

# Secretarial/PA and Legal Secretarial Courses



## Souters Today

Souters is unique in its field. We have been successfully running Legal Secretarial and Secretarial/PA courses continuously since 1988 in the City of London.

We have our own purpose-equipped premises where we provide a networked IT and operating environment.

For legal secretaries we have all the specialised software as well as a vast library of precedent documents, etc used by top law firms.

Whether you are a complete beginner or an experienced secretary, Souters has the course to help you move forward.

On successful completion of each course examination you will receive a Souters Certificate. With further study and by taking more legal courses you will become entitled to the sought after Souters Diplomas.

Our secretaries are employed because of their professionalism and expertise. Many get highly paid jobs – even as they complete their course.

We have a constant supply of requests for staff from the main commercial market and the legal industry.

### In a nut shell...

- Souters' training is designed to suit the individual student. Training is geared to your existing set of skills.
- There are two main channels:-  
General Secretarial and Legal Secretarial
- If you are an existing experienced secretary and want to enter the legal field you can start training as a Legal Secretary immediately.
- If you have no previous experience as a secretary you will need to train to become a Secretary/PA in the first place.

**General Secretarial** training has the following key elements:-

- Beginner Level course for absolute beginners
- The Secretary/PA course and exam
- IT training in MS Office products and related assessments
- Touch typing and speed improvement
- Audio Typing
- Our Secretary Beginner course is available for those with no experience or previous training.

**Legal Secretarial** training has the following key elements assuming that you are capable in all the areas covered by the General Secretarial training:-

- Diploma Course – composed of individual legal modules depending on specialities required including practice (we can recommend if unsure)
- Legal Secretarial Practice Course and test (coming September)

You will know your background and skills level so you decide what you need.



## Secretarial/PA Courses

secretarial

additional  
typing skills

IT skills

### Secretarial Skills

Our secretarial modules have been incredibly successful and the majority of students are amazed by the speed of their progress. These courses are designed for students that need to develop their secretarial skills.

Naturally, good typing skills and knowledge of IT packages are fundamental characteristics of a good secretary. We therefore structure our fee packages to encourage training to a good level in these areas.



### Additional Typing Skills

Our typing module is aimed at raising your typing speed to at least 45wpm, but it can take you to a higher speed if desired (50wpm is required for the legal module). This course is suitable for all levels of ability from raw beginners to those looking to refresh or improve their skills.

Being a good typist is a vital attribute of a successful secretary. Consequently, we will not certify your typing ability if it is below 45wpm+. This is because the majority of firms look closely at candidates' typing ability when making recruitment decisions.

The course times are very flexible and can be done in conjunction with a full-time job or our Legal Secretarial modules. This is because students are allowed to use the machines at any time that the centre is open (six days a week most of the year).

The course lasts for a maximum of 2 months.

Audio typing practice is included in this module.

### IT Skills



- Quality firms require their secretaries to have a good understanding of select IT packages. Therefore, our IT module offers students the opportunity to enhance their IT skills on the packages that are most commonly used by firms. Here is a list of the IT packages that we cover:
  - Microsoft Windows
  - Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Access
  - Microsoft Outlook
- You can do the courses in either ECDL (European Computer Driving Licence) or Microsoft Format.
- To avoid students covering material that they already know the training is designed to ascertain student's current abilities, and therefore subsequent training requirements; the remainder of the course is then spent working on areas where needed.
- During your course, you will be able to gain assistance from in-house IT trainers as needed.

# Secretarial/PA Courses - Modules

## Secretarial Skills

- Our unique Secretarial training is designed for people with experience ranging from complete beginner to those having some experience of the day-to-day requirements of the Secretarial/PA functions.
- Most people use common PC based computer programmes on a regular basis. A lot of people have some typing skills. Some people have had experience of administrative but not secretarial roles.
- Our training takes these varied experience levels into account and builds on them with the objective of students achieving the Souters Secretarial/PA Diploma after examination and course work assessment.



## 1. Secretary Beginner Module

Being a good typist with quality IT skills is a vital attribute of a successful secretary. On this starter module you may join with a low typing speed and you will have up to two months after the course has ended to achieve a satisfactory speed of 45 wpm.

In the modern office you will also need competence in a range of Office IT products.

Beginners can use this typing and IT module to build a necessary foundation level typing, audio and IT skill base.

