

## Declared Purpose:

*The following purpose is for the 7655-33 Level 3 Diploma for Legal Secretaries (QAN no: 601/0569/0)  
This is a Technical Level qualification.*

**The Level 3 Diploma for Legal Secretaries is a qualification that aims to provide you with a range of specialist knowledge and practical skills which will equip you to gain employment within legal administration. The qualification was created in partnership with The Chartered Institute of Legal Executives (CILEx), a recognised professional body.**

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Who is this qualification for?

It is for learners who work or want to work as a legal secretaries or legal administrators.

This qualification will help learners to enter roles in legal administration and support them in developing useful skills for employment in many businesses and law firms. No previous experience is expected.

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What does the qualification cover?

The qualification covers a range of legal administration skills. Mandatory units include Business Skills in the Legal Environment, Proofreading in the Legal Environment and Legal Text Processing. You will also have the choice of optional units in Legal Terminology, Law in Practice, Family Law and Consumer Rights.

Units cover knowledge of the purpose of law and the legal system. They also include practical aspects like how to proof read legal documents and interpret legal terminology.

You will gain the skills you need to work in the legal environment and provide you with skills that you may use in other related work such as business, administration and law.

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What opportunities are there for employment or progression after I have finished studying this qualification?

There are opportunities in the following job roles:

- legal secretary
- legal administration
- legal assistant coordinator

You could also go on to further qualifications such as the CILEx Lawyer qualifications and the Level 3 Apprenticeship in Business Administration.

This qualification is recognised by the following professional association and will allow you to gain student membership.

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- The Chartered Institute of Legal Executives (CILEx)
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Further information can be found on our website and within the qualification handbook:

<http://www.cityandguilds.com/Courses-and-Qualifications/business-skills/legal/7655-legal-secretaries/level-3>.