

Purpose statement

The following purpose is for the **Level 3 Advanced Technical Certificate for Legal Secretaries (360) (601/7401/8)**

Area	Description
OVERVIEW	
Who is this qualification for?	This qualification is for you if you are a 16- 19 year old learner. It will give you an introduction to working in the legal sector, and is recognised by The Chartered Institute of Legal Executives (CILEx) and the industry as a good start to a career as a legal secretary or legal administrator.
What does this qualification cover?	<p>This qualification will help you gain an understanding of the skills required by a legal secretary, legal administrator or legal assistant. You will cover five compulsory units in</p> <ul style="list-style-type: none"> • legal text and audio processing • business skills in the legal environment • working with others in the legal environment • proof-reading in the legal environment • the legal environment. <p>You will also develop English language skills through the proof-reading unit.</p> <p>Centres and providers work with local employers who will contribute to the knowledge and delivery of training. Employers will provide demonstrations and talks on the industry and where possible work placements will also be provided by the employers. This practically based training is ideal preparation for gaining employment in the legal industry or specialist further study.</p>
WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	<p>This qualification leads to employment as a:</p> <ul style="list-style-type: none"> • Legal Secretary • Legal Administrator.
Why choose this qualification over similar qualifications?	City & Guilds offers no other qualifications with this content and leading to these roles.
Will the qualification lead to further learning?	This qualification can lead onto further learning such as the Level 3 or Level 6 CILEx Professional qualification, or you can undertake an Apprenticeship in Legal Services.
WHO SUPPORTS THIS QUALIFICATION?	
Professional Organisation	The Chartered Institute of Legal Executives (CILEx)
FURTHER INFORMATION	Please refer to the Qualification Handbook, available on the City & Guilds website, for more information on the structure of this qualification, the content of the units, and assessment.

