

# Legal Audio Processing

This course utilises CILEx specialist course materials and looks at six different legal specialisms to gain an understanding of the documentation that needs to be transcribed in each area.

## IS THIS FOR YOU?

This is an essential course if you're looking to work as a Legal Secretary or Legal Admin Assistant. Having specialist Legal Secretarial qualifications will help boost your career and prove to employers that you're serious about your career progression.

## ABOUT THE COURSE

The course is endorsed by CILEX (The Chartered Institute of Legal Executives) to enable students to gain a Pitman/CILEX qualification. To work in a legal environment as a Legal Secretary, having specialist skills is essential.

In this course you'll look at six different legal specialisms, including Family Law, Conveyancing and Criminal Litigation and gain an understanding of the documentation that requires to be transcribed in each area. Throughout you'll be learning the abbreviations and terminology used within the legal environment so you'll be able to confidently walk into a legal office and be able to start your professional legal administration career with ease.

You can take full advantage of our training centre facilities with the audio typing equipment you'll need to work through this course and all the while, have the benefit of support around if you need it.

In this Legal Audio Processing course there are six main modules which work through the different law specialisms, as well as an introduction and reference section.

## course outline

**Introductory Module:** Includes documentation to be transcribed including a variety of different legal terminology.

**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:** includes information on terminology, court structure, and abbreviations.

## AIMS AND OBJECTIVES

Legal Audio Processing will teach you an awareness of the work of a legal secretary in different legal departments. It's also designed to help you gain the Pitman/CILEX qualification.

## PRE-REQUISITES

Before starting this course, it would be preferable if you have some experience of Microsoft Word, knowledge of legal terminology, the ability to touch type, and experience of audio transcription.

## CAREER PATH

After completion of this course, and with other additional study and experience, you could work towards gaining the Pitman/CILEX qualification.

**COURSE DURATION:** 14 HOURS

*(Actual course duration will vary depending on prior skills and application)*



**CPD POINTS: 14**

*(Awarded CPD points upon successful completion)*



Building careers  
for 180 years.