2018
Prospectus

THE INSTITUTE OF LEGAL SECRETARIES AND PAs

Dedicated to your career every step of the way

The Professional Body for Legal Secretaries and PAs

Welcome
to ILSPA's Prospectus

Tel: 0207 1009210 or 01803 867846
Email: info@institutelegalsecretaries.com
Website: www.institutelegalsecretaries.com
Journal: www.legalsecretaryjournal.com

ILSPA is the go-to place for trainee and experienced Legal Secretaries and PAs. We are dedicated to your career every step of the way. Whether you would like to become a Legal Secretary or you would like to advance your Legal Secretary career, we are here to support you through your journey.

We can offer you training, career advice, professional development and help to secure employment. Our Legal Secretary courses are highly valued in the legal world. We provide Legal Secretary qualifications which are recognised by law firms and legal recruiters throughout the UK. Membership of the Institute enables you to receive guidance and support throughout your career, provides you with professional recognition and gives you exclusive access to a wealth of online resources for Legal Secretaries and PAs.

The Institute of Legal Secretaries and PAs was founded in 1990 by a group of legal professionals with the mission of promoting the excellence and professional recognition of Legal Secretaries and PAs. Since its founding, ILSPA has helped thousands of people throughout the UK and overseas achieve their goals and have rewarding careers in law.

Whatever stage you are at in your career, we are here to help. Please do not hesitate to contact us if you would like to talk to a member of our team. We look forward to helping you achieve your goal.

Head Office

The Institute of Legal Secretaries and PAs
Blacklers
Park Road
Dartington Hall
Totnes
TQ9 6EQ

Evening Class

Regent's University
Regent's Park
Inner Circle
London
NW1 4NS

Content

Legal Secretary Duties — Pg.

- The Legal Secretary and Legal PA — 3
- General Duties — 4

Legal Secretary Courses

- Legal Secretaries Diploma Course — 6
- Student Success Stories — 11
- Single Subject Legal Courses — 12

Legal Secretary Membership

- Benefits of Membership — 16
- Levels of Membership — 17
- Continuing Professional Development — 18

Legal Secretary Jobs

- Help to Secure Employment — 19
- ILSPA's Legal Secretary Jobs Board — 20

Law Firms

- Training and Development — 22
- Testimonials — 22

Legal Secretary Duties

Law is a set of rules used to regulate human conduct within a state. It affects our lives, individually and collectively, on a daily basis and continually adapts to meet the changing needs of our society.

The Legal Profession exists to put law into practice and includes many different roles such as Judges, Barristers, Solicitors, Legal Executives, Paralegals, Barristers' Clerks, and Legal Secretaries or PAs. Legal Secretaries are a very important part of the legal profession. They help lawyers with their work and are an integral part of a team of legal professionals.

The Legal Secretary

A wealth of skills are needed for a Legal Secretary role, including secretarial, administrative, legal, IT, and an excellent standard of spoken and written English. Legal Secretaries can work in law firms as well as other legal environments such as barristers' chambers, law courts, the police service or local authorities.

The work of Legal Secretaries varies greatly as there are many different areas of law and legal procedure, including conveyancing, probate, litigation, family law and criminal law. Legal Secretaries find their careers enjoyable and rewarding, as their work can be very interesting. They are given important responsibilities, liaise with a range of clients and are at the heart of the legal profession.

Career prospects are very good and through gaining experience you can obtain a higher position and salary. Legal Secretaries can be promoted to positions which give them more responsibility or they can work their way up through the legal profession, going on to become Paralegals or Legal Executives, with the right training. Their role provides them with a good grounding in law and legal procedures, and valuable experience can be gained on the job.

The Legal PA

Legal Personal Assistants can perform similar legal work to that performed by Legal Secretaries, but they usually work for just one person in a firm. They furnish clients with high-quality service and can be the first point of contact, making decisions on behalf of their bosses.

Legal PAs take on more responsibility with senior administrative tasks such as marketing or dealing with accounts and budgets. They act in a personal way for their bosses and are responsible for managing personal timetables and diaries, together with organising events and engagements and making travel arrangements. Legal PAs are heavily depended upon by their bosses and need to be reliable and committed.

