



## Legal Secretaries Diploma (ILEX)

This level three qualification meets the needs of students who want to work as senior administrators/secretaries in the business and legal environments. It covers all the aspects of the skills and knowledge required for employment and/or career progression in the legal sector. It is combined with one or two A levels, one of which is usually Law.

### Requirements:

The College minimum to start an advanced level course is one grade B and four grade Cs at GCSE. Students wishing to undertake this course require five GCSEs at grade C or above including GCSE English Language at grade B.

### This subject will focus on:

- a broad range of administrative and office skills including legal text production, mail merge, audio transcription, shorthand, databases, spreadsheets and meetings organisation;
- advanced legal word processing; and
- business skills in the legal environment.

### You can expect to:

- have the opportunity to take single subject ICT exams to an advanced level;
- develop your shorthand skills; and
- undertake a two week legal work placement at the end of the first year.

### Method of assessment:

Internally assessed assignments and external examination. The aim of the assignments is to demonstrate your ability to carry out word processing, administration and information processing in a legal setting.

### Progression:

Successful completion of the ILEX Diploma provides opportunities for those wishing to transfer to the Legal Executives route through ILEX Part One Membership/Intermediate Examination. With two A levels you can apply to Higher Education and with one A or AS level you have excellent qualifications with which to apply for employment. Leading London law firms come to the college to interview students as they are so impressed with this course.

### Other information:

The ILEX Diploma is recognised as the benchmark qualification for legal secretaries.