

ILEX Legal Secretarial

Damar works in partnership with legal training specialist Professional and Vocational Law Training (PVLТ) to offer the Institute of Legal Executives' Legal Secretarial qualifications. The ILEX Legal Secretarial Certificate at Level 2 or Level 3 can be delivered either:

- as part of a legal secretarial apprenticeship; or
- as a standalone qualification.

Where the ILEX qualifications are delivered as part of an apprenticeship, Government funding is often available to cover much if not all of the cost.

The qualifications are designed for people who work in the legal environment in secretarial and administrative roles. These jobs involve organising and supporting people and resources including fee earners in legal practice. There are a variety of jobs that our legal secretarial learners either do or are working towards including:

- Administrative assistant
- PA/Secretary
- Receptionist
- Administrator
- Typist

The qualifications can also be suitable for candidates working in organisations that work closely with the legal profession, such as claims management, debt and uninsured loss recovery.

The Level 2 qualification is the core qualification for would-be legal secretaries. It is perfect for candidates who can use a keyboard but do not have any secretarial training. The Level 3 qualification is the core qualification for people who already have secretarial training but want to move on in the legal world, perhaps as a junior fee earner.

In addition to regular workplace visits from their trainer, ILEX students should expect to study for about three hours per week.

Cost

As part of an Apprenticeship

£nil for eligible learners aged under 19.
£350+VAT for eligible learners aged 19-24.
£645+VAT for eligible learners aged 25+.

As a standalone qualification

Level 2 Certificate, £1,400+VAT.
Level 3 Certificate, £1,500+VAT.

Monthly payment options are also available.

Here is what two of our ILEX students might learn:

Job

Junior secretary

Qualification

ILEX Legal Secretaries Certificate Level 2

At Level 2 you will learn how to:

- create letters, memos and legal documents
- use word-processing software and audio equipment.
- plan and prioritise your workload
- work effectively as a team member
- manage effective customer relationships.

The syllabus also includes the structure of the legal profession, as well as roles and responsibilities within legal firms and within the legal environment.

Job

Secretary/PA

Qualification

ILEX Legal Secretaries Certificate Level 3

At Level 3 you will learn how to:

- create complex documents using both text and audio sources
- use office house styles and templates
- plan and coordinate an event
- deal with health and safety issues