



Legal Secretaries Level 2 Certificate/Diploma (ILEX)

This course is designed to offer a one year Level 2 qualification, possibly leading to a Level 3 qualification for those who would like a two year programme of study.

This meets the needs of students who want to work as administrators/secretaries in business and legal environments. This one or two year legal training programme is designed to be studied with either one, possibly two, AS Level subjects or two GCSEs. It may be possible to study a combination of one AS and a GCSE Mathematics re-sit, if required. You will also have the opportunity to take a variety of single subject ICT examinations to intermediate level.

Requirements:

A minimum of three GCSEs at grade C or above in subjects relevant to this qualification, one of which must be English Language. The student will also be expected to meet the Average Points Score for this subject.

This subject will focus on:

- legal word processing;
- working in the legal environment;
- legal information processing; and
- proof-reading.

Method of assessment:

Internally assessed assignments and external examination.

Progression:

Successful completion of the ILEX Certificate provides opportunities for those wishing to obtain employment of a secretarial or administrative nature within a legal or other environment. The qualification with a merit grade also provides the opportunity for progression to a variety of advanced level courses, in particular the one year Fast Track ILEX Diploma course.

Other information:

A two week work experience placement, preferably in a legal environment, will be part of your course and will take place in the spring term.

In 2009 the Legal Secretaries Certificate (ILEX) course achieved a 100% pass rate.