



## City & Guilds Level 2 Certificate for Legal Secretaries (QCF)

### **Qualification summary**

This vocationally related qualification has been developed by the Institute of Legal Executives (ILEX) with City & Guilds to provide a national benchmark qualification for those working in a secretarial and administrative legal environment. It is aimed at candidates who may already possess a basic knowledge and understanding of administration but not necessarily the skills required, and who may or may not have entered the employment sector.

The aims of this qualification are to:

- meet the needs of candidates who work or want to work as administrators/junior secretaries in the business and legal environments
- allow candidates to learn, develop and practise the skills required for employment and/or career progression in the legal sector
- contribute to the knowledge and understanding towards the related Level 2 N/SVQ in Business and Administration, whilst containing additional skills and knowledge which go beyond the scope of the National Occupational Standards.

### **Progression**

From the Level 2 Certificate candidates can progress to our Level 2 Diploma for Legal Secretaries; Level 2 and Level 3 N/SVQs in Business and Administration; Level 2 and Level 3 Awards in Legal Information Processing or enter directly into employment as a secretary or administrator in a legal or other business support environment. They can also develop their legal knowledge and understanding with our Level 2 Award/Certificate/Diploma in Legal Studies and pursue a legal career through the ILEX Professional Qualifications.

### **Potential job occupations**

- Administrative Assistant/Administrator
- Legal Executive
- Legal Secretary

### **Qualification structure**

- Legal Word Processing
- Proof-reading in the Legal Environment
- Working in the Legal Environment
- Legal Audio Transcription