General Duties

- Producing and completing legal documents, forms and letters
- Organising and filing correspondence, legal forms and documents
- Answering telephone calls and providing accurate information
- Compiling letters and legal documents from dictation
- Preparing court forms and statements
- Attending court
- Arranging appointments and meetings
- Liaising with clients
- Performing legal research

Legal Secretaries Diploma Course

ILSPA's Legal Secretaries Diploma course is enjoyable, comprehensive and popular. It will provide you with valuable legal knowledge and the practical skills you need to become a qualified and professional Legal Secretary.

The course has been designed by legal professionals and is widely recognised by law firms, legal departments and legal recruiters.

ILSPA's philosophy is that Legal Secretaries and PAs should understand not only how to perform certain tasks but also the reason for those tasks and the principles of law behind them. This gives you excellent job prospects and the opportunity for career advancement.

When you study through ILSPA, you gain much more than a qualification. We aim to make you excited about your career through the interesting content of our course material and the passion with which it is delivered. We not only help you with your studies so that you achieve your qualification, but provide you with advice and support so that you have a successful and fulfilling career. As an ILSPA Student, you receive free Membership of the Institute as we want you to experience the great benefits we offer such as CV help and career guidance. You have access to Student resources through the Student and Member area of our website and inspirational articles in our Legal Secretary Journal. Take a look at our Membership section for details.

"Great news! I have secured a fantastic job as a junior legal secretary at one of the UK's top intellectual property firms' London offices! Not only that, they had a strict requirement for a Legal Secretary qualification and spoke very highly of ILSPA. I am truly grateful for your support following the completion of my course. I hope I can remain part of the ILSPA community for the years ahead!"

