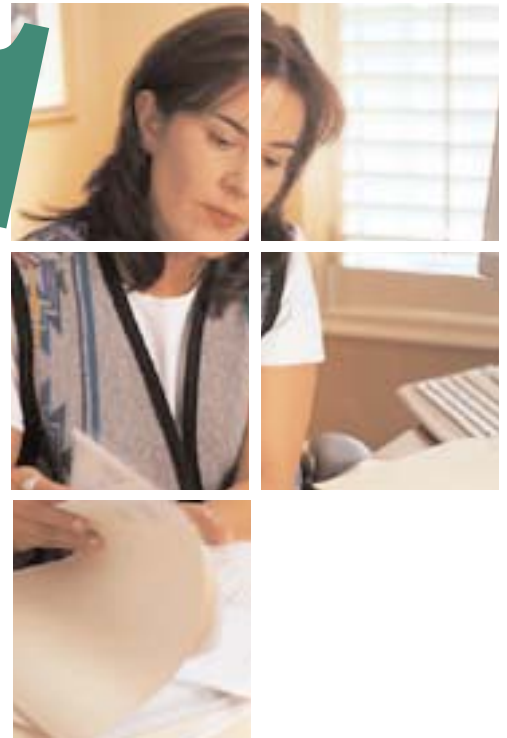




www.souters.org

Souters Training Centre
32 Ludgate Hill
LONDON
EC4M 7DR

Tel 020 7248 8987
Fax 020 7248 8850
E-mail info@souters.org



distance learning >
about us

about us

Souters has been running Legal Secretarial Courses since 1988. The courses have been designed by experienced legal professionals, who have practical and in-depth knowledge of what solicitors expect and need from their secretaries.

For those unsure of what a legal secretarial course should consist, *Souters* will ensure that your training is highly suited to you when embarking on a legal industry career.

The courses include practice in legal audio typing and document processing which are skills essential to you on entering the field.

On successful completion of the course you will receive the widely recognised **SOUTERS** Distance Learning Diploma.

Solicitors are only
impressed with the best

Do not take chances
with your future

Choose wisely

FAQ

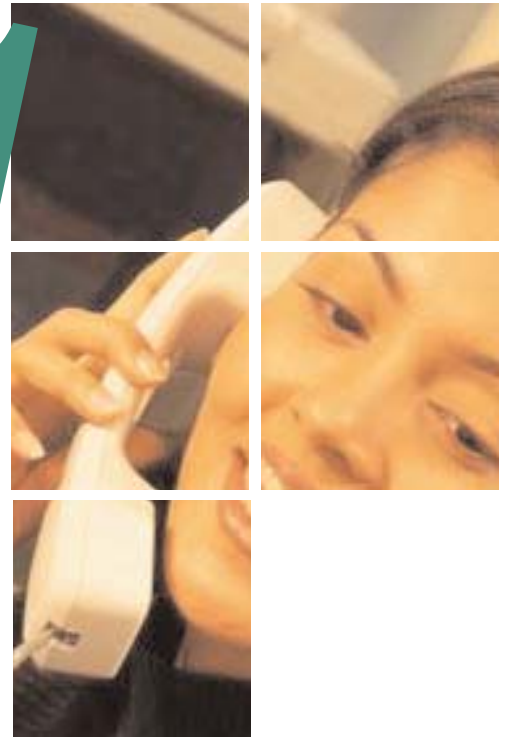
Will I get a Job?

"I have just been made permanent as a property secretary/PA working for a Partner (with a salary of £27,000 plus perks). Naturally I am absolutely delighted. If I hadn't done the course I almost certainly wouldn't be where I am now." Jane McNaughton, LONDON

Souters has provided the key for thousands of students to enter the legal industry. This is because of our reputation for professionalism and expertise. Many students get good legal jobs as soon as the course ends. Some become so stimulated by the exposure to law that they go on to study law further.

Souters helps with the entire process of finding suitable jobs across the spectrum of solicitors, barristers, large company legal departments, local authorities etc. *Souters* has its own career division.

For more FAQ's please check the web.



distance learning >
introduction to law

introduction to law

- The Sources of Law
- The Legal Office
- Barristers and Solicitors
- Judges
- Criminal Law
- Dispute Resolution
- Employment Law
- Probate and Wills
- Property Law
- Case Law
- Precedent
- Legislation, Parliament and Europe
- Working in the Legal Profession
- Individual Skills Assessment

"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"



distance learning >
Course modules

module 1 - conveyancing

- Freehold and Leasehold Transactions
- Registered and Unregistered Properties
- Taking instructions from clients
- Carrying out Local Authority Searches
- Bankruptcy Searches
- HM Land Registry Searches
- Registration at HM Land Registry
- Legal Secretarial Conduct
- Legal Audio – typing conveyancing dictation
- Legal WP – Engrossing legal documents.

