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601/3599/2 City & Guilds Level 3 Diploma in Legal Administration

OVERVIEW

- What does this qualification cover?

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

All learners will complete the mandatory units of communicate in a business environment, manage personal and professional development, legal text and audio processing, proofreading in the legal environment and business skills in the legal environment.

With options from legal terminology, legal environment to family law and law in the workplace.

This is a Qualifications Credit Framework qualification.

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

As well as being a standalone qualification it also forms part of the Business Administration apprenticeship. 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 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?

This qualification allows learners to develop the higher level, additional skills and attitudes required by employers. The qualification enables the learner to select from a wide range of topics/skills than required at L2, allowing them to progress onto employment or further learning. This qualification allows learners to demonstrate an enhanced knowledge and ability, utilising wider skills built from the basic key skills they may have gathered from Level 2.

This qualification could lead to jobs such as:

- Head of Legal Administrator
- Legal Administrator
- Legal Secretary
- Legal PA

Or the learner can progress onto the following qualifications:

- 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)

As well as having the necessary component units, this qualification allows a learner to enhance their chances of being employed as a legal secretary or legal administrator by expanding their range of IT skills or by gaining an understanding of a particular area of law.

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, other legal practitioners and paralegals.