

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. From this base we support our distance learners.

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. If you study 3 Legal units including our core course you will receive the Souters Legal Secretary Diploma.

You will receive certification for each MS Office product which you complete.

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.



Distance Learning

legal secretarial courses

MS Office training

touch typing

audio typing

In a nutshell...

- Souters' training is designed to suit the individual student. Training is geared to your existing set of skills.
- There are two main channels of Distance Learning:- Basic Office Skills 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 acquire typing and MS Office skills.

General Skills training has the following key elements:-

- Beginner Level course for absolute beginners
- MS Office training and related assessments
- Touch typing and speed improvement
- Audio Typing

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

- Legal Secretary Course – Core course, Fast-Track
- Diploma Courses – composed of individual law courses depending on specialities required including practical sessions (we can recommend which course if unsure)
- City & Guilds ILEX Courses

You will know your background and skills level so you decide what you need. We can advise on this, if required.



General Office 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 MS Office packages are fundamental characteristics of a good secretary. We therefore structure our fee packages to encourage training to a proficient 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 any of our 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).

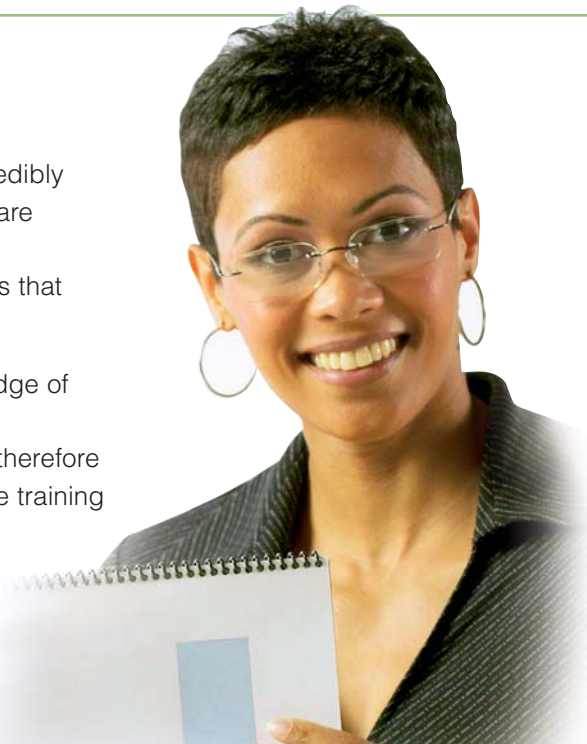
The course lasts for a maximum of one month.

Audio typing practice is included in this module.

Distance Learning

additional
typing skills

MS Office skills



IT Skills



■ Firms require their secretaries to have a sound knowledge of select MS Office packages. Therefore, our training offers students the opportunity to enhance their skills on packages that are most commonly used.

Here is a list of the packages that we cover:

- Microsoft Excel – 2003 & 2007
- Microsoft Word – 2003 & 2007
- Microsoft PowerPoint – 2003 & 2007
- Microsoft Access – 2003 & 2007
- Microsoft Outlook – 2003 & 2007
- Vista
- Lotus Notes

■ Our training is based on MOS (Microsoft Office Specialist Standard).

■ 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 required.

Skills for the Office - Beginner

MS Office Courses and Typing Training

This package includes basic training in two MS Office courses to beginner standard as well as instruction in Touch Typing.

A training plan to suit each person's abilities will be established at the induction. You will have access to our in-house facilities or Distance Learning systems if required. Please be aware that all exams for IT Skills MUST be conducted at our training centre in London. If not possible to attend we will make other arrangements.

The training is extremely thorough and should generate rapid improvement in basic office skills. We use MOS standard (Microsoft Office Specialist).

The training can stand alone or is ideal for integration with Secretarial Courses or Legal Secretarial Training packages.

Entry Requirement

- Basic Keyboard skills.

Duration

- One month.

Cost

- £249.00
You will receive a £50 credit from this course for use on other Souters courses.

Certificate

- Beginner Certificate on successful completion.

New for 2009!

Distance Learning



Course Content

Course Structure

- Induction and establishment of training plan.
- Two MS Office Beginner level topics (see below) as per your specific plan.
- Touch typing.
- Beginner Certificate on successful completion.

The training system has been developed over several years and is compelling to follow. The training can be based from our centre where you have access to live tutors or we can arrange online training at home based PC interfaces, (Broadband link and suitable PC needed for remote study). Once training is complete we give you online access to our reference system for one complete year after your course start date.