Iliana Stamatova, *London*

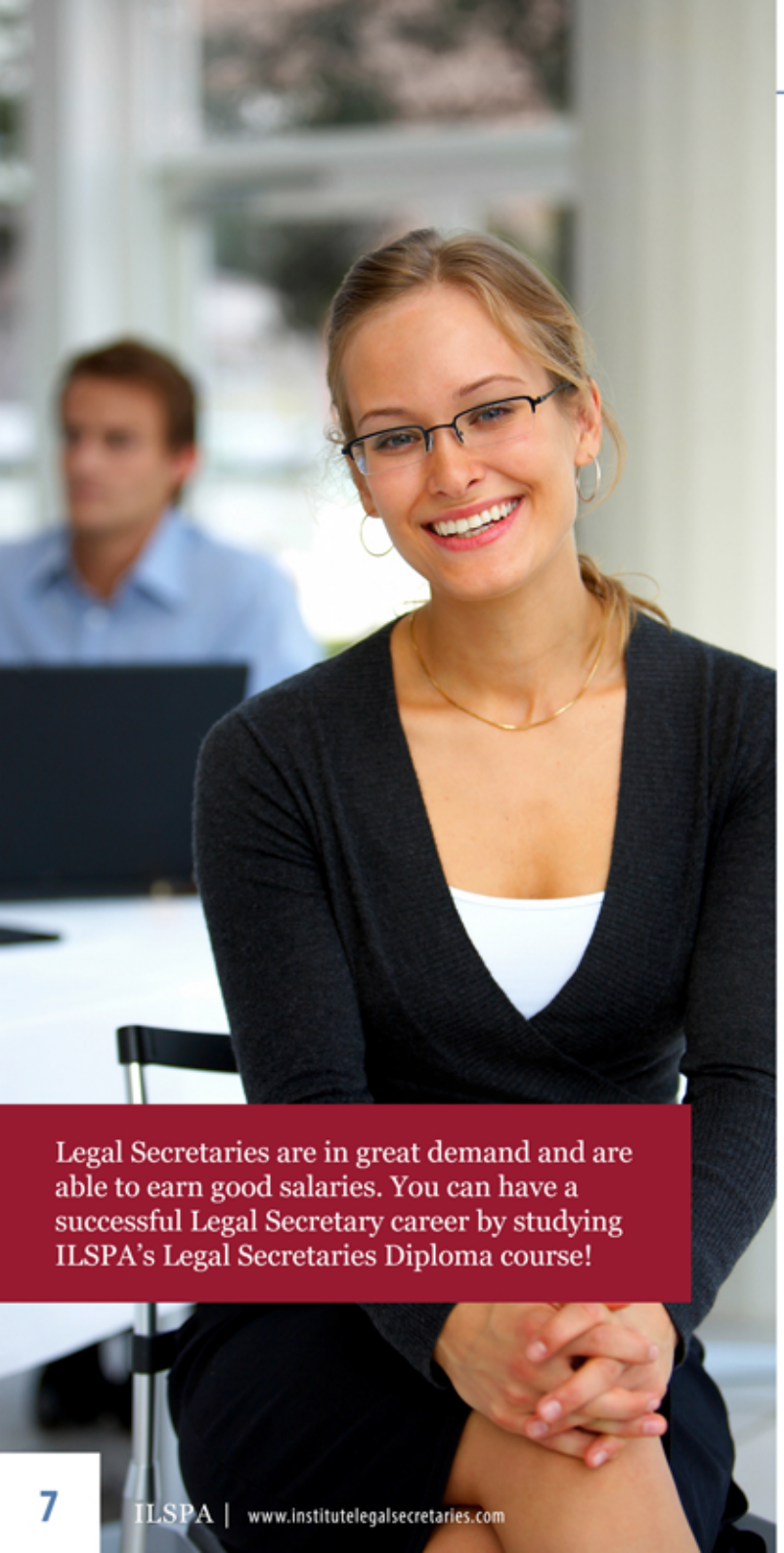
Course Content

- General Procedures
- Glossary of Legal Terminology
- The English Legal System
- The Law of Contract
- The Law of Tort
- Civil Litigation Practice
- Land Law
- Conveyancing Practice
- Wills, Probate and Administration Practice
- Family Law and Practice
- Royal Courts of Justice Tour

ILSPA's course will provide you with valuable legal knowledge and the practical skills you need to become a qualified Legal Secretary. You will learn about various areas of law and the practical tasks involved with Legal Secretary work, such as legal document production, completing legal forms and typing professional correspondence.

Our tour of the Royal Courts of Justice is optional and takes place once a month. It offers Students the opportunity to see how the courts operate, hear some cases and carry out some group assignments to further their learning.

Please request a copy of our syllabus, if you have not done so already. You can also find the syllabus in the Legal Secretary Courses section of our website.



Legal Secretaries are in great demand and are able to earn good salaries. You can have a successful Legal Secretary career by studying ILSPA's Legal Secretaries Diploma course!

Suitable Learners

We have a wide range of Students of all ages, nationalities and varying levels of experience.

ILSPA's Legal Secretaries Diploma is suitable for:

- People with no previous experience in law who want to enter the profession
- Administrators or Secretaries who want to advance their careers
- Experienced Legal Secretaries who want to gain a formal qualification
- Law graduates who want to gain practical skills

Course Requirements

Learners are required to have administrative or secretarial skills with a good typing speed, computer literacy, a good understanding of Microsoft Word, and a good standard of spoken and written English. Our course will teach you about law, legal procedures and Legal Secretary tasks, so it is important that you have these existing skills in order to secure employment as a Legal Secretary. If you need to acquire any of these skills, please contact us for advice.

"I found the course so interesting and engaging. I enjoyed learning about different types of law. Seamus is such a wonderful, engaging tutor I didn't want the classes to end because I enjoyed them so much. I want to say a big thank you to my Course Assessor, Maria Richards, for all your help, support and guidance. I also want to say a big thank-you to ILSPA for all your help, guidance and support, especially with my CV and cover letter. I have finally gotten my dream job as a Legal Secretary."

Rebekah Martello Bryant, *Croydon*

Study Methods

Distance Learning

We have Students studying our Legal Secretaries Diploma course online throughout the UK and overseas. You can study the course from home at your own pace and start at any time of the year. As a guideline, the course is usually completed within six months. However, Students learn at different rates, and you have up to one year to complete your studies. Some Students studying by distance learning have been known to complete the course within six weeks! A good pace for studying the course would be around eight hours a week, but this can be flexible according to your commitments. The more time you dedicate to your studies, the quicker you will complete the course.

The course material is available online through our website. There is no need to purchase any books. When you enrol, you will be sent your username and password so you can log in to our website and access the course material and Student resources straight away.

Evening Classes

ILSPA's Legal Secretaries Diploma course can be studied via evening classes at the prestigious Regent's University in London. Our evening classes are held one evening a week for 14 weeks from 6.30pm - 9.30pm. ILSPA's tutors are legal professionals and have excellent experience teaching law. They aim to make your learning experience enjoyable through their passion for teaching and fun approach to the lessons.

