



THE INSTITUTE OF LEGAL SECRETARIES AND PAs

Introduction

General Procedures

Aims and learning outcomes

This section will enable a Student to gain an understanding of the daily tasks of a Legal Secretary and how law firms operate.

Students do not need to have any prior knowledge of this area.

On completion of this unit a Student will understand:

- How correspondence and post is dealt with
- How to take telephone messages and record information
- Legal forms and documents
- How to proofread
- How financial transactions and charges are made
- The law library
- Confidentiality and using common sense

Students are required to complete a multiple choice achievement test for this section.

A Guide to the Internet

Aims and learning outcomes

This section will enable a Student to gain an understanding of how the Internet works and how to use it.

Students are required to have a basic knowledge of this area.

On completion of this unit a Student will understand:

- Websites
- How to navigate the Internet

- How to search the Internet
- How to download and save documents
- Intranets and extranets
- How to use e-mailing systems
- How lawyers use the Internet
- How to use keyboard shortcuts
- Internet jargon

Unit 1

The English Legal System

Aims and learning outcomes

This unit will enable a Student to gain an understanding of how English Law has developed, how legislation is created, how the law is administered through the court system and how the legal profession operates.

Students do not need to have any prior knowledge of this area.

On completion of this unit a Student will understand:

- The nature and function of law
- The classification of law
- The development of the English Legal System
- Sources of English law
- The court structure
- The legal profession
- How to settle disputes outside of Court

Students are required to complete a multiple choice achievement test for this unit.

Unit 2

The Law of Contract and Law of Tort

Aims and learning outcomes

This unit will enable a Student to gain an understanding of the general legal principles of the law of Contract and Tort. In addition students will understand the different forms of liability under current civil obligations.

Students do not need to have any prior knowledge of this area.

On completion of this unit a Student will understand:

- The definition of a Contract
- Requirements of a valid Contract
- Terms of a Contract
- Discharge of a Contract
- Remedies for breach of a Contract
- Remedies in Equity for breach of a Contract
- Nature and duty in Tort
- Damage and liability
- General defences in Tort
- Who is liable in Tort
- Remedies
- Negligence
- Nuisance

Students are required to complete two multiple choice achievement tests for this unit.

Unit 3

Civil Litigation

Aims and learning outcomes

This unit will enable a Student to gain an understanding of mainstream aspects of civil litigation and a practical understanding of how a litigation problem is dealt with so that they know how to assist in a litigation department.

Students do not need to have any prior knowledge of this area.

On completion of this unit a Student will understand:

- Litigation procedure
- Financing civil litigation and costs
- Procedural steps for a specified amount claim
- Procedural steps for an unspecified amount claim
- Procedural steps for a summary judgment where there is no defence
- Statements of case and the function of each
- Importance of disclosure, inspection of documents and how it operates
- What is required in preparing for trial
- Enforcement of Judgement

- How to produce and complete the relevant documents, forms and letters.

Students are required to complete a multiple choice achievement test for this unit together with practical assessments.

Unit 4

Land Law and Conveyancing

Aims and learning outcomes

This unit will enable a Student to gain an understanding of land law and property ownership. Students will also obtain a general understanding of the key steps in a conveyancing transaction.

Students do not need to have any prior knowledge of this area.

On completion of this unit a Student will understand:

- What is meant by land
- Origins of land law
- Legal estates in land
- Equitable estates in land
- Interests in land
- Co-ownership
- Registered and unregistered titles
- Mortgages
- Land charges
- Adverse possession
- Conveyancing transactions
- The difference in procedure between registered and unregistered conveyancing
- National Conveyancing Protocol
- Failure to complete
- Searches and enquiries
- How to produce and complete the relevant documents, forms and letters.

Students are required to complete a multiple choice achievement test for this unit together with practical assessments.

Unit 5

Wills, Probate and Administration

Aims and learning outcomes

This unit will enable a Student to gain an understanding of the law and practice relating to succession. Students will also obtain an understanding of the letter writing, will and probate drafting skills used in succession. The emphasis of the unit is split between matters relating to wills and administration of an estate.

Students do not need to have any prior knowledge of this area

On completion of this unit a Student will understand:

- Differences between testate, intestate and partial intestacy
- Types of Grants of Representation
- Entitlement to act as an Administrator under an intestacy
- Powers and duties of Personal Representatives
- Steps for obtaining a Grant of Probate
- Steps for obtaining a Grant of Letters of Administration
- An affidavit of due execution and of plight and condition
- Key requirements for making a valid will
- Testamentary dispositions
- Revocation
- Rectification
- Intestacy
- Administration of estates
- Caveats
- Commorientes Rules
- How to produce and complete the relevant documents, forms and letters.

Students are required to complete a multiple choice achievement test for this unit together with practical assessments.