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City & Guilds

7462-323 NOVEMBER 2009
Level 3 Diploma for Legal Secretaries
Proof-reading test

7465-323 NOVEMBER 2009
Level 3 Award in Proof-reading in the Legal Environment
Proof-reading test

Thursday 5 November 2009
10:00 – 11:00

You should have the following for this examination
- a pen with black or blue ink

Fill in these particulars

Centre number							SUB

Candidate number							

Candidate's name

Candidate's signature

General instructions
- The following two pages contain a passage that needs to be proof-read.
- The article contains **thirty** errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in pen, all the errors that you can find **and** write the correct answers in the margin.
- You will be allowed to use English or mother tongue dictionaries to assist you in this test.
- The invigilator will tell you when you can start the test.
- At the end of the hour, the invigilator will tell you to 'stop writing' and to put your pens down. The invigilator will then collect the papers and return them to City & Guilds to be marked.

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Write the correct answers below

CONTINUOUS PROFESSIONAL DEVELOPEMENT AND CAREER PROGRESSION

Continuous Professional Development (CPD) is essential to one's improvement. It should encompas skills acquisition and career progression. Realistic targets should be set, as you will then feel more motivated to achieve them.

The targets should include a variety of short, medium and long-term goals. Short targets would normally be achievable within a period of 12 months and could be linked to skills development. For example you may need to learn how to use a particular type of case management softwear which are an essential element of your work. Medium targets would usually be achievable within 2 to 5 years. These could include progression to a more senior role within your organisation. Long-term goals could be a life-time plan which includes your ultimate goals for both your personnel and professional life. For example, you may wish to progress from being a legal secretary or paralegal to becoming a legal exective or solicitor.

The duties of each profession vary enormously. A legal secretary may be required to deal with telephone enquiries and correspondence such as clients' letters and e-mails. Forms and statements will have to be prepared for court, along with the necessity of delivering and collecting documents. In some cases the legal secretary will have to attend court or police sells as a solicitors' assistant. General filing, dealing with clients and attending to other clerical work are further tasks which may be required of the legal secretary. In a small, local legal firm you would gain experience in a wide range of legal matters, but in larger companies you would most probably specialise in a particular area of law.

If you wished to progress from a legal secretary to a paralegal, you might need to study for a law degree or a paralegal qualification. Although as a paralegal you would not be a fully- qualified solicitor, you would be expected to carry out some legal work. Duties will vary, dependant upon your employer, but could include:

- Interviewing clients and witneses
- Attending a court
- Handling a clients' case
- Giving legal information to clients

Your role would also include word processing, filing and other general clerical tasks.

Further training would be needed in order to become a legal executive. This, of course, could be a target within your CPD. To become a qualified legal executive you must work towards becoming a Fellow of the Institute of Legal Executives (ILEX. This would include studying for a series of professional ILEX examinations. At the same time, you would gain practical experience whilst working in a legal enviroment. The duties of a legal executive are very varied

Write the correct answers below

and carry a good deal of responsibility. You might be expected to carry out the following tasks:

- Explain legal matters to clients and advice them appropriately
- Draw up Wills
- Represent clients in County and Magistrate's Courts
- Research and summerise legal information
- Contact other professionals on a client's behalf
- Prepare accounts for clients' work

Legal executives salaries are far greater than those of legal secretaries. They represent the level of responsibility associated with the position. Some highly experienced legal executives in large firms can earn in access of £50,000 per annum. Excellent spoken and written communication skills are essential, as you would be required to explain legal matters clearly. As well as being patient, tactfull and discrete, you must be an organised individual who pays close attention to detail.

If you are ambitious, it is well worth seeking relevant training. You may wish to further develop your legal secretarial skills in order to become a team leader or office manger. You would constantly need updating to match the requirements of the external environment. You should never become complacent in such a demanding area of work or clients could take their custom elsewhere. As a manager, as well as having excellent technical knowledge and skills, you would need expertise in the following areas;

- Leadership skills
- team working
- Making decisions
- Solving problems
- Financail management

Most importantly, you would need to have first-class communication skills. Some managers do not realise the importance of good clear communication skills, not only towards a firms' clients, but when dealing with staff members.

You need to carefully consider your desired career path, as the required training could take you in different, but interesting directions.

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total