

## 5528- 12 Level 2 Diploma in Legal Administration - 601/3787/3

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### 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, develop working relationship with colleagues, legal text and audio processing, proofreading in the legal environment and working in the legal environment.

With options from legal database processing, legal presentation skills to wills and succession.

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?

- Will the qualification lead to employment, and if so, in which job role at which level?

This qualification may lead to employment as a legal secretary or legal administrator.

- Will the qualification support progression to further learning, if so, what to?

The learner can progress to:

- Level 3 Certificate for Legal Secretaries
- Level 3 Diploma for Legal Secretaries
- Level 2 Certificate in Legal Studies
- Level 3 Business and Administration
- Level 3 Customer Service
- 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.