

Level 2 Certificate in Legal Secretaries

Non-Regulated Qualification Specification

Qualification Title:

Level 2 Certificate in Legal Secretaries

Qualification Number:

Qualification Framework (RQF) Level:

Level 2

Total Qualification Time (TQT):

180 hours

Guided Learning Hours (GLH):

120 hours

Credit Value:

18 credits

Qualification Purpose

The Level 2 Certificate in Legal Secretaries is designed to equip learners with the essential knowledge, skills, and competencies required to perform effectively as legal secretaries in a variety of legal environments, such as law firms, chambers, or corporate legal departments. This qualification is ideal for individuals aspiring to work as legal secretaries or those already in entry-level legal support roles seeking to enhance their skills.

The qualification aims to:

Provide a comprehensive understanding of the UK legal system and the role of a legal secretary.

Develop proficiency in legal terminology, documentation, and correspondence.

Enhance administrative, organizational, and client care skills specific to legal practice.

Foster an understanding of professional ethics, confidentiality, and the use of legal technology.

Target Audience

This qualification is suitable for:

Individuals aspiring to work as legal secretaries.

Those already in entry-level legal support roles seeking career progression.

Career changers looking to enter the legal sector.

Learners aiming to develop specialized skills for roles such as legal secretaries, legal administrative assistants, or legal PAs.

Structure of the Qualification

The Level 2 Certificate in Legal Secretaries consists of eight mandatory units. Each unit is designed to provide learners with specific knowledge and skills relevant to the role of a legal secretary.

Unit 1: Introduction to the Legal Sector

Learning Outcomes:

Understand the structure of the UK legal system, including civil and criminal law.

Identify key roles within a legal practice (e.g., solicitors, barristers, paralegals, legal secretaries).

Describe the structure and function of law firms and chambers.

Assessment Criteria:

Explain the difference between civil and criminal law.

Describe the roles and responsibilities of legal professionals.

Outline the organizational structure of a typical law firm or chambers.

Unit 2: Legal Terminology and Documentation

Learning Outcomes:

Use common legal terms and phrases accurately in different areas of law (e.g., conveyancing, litigation, family law).

Identify and understand various legal documents (e.g., contracts, wills, court forms, affidavits).

Demonstrate accurate use of legal terminology in written and verbal communication.

Assessment Criteria:

Define and use key legal terminology in context.

Identify the purpose and structure of common legal documents.

Draft simple legal correspondence using appropriate language and format.

Unit 3: Legal Correspondence and Document Production

Learning Outcomes:

Draft professional legal letters, emails, and memos.

Format and proofread legal documents to ensure accuracy and professionalism.

Use templates and precedents to produce legal documents efficiently.

Assessment Criteria:

Draft clear and concise legal correspondence.

Proofread and edit legal documents for accuracy.

Use templates to produce standardized legal documents.

Unit 4: Legal Administrative Skills

Learning Outcomes:

Organize and manage legal files effectively (both physical and digital).

Manage diaries, schedule appointments, and organize meetings for legal professionals.

Handle incoming and outgoing mail, including confidential documents.

Assessment Criteria:

Demonstrate effective file management techniques.

Schedule appointments and meetings using a diary system.

Handle confidential documents in compliance with data protection laws.

Unit 5: Legal Accounting and Billing

Learning Outcomes:

Understand legal billing processes, including hourly rates, disbursements, and VAT.

Prepare invoices and manage client accounts.

Use legal accounting software (e.g., QuickBooks, LEAP) effectively.

Assessment Criteria:

Explain the legal billing process and its components.

Prepare accurate invoices for clients.

Use accounting software to manage client accounts.

Unit 6: Client Care and Communication

Learning Outcomes:

Communicate professionally with clients, lawyers, and other stakeholders.

Handle client inquiries and manage expectations effectively.

Maintain confidentiality and adhere to data protection laws (e.g., GDPR).

Assessment Criteria:

Demonstrate professional communication skills in client interactions.

Respond to client inquiries in a clear and professional manner.

Explain the importance of confidentiality and data protection in legal practice.

Unit 7: Legal Technology and Software

Learning Outcomes:

Use case management systems (e.g., Clio, Proclaim) effectively.

Conduct basic legal research using tools such as Westlaw and LexisNexis.

Understand the basics of e-filing and document management systems.

Assessment Criteria:

Navigate and use case management software to support legal practice.

Conduct basic legal research using online tools.

Demonstrate understanding of e-filing and document management processes.

Unit 8: Ethics and Professional Conduct

Learning Outcomes:

Understand the principles of professional conduct as outlined by the Solicitors Regulation Authority (SRA).

Maintain professionalism and integrity in the workplace.

Handle sensitive information and avoid conflicts of interest.

Assessment Criteria:

Describe the SRA principles and their application in legal practice.

Demonstrate professional behavior in simulated workplace scenarios.

Explain the importance of handling sensitive information responsibly.

Assessment Methods

To ensure learners have acquired the necessary skills and knowledge, the course includes a mix of assessments:

Written Exams: Multiple-choice and short-answer questions testing theoretical knowledge.

Practical Assignments:

Drafting legal correspondence and documents.

Simulated tasks (e.g., managing a legal diary, preparing invoices).

Workplace Simulations: Role-playing scenarios to assess client care and communication skills.

Portfolio of Evidence: Collection of work samples demonstrating competence in key areas.

Quality Assurance

This qualification is non-regulated or CPD and adheres to the following quality assurance measures:

Internal Verification: All assessments are internally verified by qualified assessors to ensure consistency and fairness.

External Verification: The qualification is subject to external verification by the awarding body to maintain compliance with standards.

Progression Opportunities

Upon successful completion of this qualification, learners can:

Progress to Level 3 qualifications, such as the Level 3 Diploma in Legal Secretaries or Paralegal Practice.

Pursue apprenticeships in legal administration or paralegal roles.

Apply for roles such as:

Legal Secretary

Legal Administrative Assistant

Legal PA (Personal Assistant)

Court Clerk

Delivery Options

Classroom-Based Learning: Instructor-led sessions in a classroom setting.

Online Learning: Flexible, self-paced study with access to virtual resources and tutor support.

Blended Learning: A combination of classroom and online learning for a balanced approach.

Duration

Typically 6–12 months, depending on the learner's pace and mode of study.

Certification

Learners who successfully complete all units and assessments will receive an Non-regulated Level 2 Certificate in Legal Secretaries, recognized by employers and educational institutions across the Global.