There will be a two-day induction with a tutor followed by supervision and assistance. After the initial induction course, times are flexible to suit. You can attend the centre at any time on a pre-booked basis over a one month period to suit your work/lifestyle schedule and to develop a sound skill base.

The centre is open most days until 8 pm and is open on Saturdays. If your training falls over a holiday period your training period will be extended.

### This is a course for beginners. Course Content:

- Beginner training in MS Word, Excel, PowerPoint.
- Typing skills enhancement and audio typing.
- Basic office skills outline.
  - Company structures and job roles
  - Health and Safety
  - Purpose of the Office
  - Receptionist functions
  - Telephone etiquette and procedure
  - Incoming and outgoing mail
  - Basic HR dept functions
  - Proofreading
- Course completion certificate after successful assessment.

### Course requirement:

- Good general level of education and a positive attitude.

## 2. DIPLOMA Secretary/PA

Training to become or consolidation of skills training for Personal Assistant/Secretary positions in any business sector. This course focuses on skill enhancement as detailed below. We also look at building confidence through improving interpersonal and self-developmental skills providing a sounder footing on your career development path.

### Course Content:

- Diary Management
- Business Letter Writing
- CV Development
- Composing Faxes, Memorandums and E-mails
- Telephone skills
- Making Travel/Hotel Arrangements
- Filing Systems
- Time Management
- Organising meetings
- Taking minutes at meetings
- Invoicing/Petty cash
- Delegation
- Client Care
- Work planning
- Document Presentation
- Confidence building
- Individual IT skills assessment and related training in areas needed to include MS Word, Excel, PowerPoint.\*
- Training to advanced level where existing skills are sufficiently established.\*

\* Included in the Package Course.

### Course Entry requirement:

- A.
  - Existing typing skills
  - Good general level of education
  - Some job experience*or*

B. 
  - Completion of Souters Secretary Beginner module
  - or* skills assessment, to check skills level

You can download a registration form online at:

[www.souters.org](http://www.souters.org)

or contact us on the details below.

## Teaching style

Our tutors teach our Legal modules in a classroom environment in face-to-face format.

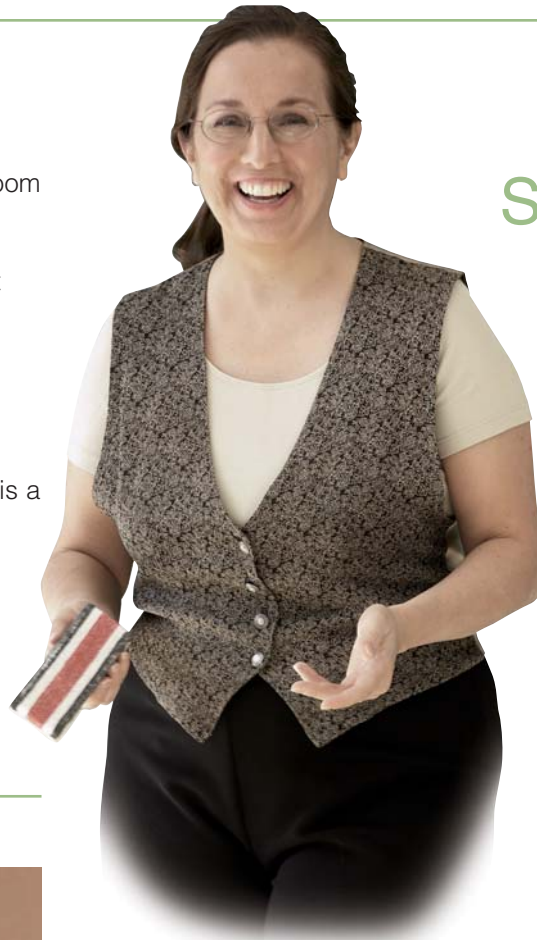
We supply legal forms electronically, use a vast library of precedent documents and sample working files. This allows practice in the day-to-day routine of a legal firm.

We will also enable practice in legal digital audio/typing and form production so that there is a smooth transition into the real legal working environment.

