

LEGAL SECRETARY – CONVEYANCING

- Designed for:** Those who wish to pursue a career as a Legal Secretary, or work on a temporary basis in a conveyancing department
- Pre-requisites:** Word processing experience to an intermediate level; ideally students should have completed the first Microsoft Office Word 2003 course.
- Objectives:** To provide an introduction to the work, documentation and responsibilities of the Conveyancing Department in a legal office.

Course Content:

- ◆ Lesson 1: Including: The meaning of the term 'Conveyancing', the difference between freehold and leasehold, registered and unregistered land, stages in conveyancing transaction, preparing and instruction form for conveyancing and client care letter
- ◆ Lesson 2: Including: Seller's Information property Form, additional enquires, official copies and form OCl, local and other searches, preparing a draft contract, pre-exchange mortgage procedures, formulas used for exchange of contracts
- ◆ Lesson 3: Including: Preparing a draft transfer, requisitions on title, the purpose of an official search with priority, form OSI, pre-completion mortgage requirements, carrying out a bankruptcy search, discharge of mortgage and form DSI, electronic notification of discharge, preparing a completion statement
- ◆ Lesson 4: Including: post-completion procedures, stamp duty land tax registering the new owner, form API, e-conveyancing.

Benefits:

- ◆ Develop an awareness of the workings and structure of a Conveyancing Department
- ◆ The flexibility and value of a self-study course designed to enable you to work at your own pace
- ◆ A personalised workbook to use as a reference guide on completion of the course
- ◆ The opportunity to gain the widely recognised Pitman Training certification

Duration: 7hrs

What Next?

Further Legal Secretarial Modules
Audio Transcription Level 2

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk



Microsoft | IT Academy
Programme

people . partnership . performance