Legal Text Processing

The course utilises CILEx specialist course materials and will introduce you to the various forms of documentation, terminology and processes associated with six different legal specialist including Family Law, Criminal Litigation and Conveyancing.

IS THIS FOR YOU?

If you're looking to work in a Legal office as a Legal Secretary or Assistant, this course will enable you to prove to employers that you have reputable and professional training focused specifically on the Legal environment.

ABOUT THIS COURSE

This Legal Text Processing course has been endorsed by CILEx (The Chartered Institute of Legal Executives) for those of you seeking to start your career in a legal office as a Legal Secretary, Legal Assistant or Paralegal.

The course will introduce you to the various forms of documentation, terminology and processes associated with six different legal specialisms such as Family Law, Criminal Litigation and Conveyancing.

Working in a Legal environment means it's vital you can prove you have comprehensive and accurate skills. Legal employers highly value professional, qualified legal secretarial training, and this fantastic self-study course offers you an excellent opportunity to go on and obtain a Pitman/CILEX Qualification.

Over the course of six modules you'll learn terminology and documentation associated with six different legal specialisms.

The course is structured as follows:

Introduction

Module One: Criminal Litigation
Module Two: Family Law
Module Three: Wills and Probate
Module Four: Civil Litigation
Module Five: Conveyancing
Module Six: Corporate Law
Reference Section

AIMS AND OBJECTIVES

This course has been designed for those looking for a Career as a Legal Secretary, Legal Assistant or Paralegal. On successful completion of the course, you will gain a prestigious Pitman Training Certificate and you'll also be well placed to go on to gain a Pitman/CILEX qualification.

PREREQUISITES

Before starting this course, it would be preferable if you had previous experience of Microsoft Word.

CAREER PATH

This course will give you experience on the sort of documentation a Legal Secretary might be asked to process. Great experience if you're keen to work in this specific type of administration role.

COURSE DURATION: AROUND 20-22 HOURS
(Actual course duration will vary from individual to individual, based on prior skills and application)

CPD POINTS: 22
(Awarded CPD points upon successful completion)

To find out more about this or any of our courses, speak to one of our course advisors

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