# Legal Secretarial Courses

teaching style

diplomas



## Souters Diplomas

- Our Legal Secretarial Diploma is well recognised within the legal industry. We have provided courses since 1988 and have placed numerous graduates into jobs.
- Our CPD training for Solicitors is accredited by the Law Society, which is the adjudicating body for solicitors in England and Wales.
- Our Diplomas are issued to recognise the completion of a suitable variety of training modules to indicate both commitment to your chosen career and dedicated self-improvement.
- Each individual module completed is confirmed by the issuance of a Certificate, which will indicate the achieved performance in related theoretical and practical sections as applicable.
- The student needs to complete four legal modules to qualify for the Diploma. IT training can replace one module.
- Because Souters is a student led training provider you have considerable choice of modules for completion.
- For legal certification typing speed must equal or exceed 50 wpm with good audio typing ability. The student is given a generous time allowance to achieve this.

“ I started on 1 May with a company which deals with Conflict Management using arbitration, mediation etc, to resolve disputes without going to court. Thank you very much for a stimulating, challenging course which definitely opened this door for me. ”

# Legal Secretarial - Modules 1 & 2

## Legal Secretarial Diploma Requirements

- For new entrants into the legal field who have experience as a Secretary or PA in another industry you may start with one or more of our legal modules directly.
- If you have no secretarial background you may want to consider our Secretary/PA training before embarking upon legal training.
- Individual main modules can be completed in one week on a full time course or in three to five weeks of evenings or three to five Saturdays. Depending on your employer speciality one module can be adequate but many prefer to take two or more modules.
- To receive a Diploma you will need to complete at least four legal modules including litigation and conveyancing. IT Training can replace one module.



## 1. Conveyancing

- Freehold & leasehold transactions
- Registered and unregistered properties
- Taking instructions from clients
- Carrying out Local Authority Searches
- Bankruptcy searches
- Registration at HM Land Registry
- Legal Secretarial Conduct
- Legal Audio – typing conveyancing dictation
- Legal WP
- Work on actual files, documents and official forms



“Your help has enabled me to get a job as secretary in a firm dealing with trade mark law and I start in two weeks time”

## 2. Litigation

### Criminal Law

- Criminal Courts Structure
- Preparation for Trial
- Criminal Court Procedures
- Police Procedure
- Criminal Offences
- Sentencing

### Civil Law

- Civil Courts Structure
- Civil Procedures and Process
- Issuing Claim forms
- Legal Secretarial Conduct
- Legal Audio – terminology, typing litigation documents from original forms
- Legal WP
- Work on actual files, documents and official forms

# Legal Secretarial - Modules 3 - 6

## 3. Commercial

- Contract Law Overview
- Consumer Law
- Damages
- Unfair Contract terms
- Sale of goods
- Intellectual Property

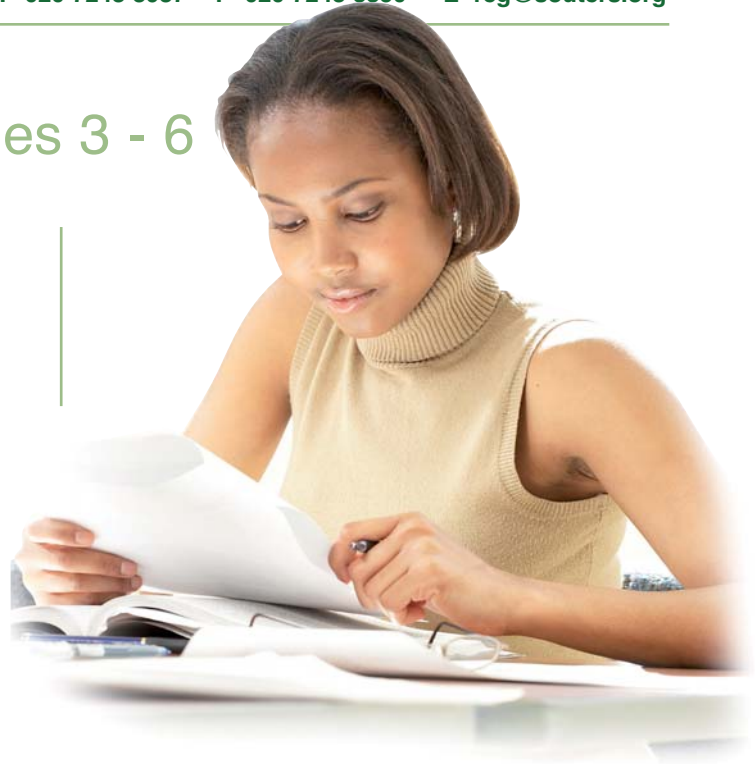
## 4. Corporate

- Companies and their formation
- Members and meetings
- Taxation
- Introduction to corporate terminology
- Functions, formation and advantages of Partnerships and Limited Liability Partnerships
- Shares and debentures
- Corporate Insolvency