The course involves tuition at the University and additional study at home. There is no use of computers in class, but it is necessary for you to have a computer and printer at home to complete the coursework. Everything covered in class is provided to you online, which will become a valuable learning aid throughout the course. Once the classes have finished, Students are able to submit their coursework straight away or they can take up to a year if they need to.

Royal Courts of Justice Tour

Students have the opportunity to attend a tour of the Royal Courts of Justice in London which takes place once a month.

Our tour offers a great chance to see how the courts operate and learn some historical facts. Students are able to hear cases and carry out group assignments to further their learning. It really helps you put your learning material into perspective.

Help and Support

We can provide you with all the help you need to pass the course. If you have any queries regarding the course material or your coursework, you can telephone or email us.

Whether you study through evening classes or by distance learning, you have access to full support from your course tutor, our Course Assessor or a member of our team.

Coursework and Assessment

Whether you study the course by class attendance or distance learning, the coursework and assessments are the same. There are no examinations for the Legal Secretaries Diploma course. You are assessed by way of multiple-choice achievement tests and practical assessments.

You are required to complete an achievement test after each unit to show your understanding of law. There are 20 multiple-choice questions in each test. You can complete your test online through our website and receive your results immediately after submission.

Units 3, 4, 5 and 6 include practical assessments which involve the production of legal forms and documents on your computer at home. Full instructions and examples are provided in the course material to enable you to complete the coursework. Through completing the assessments, you will show how well you are able to follow instructions and apply word processing skills to a variety of documents commonly found in legal practice. You are required to create a portfolio of your assessments which must be sent to our Course Assessor when you have completed the course.

Your portfolio will be marked and sent back to you within 21 days with your results. If you have passed the course, you will be awarded ILSPA's Legal Secretaries Diploma certificate. Our pass rate is very high and 95% of Students who complete their coursework achieve the qualification.

Results are graded Pass, Merit or Distinction - depending on the standard of your coursework. If you fail any part of the course, you will have the opportunity to redo it.

Course Material

Whatever study method you choose, the course material is available online through our website. After enrolment, you will receive an email including your login details so you can access our Student area.

The Student and Member area of our website and online Legal Secretary Journal include some useful resources which will help you to be motivated and inspired during your studies.

The online course material includes a student guidebook, study notes, achievement tests and practical assessments. To aid the completion of your coursework, we provide full instructions and examples.

The course is complete in itself and you do not need to use any textbooks. Everything you need to pass the course can be found online.

Student Resources

ILSPA's online Student and Member area includes a wealth of information. You will receive study advice, information about the Royal Courts of Justice tour, how you can receive Student discounts and learn about the help which is also available to you during your studies. Help to secure employment is available, as well as professional development advice, other Students' experiences, legal research websites, legal news and blogs, IT tips and advice, and more.

Course Tutor Profiles

Amanda Hamilton is the Chief Executive of the National Association of Licensed Paralegals. She is an experienced law tutor and has taught the Legal Secretaries Diploma course for over 15 years. Amanda has a passion for teaching and we regularly receive fantastic feedback from our Students about her.

Amanda Hamilton

Seamus Ryan started teaching after he finished law school, over 20 years ago. He is a qualified Solicitor, a member of the Institute for Learning and a Law Society accredited Lexcel consultant. Seamus is well-liked by our Students and they often impress him with their commitment and enthusiasm for learning.

Seamus Ryan

Course Assessor Profile

Maria Richards is a Fellow of the Chartered Institute of Legal Executives and has over 14 years' experience practising for one of the largest firms in the South West. Maria has teaching experience which extends from Legal Secretary courses to graduate and postgraduate levels in all areas of law. Maria sees each Student as a unique and valuable individual.

Maria Richards

"After completing the Legal Secretaries Diploma, I am about to start my first legal secretarial job. I had the confidence to apply for the position, despite not having any experience in the field. Having the diploma on my CV got me the interview and showed them that I was serious about wanting a career in the legal field. Thank you so much for your support throughout the course. It really makes a difference knowing that there is a team behind you."

Carole Sharkey, *London*

"I would highly recommend this course to anyone who is considering doing the Diploma course with the Institute of Legal Secretaries. The standard of service was exceptional from start to finish, all questions raised were answered in a matter of hours. An all-over excellent experience with the Institute of Legal Secretaries and the team."