MS Office Packages Available

- Word 2003 and 2007
- Excel 2003 and 2007
- Outlook 2003 and 2007
- PowerPoint 2003 and 2007
- Access 2003 and 2007
- Lotus notes
- MS Vista

Legal Secretarial Courses

Our tutors teach our Legal modules in a classroom environment in face-to-face format but are also available to assist distance learners.

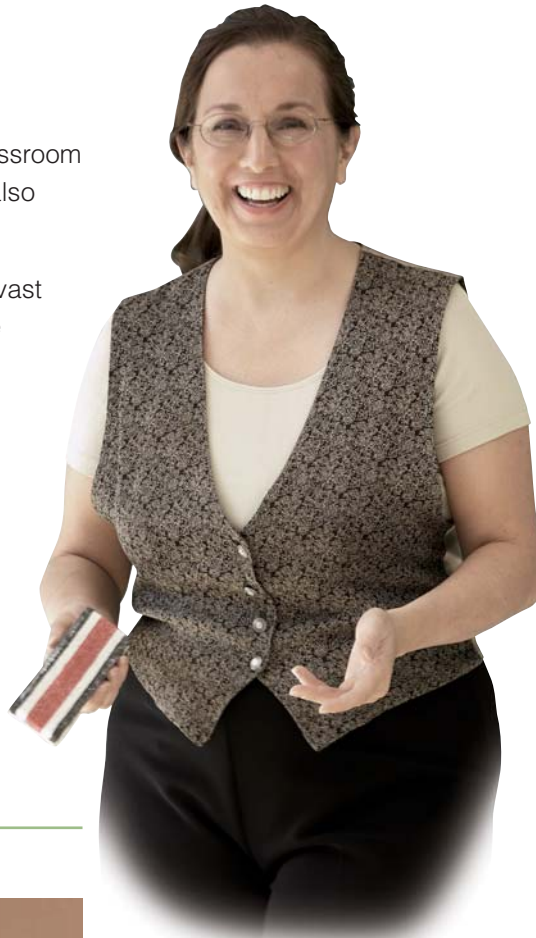
We supply legal forms electronically, use a vast library of precedent documents and sample working files. This allows practice in the day-to-day routine of a legal firm.

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.

Distance Learning

teaching style

diplomas



Souters Diploma – Legal Secretary

- 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.
- 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.
- The student needs to complete:-
 - Legal Secretary Course
 - Two legal modules (ie. Law courses). Litigation is compulsory
 - Competence test in general secretarial skills, typing and MS Office skills.
- 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 Secretary Course Fast Track

This unique fast-track Legal Secretarial course is designed for people with existing Secretarial and/or PA skills or who have already completed related Souters' general skills training.

The course provides quality background training in legal industry structure and basic legal concepts; it is primarily a practical module. The course is ideal for temporary staff looking to broaden general secretarial skills thus allowing them to also take on legal roles.

To aid in the progression towards a more specialised level of study, a deeper knowledge of areas such as Business Law, Litigation etc. can be obtained by taking the relevant individual legal modules.

The course also 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 is used as a Diploma credit. This is suitable for secretaries or temporary staff aiming to make themselves available for legal roles.

Course Requirement:

- Typing ability
- Audio skills
- Previous secretarial experience **OR** competence in General Office skills, MS Office and typing. If required, training is available for this.



Fast Track Distance Learning

Course Content

1. Introduction to 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
 - Corporate and Commercial Law (COCO)
 - Family
 - Wills Probate
 - Intellectual Property
5. Explanation of office procedures; speciality software and databases, time recording, invoicing
6. Forms processing and completion - **Practical session***
7. Document presentation and engrossment - **Practical session***
8. Proofreading - **Practical session***
9. Use of Digital Audio in the office. **Practical session***
10. Generic skills assessment (for students who have not done our standard Secretarial course)
 - MS Office skills
 - Typing
 - Audio
11. Practical application test and appraisal

***Real-life Practical Sessions accurately simulating day-to-day legal Secretary functions.**

Distance Learning

Legal Secretarial - Law Courses

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 General Office skills 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 the Legal Secretary Fast Track course plus two law modules. You will also be tested in MS Office, typing and audio skills unless you have already received the Secretary/PA Diploma.