“ I was recently made redundant (one week after completing the Litigation course) and thought that it was then my big chance to get into legal ... Thank you for all your help and support, if it was not for the course and the lecturers at Souters

I would not be doing the job that I always wanted to do. ”



## 5. Family

- Wills
- Introduction to Estates
- Introduction to Settlements
- Introduction to Inheritance Tax and Capital Gains Tax
- Conduct and Interview Techniques
- Divorce Procedure
- Divorce Settlements and Children
- Family Disputes
- Probate and Contentious Probate

## 6. Employment

- Tribunals
- Unfair and Wrongful Dismissal
- Employment Contracts
- Redundancy
- Sex and Race Discrimination
- Maternity and Paternity Rights
- Other Employment Matters

## FAQs

### Why Souters?

Souters has a dedicated permanent facility and does not rent temporary space etc. Souters provides practical application and simulated office environments including use of all software, PC's and actual forms used. Souters is dedicated to helping you get a job and apply the knowledge gained.

### What qualifications do I need?

A reasonable standard of education, ideally with good English language skills (written and oral). To complete the more advanced legal secretarial courses, you will need a typing speed of 50 w.p.m. or more. You can develop a good typing skill at Souters.

### What if I do not have good typing or IT skills?

This is not a problem. We offer IT skills and additional typing skills modules that will bring your skills up to speed. It is essential that you develop these skills if you are to be successful in the job market.

### Can I get a job on completion?

Yes. Numerous students find jobs after and even during their course. Please see our testimonials page online where selected students have made comments on how Souters helped them find employment.

### Is the Diploma recognised?

Our legal secretarial Diploma is well recognised within the legal industry. We have provided courses since 1988 and have put many graduates into work. Our CPD training for Solicitors is accredited by the Law Society, which is the adjudicating body for solicitors in England and Wales.

### Is the course open to foreign students?

Yes. The course is open to all comers. London is a prestigious international centre. Thus, our qualification can prove very attractive to foreign firms. We also deal with several foreign firms, which send their employees to Souters.

### How can I become a legal secretary in a week?

In a week you can obtain a good grounding to get a job as either a Litigation or Conveyancing secretary.



The course is very intensive. You will cover all the legal definitions, theory and practices that are needed to work in these fields. To achieve job readiness in a week you will need to be already competent in typing and MS Office with existing secretarial experience or certified training.

### How much do I have to pay up front?

#### Can I pay in instalments?

To confirm your place on the course, you will have to make your first down payment of £100. Part-time students can then pay the rest in instalments, but must pay the full balance by the third week of the course. Full-time students should have paid the balance by the third day of the course.

### How can I do these course if I am working?

We offer part-time courses at weekend and on weekday evenings. The weekend courses run on Saturdays. Meanwhile, the evening courses are held on two stipulated evenings of a week (6.15-8.15).

### How long are the courses?

Either Conveyancing or Litigation can be completed within a week on a full time course. However, our part-time courses take 5 weeks to complete a module. If you choose to take both of these core modules, a full-time course will take 2 weeks and part-time will take 10 weeks. We also have some shorter modules. If you decide to take a full course of training this will take at least one month on a full time basis or three to six months part-time.

### Do I need to buy books?

No. Souters provide all written materials. Our students only need to bring writing materials.

## Fast Track Course for experienced or well trained Secretaries

This unique Legal Secretarial practical training is designed for people with strong existing Secretarial and/or PA skills or who have already completed Souters General Secretarial training.

The course is designed as a crossover to the legal module for existing experienced secretaries or Souters trained general secretaries, to fast track an early legal secretarial role.

The course provides quality background training in legal industry structure and basic legal concepts; it is primarily a practical module.

More in-depth study of the specific areas such as Business Law, Conveyancing, Litigation etc. can be obtained by taking individual legal modules if you want to progress to a more detailed level of study.

It includes a variety of assessments including competence accreditation in related IT training packages such as Microsoft Word, Excel, Powerpoint etc, typing and audio skills. In short, it confirms what an employer needs to know at core about your skills, so that your CV will be prioritised in any job assessment environment.

### Objectives:

- Fast Track entry course for experienced or well trained secretaries. The course can be used as a diploma credit.

