

May 2015

## City & Guilds

601/0438/7 Level 3 Certificate for Legal Secretaries

### OVERVIEW

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### What does this qualification cover?

The primary purpose of this qualification is to develop the knowledge and skills to prepare the learner to progress to the next level of learning within the field of legal administration and legal secretarial skills. The knowledge they will gain through specific content outlined below in the mandatory units can also lead into employment within this specialist area.

The following mandatory areas that will be covered within this qualification are:

- Legal text and audio processing
- Proofreading in the legal environment
- Business skills in the legal environment

### Who could take this qualification?

This qualification is for learners who are looking to develop their knowledge and skills within the legal sector, enabling them to progress to further learning in this subject specialist area. 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.

This certificate sized qualification allows learners to develop the core skills, using the three mandatory units, within a period of time that may be accommodated alongside other qualifications in a programme of study. This can then lead onto the Diploma sized qualification for legal secretaries which offers a greater breadth of mandatory units and optional units to further enhance their knowledge and ability to move into employment.

Completion of the Level 3 Certificate for Legal Secretaries also provides an opportunity for a learner to progress to the Level 3 Legal Secretaries Diploma which offers a greater breadth of mandatory and optional units. Learners depending on the pathway chosen complete mandatory skills units in legal text processing, legal audio processing, business skills in the legal environment and proof reading in the legal environment and then specialise in either Legal Information Processing or Legal Studies. The Legal Information Processing pathway enables a learner to concentrate on obtaining legal secretarial skills and the Legal Studies pathway to obtain legal secretarial skills and also to gain knowledge in one area of law or legal practice.

The Level 3 Certificate for Legal Secretaries also provides an opportunity for junior legal administrators or legal secretaries' learners to become a senior legal administrator or legal secretary. It can be used as a qualification that enables career progression as well as further learning.

### **What could this qualification lead to?**

This qualification can lead to the learner progressing onto the following qualifications:

- Level 3 Diploma for Legal Secretaries
- Level 2 Certificate in Legal Studies
- Level 4 Business and Professional Administration
- Level 3 Certificate in Law and Practice (CILEx)
- Level 3 Advanced Apprenticeship in Legal Services (CILEx)

This qualification is not part of an apprenticeship.

### **Who supports this qualification?**

This qualification is supported by BPP Training, Sheffield College, K College, Liverpool College and Pitman Training.