Sarah Shippey, *Leicester*

Student Success Stories

Moushka Dickens

Moushka Dickens studied ILSPA's Legal Secretaries Diploma course through evening classes at Regent's University in Regent's Park:

"I cannot praise Amanda Hamilton enough for help, advice and for being an amazing and inspirational tutor. She has a natural gift for teaching and for instilling in others the importance of studying a very detailed subject which spans many different topics in law. She managed to make lessons not only very interesting but also amusing. I have found the Institute of Legal Secretaries and PAs to be very helpful when I have either telephoned or emailed them with queries."

Moushka achieved her goal and secured a position as a Legal Secretary at a law firm in Wimbledon:

"I'm being trained on the job and the work is very interesting. I felt really confident starting this role knowing that I had been trained by the Institute of Legal Secretaries and PAs. Everything I covered in my course is here at my job. It's great to be able to put into practice what I've learned, and the course folder and assignments have been invaluable to me. My new employers and colleagues are very pleased and impressed with my work. I am enjoying my new career so far and I hope to take it further in the future. I cannot recommend the Institute of Legal Secretaries and PAs and the course highly enough for people who are thinking of retraining."

Nikola Vilakazi

Nikola Vilakazi, from London, studied ILSPA's Legal Secretaries Diploma course from home by distance learning:

"I have been an Executive PA for over 15 years. I have always wanted to study law, but because of the cost involved and finding the time out of working hours to do so it proved next to impossible. Then I came across an advert for the ILSPA Legal Secretaries Diploma course. I was impressed with the professionalism and most importantly the various topics covered in the course. This, combined with the convenience of distance learning and the affordable repayment terms, made it very attractive. I signed up immediately and have not regretted it since. I found the course material and teaching style of exceedingly high quality, making the topics very interesting."

After completing the course, Nikola secured a position as a Legal PA in the city:

"I hold the position of Legal Team PA, supporting the Group General Counsel and his team of Solicitors and Paralegals. This happens to be the best job I have had since I began my career 18 years ago. The tips you gave me on how to structure my CV proved very useful. The HR lady who interviewed me stated that my CV stood out from amongst 30 applicants; she appreciated the professional layout and not only did I have the desired qualification but I was also a member of a reputable institution. I impressed them when I gave a rundown of the numerous topics I'd covered.
I realised then that this was the selling factor for me, which subsequently resulted in me getting the job.'

Single Subject Legal Courses

Our Single Subject Legal courses are suitable if you would like to specialise in one particular area of law. We offer a range subjects which can be studied online by distance learning.

You can start at any time of the year and study at your own pace. The Single Subject Legal courses are available in two levels - Foundation and Advanced.

Foundation Level (Certificate)

This level is suitable if you would like to gain knowledge of an area of law and learn about the legal secretarial procedures involved. You do not need to have any previous experience of law, but you are required to have secretarial skills.

The following subjects are available:

- Civil Litigation
- Land Law and Conveyancing
- Family Law and Practice
- Wills, Probate and Administration

Advanced Level (Diploma)

This level is suitable if you would like to gain an in-depth understanding of an area of law and acquire some paralegal skills. Ideally, you should already be working within the area of law or have gained a legal qualification so that you have some existing knowledge.

The following subjects are available:

- Civil Litigation
- Corporate and Commercial
- Criminal
- Land Law and Conveyancing
- Family Law and Practice
- Wills, Probate and Administration

Coursework and Assessments

There are no examinations for the courses, as the subjects are assessed through coursework which you must complete online through our website or email to us to be marked. For the Foundation level, you are required to complete a multiple-choice achievement test and practical assessments for your coursework. These involve the production of legal documents, forms and letters on your computer at home. For the Advanced level, you are required to complete a multiple-choice achievement test and a written assignment.

Results are graded Pass, Merit or Distinction - depending on the standard of your coursework. If you fail any part of the course, you are given the opportunity to redo it. You receive your results within 21 days and, if you have passed, you receive a certificate for the Foundation level or a diploma for the Advanced level.

Help and Support

We can provide you with all the help you need to pass our courses. You can telephone or email your Course Assessor or a member of our team with any queries you have about the coursework or the course material.

Please contact us to request our Single Subject Legal course syllabus. Alternatively, you can download a copy from the Legal Secretary Courses section of our website.