1. Litigation

Criminal Law

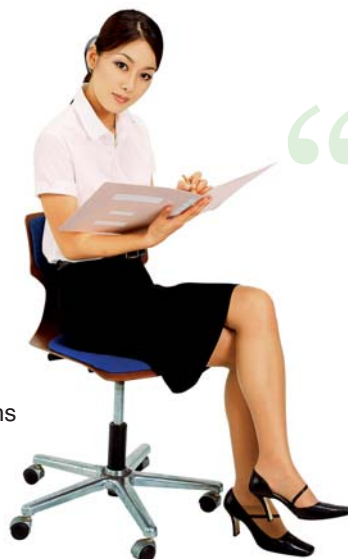
- Criminal Courts Structures
- Preparation for Trial
- Criminal Court Procedures
- Police Procedure
- Criminal Offences
- Sentencing

Civil Law

- Civil Courts Structures
- 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

2. Conveyancing

- Freehold & leasehold transactions
- Registered and unregistered properties
- Taking instructions from clients
- Carrying out Local Authority Searches
- Bankruptcy searches
- Dealing with 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”

Distance Learning Legal Secretarial - Law Courses Modules 3 - 4

3. Business Law

Commercial

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

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



4. 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



“ I was recently made redundant 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. ”

City & Guilds ILEX Courses

In addition to our own courses we now offer City and Guilds ILEX courses. The City and Guilds ILEX qualification is recognised in the legal sector worldwide.

The ILEX courses will allow legal secretaries to train further and perhaps eventually become solicitors themselves. The process can take several years so legal secretarial students can be employed throughout this period of study allowing them to also gain valuable on-the-job experience.

The ILEX Level 2 certificate course is available immediately with the Level 3 Diploma course to follow in April/May 2009.

New for 2009!
City & Guilds
ILEX
Courses
Distance
Learning



Objectives:

- City & Guilds ILEX Courses give legal secretarial students the opportunity to have internationally recognised legal training whilst gaining valuable on-the-job experience.

Course Requirement:

- In order to gain the City & Guilds ILEX Level 2 Certificate or Level 3 Diploma you are required to take an external proof reading test in either February, May or November. This test can be taken either at your work under the supervision of your employer or at an external City & Guilds approved assessment centre. (e.g. Souters Centre)
- The attainment of any of the qualifications follows satisfactory completion of the assignments and, where relevant, the external proof reading test. If you complete the assignments but choose not to do the external test you will not be awarded your Certificate or Diploma but will receive units of credit from City & Guilds instead.
- Your course will be valid for one year from the date of enrolment and you must complete the assignments for all of the units within this period. The whole process can be completed well within the one year allowed and in some cases in two to three months.

City & Guilds ILEX - Course Content

Level 2 Certificate for Legal Secretaries

There are two units in this course

- Legal Word Processing
- Working in the Legal Environment.

Available immediately.

Level 3 Diploma for Legal Secretaries

There are two units in this course

- Advanced Legal Word Processing
- Business Skills in the Legal Environment.

Available October 2009

Distance Learning

FAQs



Why Souters?

Souters is aware of the requirements of the private and public sectors and therefore tailor the courses to fill these requirements. Souters has a dedicated permanent facility and has been running courses since 1988. Souters provides practical application and simulated office environments including use of all software. 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).

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, where selected students have made comments on how Souters helped them find employment.

Is the Diploma recognised?

Both our Secretary/PA and our Legal Secretarial Diploma are well recognised within the private and public sectors. Our CPD training for Solicitors is accredited by the Law Society.

What is ILEX?

We also now offer City and Guilds ILEX courses where these are desired as an option. ILEX is the main recognised Institutional body providing

education and support for support staff in the legal profession.

Is the course open to foreign students?

Yes. The course is open to all. There are no additional fees for overseas students. Our qualifications are very attractive to foreign firms and many students receive quality employment on return to their home country. We also deal with several foreign firms, which send their employees to Souters for full training

How much do I have to pay up front?

Can I pay in instalments?

To book your place on the course, you need to make your first down payment of £100. Instalments by mutual arrangement. You are entitled a 10% discount for paying in full when you book your course.

How long are the courses?

You choose how quickly or otherwise you wish to proceed; we recommend no longer than three months per course unit. Completion is possible within a few weeks if desired.

Do I need to buy books?

No. Souters provide all written materials.

Registration Form - Distance Learning

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 relevant boxes).

 IT Skills Skills for the Office - Beginner Fast Track Legal Secretary City & Guilds ILEX Level 2 City & Guilds ILEX Level 3 Conveyancing Litigation Business Law Introduction to Law Employment Family Combined Package

Please contact us if you are unsure of the Fee for your chosen 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 VISA DEBIT (DELTA) MASTERCARD MAESTRO AMEX SOLOMaestro Issue No
(if applicable) 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: _____

General Terms and Conditions

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 may be an discretionary administration fee.
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. All Course Fees become payable once your course has started, although instalment payments may be permissible.
11. 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.
12. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
13. The act of registration constitutes acceptance of these terms.