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7655-22 Level 2 Certificate for Legal Secretaries – 600/9628/7

OVERVIEW

- What does this qualification cover?

This qualification covers a range of areas related to the skills and knowledge required for working as a junior legal secretary or legal administrator.

All learners will complete the mandatory units of Legal Text Processing, Legal Audio Processing, Working in the Legal Environment and Proofreading in the Legal Environment.

This is a Qualifications Credit Framework qualification.

- Who could take this qualification? OR who is this qualification designed for?

This is a standalone qualification. There are no age restrictions for this qualification and although there are no entry requirements, it would be beneficial for a learner to have a GCSE in English Language or an equivalent qualification.

The qualification can be taken by anyone with an interest in becoming a junior legal secretary or legal administrator whether they are a school leaver, looking for a change in career or a mature learner.

The learner can take the qualification at a centre on a full-time or part-time basis or alternatively, by distance learning.

WHAT COULD THIS QUALIFICATION LEAD TO?

- Will the qualification lead to employment, and if so, in which job role at which level?

This qualification may lead to employment as a junior legal secretary or legal administrator.

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INVESTORS IN PEOPLE

- Will the qualification support progression to further learning, if so, what to?

The learner can progress to:

- Level 3 Certificate for Legal Secretaries
- Level 3 Diploma for Legal Secretaries
- Level 2 Certificate in Legal Studies
- Level 3 Business and Administration
- Level 3 Customer Service
- Level 3 Certificate in Law and Practice (CILEx)
- Level 3 Advanced Apprenticeship in Legal Services (CILEx)

There is a Level 2 Diploma for Legal Secretaries qualification which is similar to this qualification but has additional units. This qualification also has the necessary component units, skills and knowledge, to assist a learner in finding employment as a junior legal secretary or legal administrator.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the Chartered Institute of Legal Executives (CILEx). **CILEx** is the professional association for Chartered Legal Executives and BPP Training, Liverpool College, K College, Kingston College and Pitman Training.