to evaluate business management systems and identify and monitor the application of relevant legislation in the legal environment. The learner will also gain an understanding of the importance of continuous improvement, effective team working and learn how to organise and co-ordinate events.

There are five learning outcomes to this unit:

Outcome 1 - understand the structure of the legal system and the legislation affecting the individual in a legal office

The learner will be able to:

- explain the structure and personnel in the court system
- explain the personal rights and responsibilities of the individual in maintaining a safe, healthy and secure working environment
- carry out a basic risk assessment to monitor hazards to self and others
- describe the employment legislation in an office.

Outcome 2 - understand the use of different information and communication equipment and systems in a legal office

The learner will be able to:

- explain the use of different information management systems
- evaluate information systems and suggest improvements

- compare and evaluate manual and electronic communication systems and make recommendations for improvement
- produce documentation according to organisational policies and procedures.

Outcome 3 - understand the importance of continuous improvement within a legal office

The learner will be able to:

- explain the importance of individual continuous development within the working environment of a legal office
- describe techniques for identifying individual needs for development and opportunities within the organisation
- evaluate the use of different improvement techniques used by an organisation
- make recommendations for improvements to work practices.

Outcome 4 - understand the importance of effective team working within a legal office

The learner will be able to:

- explain the benefits of team working
- describe the characteristics of a productive team and how to maintain it
- explain ways of negotiating priorities with team members and others
- explain how to resolve potential conflict in a team
- describe how to plan and monitor resources.

Outcome 5 - plan or co-ordinate an event

The learner will be able to:

- select appropriate venues for different types of internal and external events
- plan each stage of an event or meeting describing the resources/activities to be carried out
- describe how to monitor the progress of event preparation in order to meet targets
- prepare information and documentation for delegates
- describe techniques and reasons for evaluating the success of an event.

Unit 323 Proof-reading in the Legal Environment

Level: 3

Accreditation unit reference: T/600/1014

Credit value: 2

Guided learning hours: 20

Unit aim: The aim of this unit is to enable the learner to develop the knowledge and skills to accurately proof-read and amend documentation appropriate for the legal and business environments.

There is one learning outcome to this unit:

Outcome 1 - proof-read legal and business documents

The learner will be able to:

- check, identify and amend spelling errors
- check, identify and amend punctuation errors
- check, identify and amend consistency errors
- check, identify and amend grammatical errors
- check, identify and amend presentation errors.

Unit 320/321 Legal Word Processing

Level: 3

Accreditation unit reference: R/600/2946

Credit value: 15

Guided learning hours: 140

Unit aim: The aim of this unit is to enable the learner to develop the knowledge and skills to accurately produce professional documentation appropriate for the legal and business environment. The learner will employ advanced word processing techniques and audio transcription skills to edit and manipulate a variety of legal and business documents.

There are two learning outcomes to this unit:

Outcome 1 - use word processing software features to produce business and complex legal documents

The learner will be able to:

- create business and complex legal documents to a given house style from manuscript and printed text
- amend and format the layout and text of documents including the use of automated functions
- create and format complex tables
- comply with written instructions and interpret amendment and correction signs
- route originals/copies/printouts as instructed
- perform and check calculations in documents
- name, save and print draft and final copies of business and legal documents, as instructed.

Outcome 2 - transcribe business and legal documents from audio

The learner will be able to:

- transcribe business and complex legal documents from audio
- follow, interpret and implement audio conventions and instructions to produce documents including those with complex legal terminology.