Course Fees

ILSPA's courses can be paid for in full or by interest free instalments.

Legal Secretaries Diploma Course

Evening Class - £800

Payment plan option: 10% deposit of £80 + 6 monthly instalments of £120.

Distance Learning - £600

Payment plan option: 10% deposit of £60 + 6 monthly instalments of £90.

Single Subject Legal Courses

Foundation Level - £200

Payment plan option: 10% deposit of £20 + 6 monthly instalments of £30.

Advanced Level - £300

Payment plan option: 10% deposit of £30 + 6 monthly instalments of £45.

Course Enrolment

Visit www.institutelegalsecretaries.com to enrol online or telephone 0207 1009210 to speak to a member of our team.

You can make your payment via debit/credit card in full or by instalments. Alternatively, you can request an invoice for your firm.

Once You Have Enroled:

Your payment will be processed.

Within 24 hours, you will receive an email confirming your place on the course.

Your email will include your Student login details so that you can access the course material and Student resources on our website.

As the professional body for Legal Secretaries and PAs, we aim to provide affordable training to Students. Instalments are interest free.

Benefits of Membership

Membership is very beneficial to you whatever stage you are at in your career. You will receive:

Student and Member area access

ILSPA's exclusive Student and Member area can be accessed through our website. It includes a wealth of resources for Members and Students, help to secure employment, IT tips and advice, career advice, Students' and Members' experiences, Member discounts, legal news and journals, information on our Continuing Professional Development programme, and professional development articles.

Recognition of your status and experience

When you apply for lifetime Membership, an attractive Membership certificate will be sent to you, which if you are an Associate or Fellowship Member will show your eligibility to use the designatory letters AILS or FILS after your name.

Legal Secretary Journal notifications

Our journal is published online and you will receive a monthly email regarding new content. Our articles help advance your professional expertise so that you excel in your career and are aware of the standards that are expected of Legal Secretaries and PAs. We keep you up to date with new laws and legal issues, encourage professional development, provide you with career advice and improve your IT knowledge.

CV help and guidance to secure employment

If you would like help securing employment, we can provide you with step-by-step CV help to ensure that you present a document which is attractive and effective in your job search. Your CV provides the first impression you make on a potential employer, so it is important that it meets a high standard; is tailored for a Legal Secretary position; and shows your full capabilities, skills and experience. Our Guide to Securing Employment and specialist advice will provide you with information on preparing yourself for your job search, where to look for vacancies and interview techniques.

Exclusive discounts through the NUS

Student members can purchase an NUS Extra card and receive great discounts on fashion, food and drink, health and beauty, travel and accommodation.

CPD recognition

Our Continuing Professional Development programme encourages you to advance your knowledge and skills in order to enhance the quality of your work. We aim to recognise your progression throughout your career and we support your accomplishments by awarding you an attractive CPD certificate.

Countersignatory authorisation

Associate or Fellowship Members are recognised by the government as being suitable to countersign passports. For more information, call the IPS Passport Adviceline on 0300 222 0000.

Encouragement to be committed to your career

By belonging to your own professional organisation, you are joining with other Members and demonstrating that Legal Secretaries and PAs are an important part of the legal profession.

Levels of Membership

We have members throughout the UK and overseas who have varying levels of experience.

There are four levels of Membership to suit all:

Student Membership

This is open to anyone who is training or wants to train as a Legal Secretary.

Affiliate Membership

This is open to those who have gained the Legal Secretaries Diploma through the Institute of Legal Secretaries and PAs or an equivalent legal secretarial qualification. Law graduates are also eligible for Affiliate Membership.

Associate Membership (AILS)

This is open to those who have a legal secretarial qualification plus at least one year's legal secretarial experience or at least two years' experience as a Legal Secretary.

Fellowship Membership (FILS)

This is open to those who have a legal secretarial qualification with at least four years' legal secretarial experience or at least six years' experience as a Legal Secretary.

Membership Fee

For all levels of Membership:

Per Year: £50

Lifetime: £150

Membership Application Methods

Visit www.institutelegalsecretaries.com to apply online or telephone 0207 1009210 to speak to a member of our team.

You can make your payment via debit/credit card. Alternatively, you can request an invoice for your firm.

"My experience with ILSPA was delightful and encouraging. Very warm and friendly staff who go the extra mile to meet everything necessary. In all, I loved and enjoyed every minute of it."

