



ILEX Legal Secretaries Level 3 Diploma

At Professional Vocational Training we specialise in working with companies of all sizes to enhance the skill levels of their existing staff to enable them to perform their duties more effectively and efficiently. This can either be by developing existing skills or by increasing the breadth of knowledge and skills that the employees have.

The programmes we offer are tailored to meet the requirements of a busy working environment. There is no disruption caused by day release and there is no requirement for the learners to attend an external centre at any time, as we come to you.

The Legal Secretary qualifications are Vocationally Related Qualifications (VRQs). They have been developed by the Institute of Legal Executives (ILEX) and City & Guilds to meet customers' needs for more modern, up-to-date and flexible qualifications. These qualifications are accredited as part of the Qualifications Credit Framework (QCF). The emphasis is on 'learning by doing' and for this reason candidates are required to complete a number of assignments. These show candidates' attainment of practical skills, which imply their understanding of the knowledge required.

These courses are for learners wanting to work, or already employed, in an administrative/secretarial support role within a legal environment. Learners will be required to complete

Level 3 Diploma

Candidates must achieve 39 credits through completion of units 320 / 321, **and** 322 **and** 323 (total of 32 credits), **plus** either 324 (7 credits) or 201 (5 credits) **and** 2 credits from 202-210.

| | | |
|----------------|--|------------|
| Unit 320 / 321 | Legal Word Processing | 15 Credits |
| Unit 322 | Business Skills in the Legal Environment | 15 Credits |
| Units 323 | Proofreading in the legal environment | 2 Credits |
| Unit 324 | Legal information processing | 7 Credits |
| Unit 201 | The Legal Environment | 5 Credits |
| Unit 202 | Principle of Liability | 10 Credits |
| Unit 203 | Principles of Criminal Law | 7 Credits |
| Unit 204 | Principles of Debt Recovery | 7 Credits |
| Unit 205 | Law in the workplace | 7 Credits |
| Unit 206 | Personal Injury Procedures | 7 Credits |
| Unit 207 | Consumer Rights | 7 Credits |
| Unit 208 | Family Law | 7Credits |
| Unit 209 | Probate Practice and Administration | 7 Credits |
| Unit210 | Conveyancing | 7 Credits |

If you require any further information please contact Clare on 0121 353 7780

Or email your enquiry to clare.godfrey@pvt.org.uk