



Legal Secretaries Level 3 Certificate/Diploma

This Level 3 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 normally combined with one A Level, 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 English Language at grade B. The student will also be expected to meet the Average Points Score for this subject.

This course will focus on:

- a broad range of administrative and office skills including legal text production, legal audio, mailmerge, shorthand, document presentation and business presentations;
- advanced legal word processing;
- business skills in the legal environment; and
- advanced Legal Information Processing.

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. There was a 100% pass rate last year on this course (90% achieved a Distinction and 10% achieved a Merit grade).