module 2 - litigation

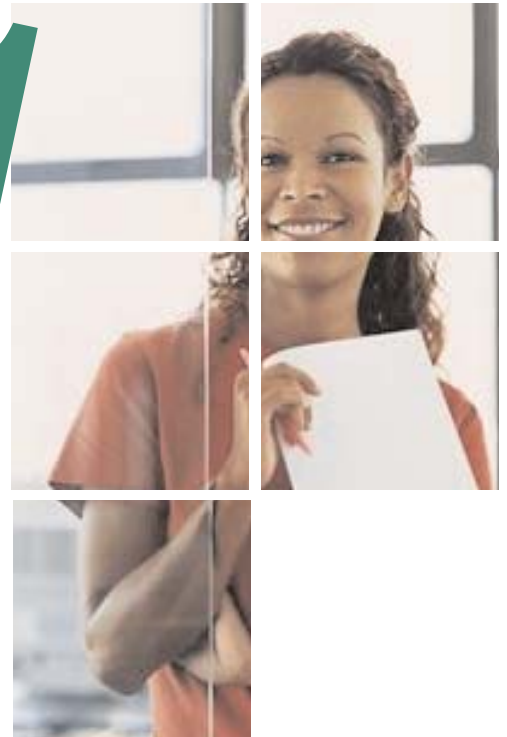
Criminal Law

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

Civil Law

- Civil Courts Structure
- Civil Procedures
- Matrimonial Law; Divorce Petitions
- Issuing Claim forms
- Legal Secretarial Conduct
- Legal Audio – terminology, typing litigation documents from original forms
- Legal WP – Engrossing.

Our courses include experience in Legal Audio and document production essential for those without previous legal experience.



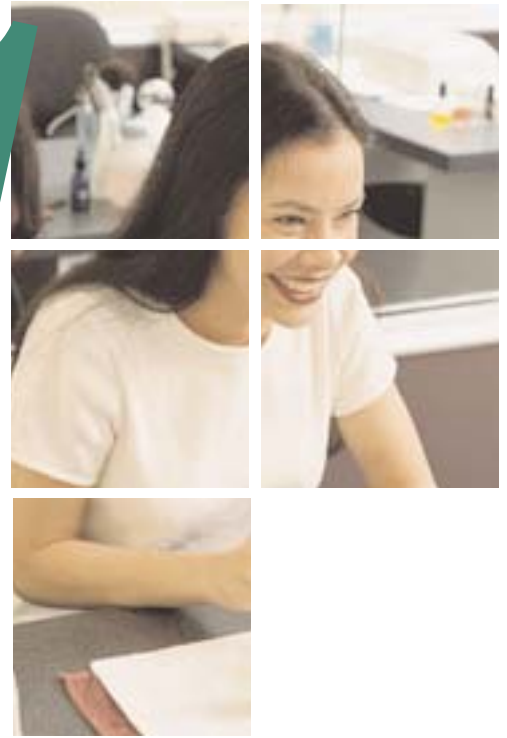
module 3 - commercial

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

module 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

"Top legal firms employ Souters trained secretaries throughout the country"



distance learning >
general information & fees

general information

Our law tutors teach our legal modules in a classroom environment in the City of London.

Our Distance modules were written by legal professionals and cover the same syllabus as that taught at our centre. The notes are divided into several sections, each with related assignments.

The tutor assigned to Distance Learners is available by phone, e-mail etc.

An original relevant example of each legal form, document or precedent will be forwarded with the appropriate section of the course.

We will also provide tapes for audio/typing practice etc.

There are two core modules, (1) Conveyancing and (2) Litigation and two additional options plus typing if needed. You may do any subject as a single module.

You operate at your own pace but it is recommended that you start and finish each module within a two-month time frame.

course fees

A single module costs £299.00. Many students like to cover two modules, as this will open more career openings. There is a ten percent discount for full payment on enrolment and a further ten percent when booking two modules together.

If you wish to pay in stages you need to make your first payment of £99.00 on enrolment and pay in full by the time you send in your last assignment (typically payments of £50.00 per assignment) Typing software costs £25.00 but is complimentary if you select and prepay two modules.

what can I do next?

If you have anything you need to clarify you can call us on 020 7248 8987 or e-mail us at enquiries@souters.org ; you can of course check our website at www.souters.org for further information. If you think you understand the process, please complete the attached registration form and we will start your induction process.



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distance learning > 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

Core Modules: Conveyancing

Litigation

*Typing Skills Enhancement Software

Please tick as appropriate

Business Modules: Commercial

Corporate

Introduction to Law

*(Free CD with two modules prepaid.)

DATE OF
COMMENCEMENT

payment details

Please register me for the course as requested above subject to your discretion.

I enclose full payment of £ _____

I enclose a deposit of £ _____ and undertake to pay the balance in four further installments of £50.00.

Please debit my:



Switch Issue No

Expiry Date:

VISA MASTERCARD DELTA AMEX SWITCH /SOLO CARD

Start Date

Please give the last 3 digits printed on the reverse of your card: Security Code

(Please print name exactly)

Cardholder's Name: as it appears on your card _____

Signature: _____

or

I enclose a cheque payable to "Souters"
for £ _____

POST YOUR ORDER AND PAYMENT TO:
Souters Training Centre, 32 Ludgate Hill,
LONDON EC4M 7DR

Terms & Conditions: Deposit will be refunded if cancellation is received within seven days of registration. All fees are due and payable on commencement of course. No refunds for non-attendance. CONFIDENTIALITY All materials received on the course whether written, oral or otherwise are strictly the property of Souters Training Limited. It cannot be reproduced for any other purpose than for the legal secretarial course provided by Souters.