Olima Begum, *London*

Continuing Professional Development

Continuing professional development is the means by which members of professional organisations maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.

We encourage professional development through our CPD programme. The programme is designed to recognise the progression of Legal Secretaries and PAs in their careers and support those who accomplish this goal. Continuing Professional Development enhances the professional and personal skills of Legal Secretaries and PAs and, therefore, the quality of their work.

Members can apply for a Continuing Professional Development certificate by showing that they have undertaken CPD in the past year for a minimum period of 12 hours. CPD can consist of many different areas and we have listed some examples of the type of continuing professional development that will qualify.

These are merely examples and are not exclusive:

- Studying a course relevant to your career either by attendance or by distance
- Writing an article for our journal or for a law, secretarial or PA related publication
- Attending any job-related training programmes, in-house or otherwise
- Self-study such as reading publications related to your profession or books relevant to your career and development

One of ILSPA's graduates, Georgie Theobald, cited her Legal Secretaries Diploma as an invaluable step towards performing well as a Legal Secretary. She proved this by winning the Legal PA of the Year Award from SecsintheCity!

Georgie said, "I was nominated by a Senior Barrister I work with. The reason that they nominated me was because they said I'm the glue to the team, I hold everything and everyone together, from the admin to the actual work on the case." The PA of the Year Awards was founded by SecsintheCity to provide recognition for the hard work and professionalism of PAs. Georgie has found the Legal Secretaries Diploma course to be of great benefit to her in her career. She said. "My legal knowledge expanded hugely after my studies; I still refer back to my coursework. When a contract comes in the post now, I can do more than just pick it up, scan it and let my director know it's arrived. I can actually check it, make sure it's all in order and has everything it needs, and request amendments if need be; in fact, I can even draft contracts now, and that's just a small example of the difference it has made to me. My confidence also improved, which helped me start my career within a city firm."

Legal Secretary Jobs

Legal Secretaries and PAs are in great demand. They help lawyers with their work and they are an integral part of a team of legal professionals.

ILSPA's Students and Members are prime candidates for Legal Secretary and PA roles, as they have the knowledge, skills and experience employers are looking for. We regularly help law firms and legal departments fill their vacancies with top-quality candidates.

Career prospects are very good, as the more experience you gain, the higher the salary you can obtain. Legal Secretaries can be promoted to PAs or Office Managers, and some go on to become Paralegals or Legal Executives with the right training, as their role provides them with a good grounding in law and legal procedures.

Help securing employment

ILSPA can provide you with CV help to ensure that you present a document which is attractive and effective in your job search Your CV provides the first impression you make on a potential employer, so it is important that it meets a high standard; is tailored for a Legal Secretary position; and shows your full capabilities, skills and experience. When you send us a copy of your CV, you will receive expert advice on how to improve it.

ILSPA's Guide to Securing Employment will provide you with information on preparing yourself for your job search, where to look for vacancies, applying for jobs and interview techniques. Our valuable guide is a very helpful resource for our Members.

We aim to give you confidence and support in your job search. With the right attitude, determination, skills and qualifications, you can achieve your goal!

"I would like to take this opportunity to thank you all for the assistance and sound advice you have given me. I take great pleasure in informing you that I have secured a job. It was through your assistance with both my covering letter and CV that I had a positive response."
Susan Evans, *Nottinghamshire*

"I thought I should say that I am very much enjoying the course so far and despite me not being fully qualified yet, I have recently got a job as a junior Legal Secretary at Harcus Sinclair Solicitors which was advertised on your website jobs board, so thank you!"
Charlotte Smith, *London*

ILSPA's Legal Secretary Jobs Board

ILSPA's jobs board is one of a kind and specialises in Legal Secretary jobs throughout the UK. Recruiters can benefit from a niche audience of Legal Secretaries who have the qualifications and experience they are looking for. Job seekers can apply for their perfect Legal Secretary job and upload their CVs for employers to view. Fantastic Legal Secretary vacancies are also sourced from Indeed.co.uk.

Recruiters can post on our board and receive applications from qualified and experienced Legal Secretaries. They have access to our excellent candidate database which shows people looking for Legal Secretary jobs across the country.

Candidates can apply for their perfect Legal Secretary job and create a profile for our candidate database which is viewed by employers. Our jobs board advertises a wide range of vacancies, from junior and trainee positions to those that require someone who is qualified and others that require experience.

