

# Legal Secretary Apprenticeship

## HOW DOES IT BENEFIT MY BUSINESS?

The City & Guilds/ILEX Level 2 Certificate for Legal Secretaries has been designed specifically to include training for all of the basic elements that make up a Legal Secretaries job role.

## HOW MUCH DOES IT COST?

Training for 16-18 year olds is FREE

Training for 19-24 year olds will incur a registration fee of £200 + VAT

## What are the qualifications about?

The Certificate for Legal Secretaries is a qualification for administrators wanting to develop a career in the legal sector.

Developed with the Institute of Legal Executives (ILEX) this qualification will help you build on your administration skills to prepare you for a job in a legal or business environment.

## Who are they for?

The Certificate for Legal Secretaries is for anyone interested in a career in a legal or business environment.

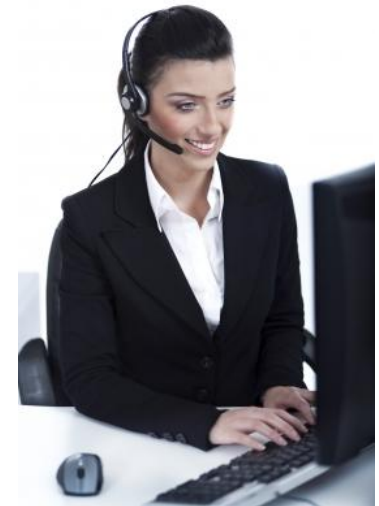
The qualification is aimed at candidates who work or want to work as administrators/junior secretaries and who may already possess a basic knowledge and understanding of administration but not necessarily the skills required. It is particularly relevant for those wanting to develop those skills within the legal sector.

They will need some basic Literacy and Numeracy skills, but you don't need any previous qualifications.

## Where can I train?

Every Step Ltd is a well established **award winning** training provider based in Colchester, providing **innovative e-learning** and professional training solutions to **individuals** as well as **small and large businesses** in the public and private sectors.

We are now able to offer level 2 Certificate training for Legal Secretaries.



The qualifications offer:

- A flexible route
- No entry requirements (although a Grade C or above in English Language GCSE is desirable)
- Earn while you learn
- A recognised qualification.

## What's involved?

To qualify as a legal secretary they will learn how to create letters, memos and legal documents using word-processing software and audio equipment.

The syllabus also includes the structure of the legal profession, as well as roles and responsibilities within legal firms. They will develop the knowledge and skills to accurately proof read documentation appropriate for the legal and business environments.

They will learn how to plan and prioritise their workload, the benefits of effective team work and the importance of managing effective customer relationships.

## How will they be taught?

When they enrol with Every Step they will receive course materials for the units that make up their qualification.

The course will be taught through day release classroom workshops and they will have access to a work based Assessor for on-job assessment. They will be assessed by way of assignments and ILEX examinations.

## What will they study?

The qualification includes Level 2 City & Guilds ILEX Certificate for Legal Secretaries and a Level 2 NVQ qualification in Business Administration.

### CONTACT US:

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