### Course Requirement:

- Typing min 50 wpm
- Good audio skills
- Previous quality secretarial experience OR Souters secretarial training



## From Sept 2007 Legal Secretarial Practice Certificate Course

### Course Content

1. Brief History of Law
2. The Legal Industry explained
  - Magic Circle
  - Legal 500
  - High Street
3. The Law Office
  - Partners
  - Fee Earners
  - Paralegals
4. Departmental functions
  - Conveyancing
  - Property
  - Criminal Litigation
  - Civil and Commercial Litigation
  - Employment and Health and Safety
  - Corporate and Commercial Law (COCO)
  - Family
  - Wills Probate
5. Explanation of office procedures; speciality software and databases
6. Forms processing and completion - **Practical session**
7. Document presentation and engrossment - **Practical session**
8. Use of Audio and application in the office. Digital audio systems.
9. **Practice** audio typing session.
10. Generic skills assessment (for students who have not done our General Secretarial course)
  - MS Office skills
  - Typing
  - Audio
11. Practical application test and appraisal

# Registration Form

## Your Details

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

TEL (H) \_\_\_\_\_

TEL (W) \_\_\_\_\_

MOBILE \_\_\_\_\_

E-Mail \_\_\_\_\_

QUALIFICATIONS \_\_\_\_\_

TYPING SPEED \_\_\_\_\_

AUDIO EXPERIENCE Please tick as appropriate. Yes  No 

DATE of BIRTH \_\_\_\_\_

OCCUPATION \_\_\_\_\_

COURSE TYPE Please tick as appropriate (for combined modules please tick both boxes).

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> One week           | <input type="checkbox"/> Five weeks (evening)    | <input type="checkbox"/> Five Saturdays       | <input type="checkbox"/> Five Sundays     | <input type="checkbox"/> Other Length Course |
| <input type="checkbox"/> Conveyancing       | <input type="checkbox"/> Litigation              | <input type="checkbox"/> Commercial           | <input type="checkbox"/> Corporate        | <input type="checkbox"/> LS Practice Course  |
| <input type="checkbox"/> IT Skills          | <input type="checkbox"/> Secretary/PA            | <input type="checkbox"/> Introduction to Law  | <input type="checkbox"/> Employment       | <input type="checkbox"/> Family              |
| <input type="checkbox"/> Secretary Beginner | <input type="checkbox"/> Legal Secretary Package | <input type="checkbox"/> Secretary/PA Package | <input type="checkbox"/> Combined Package |  |

DATE OF COMMENCEMENT: \_\_\_\_\_

## Payment Details

Please register me for the course as requested above subject to your discretion (please tick box as appropriate) I enclose full payment of £ \_\_\_\_\_ I enclose a deposit of £100.00 and undertake to pay the balance by the course commencement date.**Please debit my:** VISA  MASTERCARD  DELTA  AMEX  SWITCH /SOLOSwitch Issue No Expiry Date Start Date   Please give the last 3 security digits printed on the reverse of your card: Security Code: **or** I enclose a cheque payable to "Souters"  
for £ \_\_\_\_\_**Please post your order and payment to:**Souters Training Centre  
32 Ludgate Hill  
LONDON  
EC4M 7DRCardholder's Name: \_\_\_\_\_  
(Please print name exactly as it appears on your card)

Signature: \_\_\_\_\_

For Terms &amp; Conditions please see reverse.

CONFIDENTIALITY All materials received on the course whether written, oral or otherwise are strictly the property of Souters Limited. It cannot be reproduced for any other purpose than for the legal secretarial course provided by Souters.

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# General Terms and Conditions

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1. All applications must be accompanied by a non-refundable deposit of £100. We regret that we will not be able to consider your application if the deposit or details of payment of the deposit are not enclosed. This deposit is not refundable unless admission is refused.
2. If requested students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the college.
3. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as - re-sits and/or expulsion from the college.
4. Students must inform the College of any change to their UK address and/or telephone number.
5. Students wishing to transfer their course from one to another due to extenuating circumstances acceptable to the college may do so but a notice of two weeks is required and there is an administration fee of [£ ].
6. Souters reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. Souters accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the college.
8. Souters reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
9. Students must agree to abide by the Terms & Conditions and Fees policy (see separate section). This information is updated from time to time and is available on request.
10. Course fees may be paid by instalments at the discretion of Souters. Souters may require a formal bank standing order to be set up where appropriate.
11. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
12. The act of registration constitutes acceptance of these terms.