Take a look at ILSPA's Legal Secretary Jobs Board at www.institutelegalsecretaries.com.

"We have recently employed four candidates through the Institute of Legal Secretaries and PAs. We have found that the calibre of PAs/Secretaries has been to a high standard, and all those we have employed have made an impact on each department. We will continue to utilise the Institute for all our PA/Secretarial positions, and would definitely recommend this option to other firms."

Gordon Dadds, *London*

ILSPA's Legal Secretary Jobs Board advertises Legal Secretary vacancies throughout the UK.

You can benefit from a niche audience of Legal Secretaries who have the qualifications and experience you are looking for.

TAKE A LOOK AT THE LEGAL SECRETARY JOBS SECTION OF OUR WEBSITE TO REGISTER.

Many Students and Members have been supported by their firms, which include:

Anderson Longmore & Higham, Anthony Collins, Archers Law, Atteys, Birketts, Bond Pearce, Bolton & Co, Collas Day, Corlett, Crosse & Crosse, Daltons, Embertons, Evans & Co, Ford & Warren, Fryer Chandler & Co, Glanvilles, Harvey Ingram, Hatchers, Hibbert Lucas Butter, Holly & Steer, Kimbells, Metson Cross & Co, Mogers, Mundays, Neville, Jones & Co, Ogier, Ozannes, Palis & Co, Picton Howell, Pitmans, Purcells, Ramsden, Rose & Dunn, Sills & Betteridge, Skinners, Sternberg Reed, Stapleton Gardner, Townshends, Trowers & Hamlins, Vance Harris, Vincent Sykes & Higham, Webb & Co and many more.

Law Firms

Training and Development

Lawyers know that their most valuable asset is the client - the Legal Secretary is a close second. Legal Secretaries help lawyers with their work and need to ensure they provide clients with exceptional service. Law firms that help develop the full potential of the legal secretarial role optimise their overall performance.

The Institute of Legal Secretaries and PAs actively encourages Students and Members to advance their professional knowledge, skills and attributes through our qualifications, Continuing Professional Development programme and online Legal Secretary Journal at www.legalsecretaryjournal.com.

Your firm could benefit greatly by having staff members who receive professional recognition, are encouraged to advance their skills and are dedicated to their careers. Students receive free Membership of the Institute for a year so that they can experience the benefits.

If you are interested in Legal Secretary training, our courses are comprehensive and very good value. We have a range of subjects which will save your firm time and money due to the excellent legal knowledge and skills your Secretaries will gain. They will be able to take on extra responsibilities and perform their work with competence.

ILSPA's philosophy is that Legal Secretaries and PAs should understand not only how to perform certain tasks but also the reasons for those tasks and the principles of law behind them. This provides them, as well as their employers, with confidence in their work.

Testimonials

SIDLEY AUSTIN LLP SIDLEY

"The main benefit to membership is the responsibility for learning coupled with a reputable institution's recognition. This offers not only the external benefits provided by ILSPA but the desire to achieve and maintain a level of expertise. I don't think we could have done such a task if we had not been part of ILSPA."

Sidley Austin LLP, *London*

OGIER

"The benefits Jackie was receiving from her Diploma were evident as soon as she joined us. Ogier recognises the value of training its staff. As a firm, we actively encourage our people to further their development through relevant professional qualifications and support them as much as we can."

Advocate William Simpson, *Partner and Head of Ogier in Guernsey*

Solicitors VSH Law

"Being presented with a recognised qualification upon completion of the Legal Secretaries Diploma course is indeed a symbol of our commitment to growth and personal development. Joining the Institute of Legal Secretaries and PAs was a natural progression for many of our staff, all of whom are delighted with the service provided."

Vincent Sykes and Higham LLP Solicitors, *Northamptonshire*

THE INSTITUTE OF LEGAL SECRETARIES AND PAs

Blacklers, Park Road, Dartington Hall, Totnes, Devon, TQ9 6EQ
Tel: 0207 1009210 or 01803 867846
Email: info@institutelegalsecretaries.com

Website: www.institutelegalsecretaries.com
Journal: www.legalsecretaryjournal.com

The Institute of Legal Secretaries and PAs is the operational name of ILS (Management) Ltd, registered in England and Wales under company number 5295024. The registered office is stated above.