



Get the Pitman Advantage™

Legal Secretary – Criminal Law

Designed For: Individuals wishing to pursue a career as a Legal Secretary.

Pre-requisites: Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 WPM), good letter layout and office practice skills.

Objectives: To give an introduction to the work, responsibilities, practice and structure of a Criminal Law Department in a legal office.

Lesson	Course Content
1	Initial stages in a Criminal Law case, Different categories of offence, Attendance notes.
2	Statements of Accused, Preparing Information.
3	Witness statements, Instructions to Counsel.
4	Dealing with offenders, Legal Aid claim forms, Preparing an Invoice

Benefits:

- Develop an awareness of the workings and structure of a Criminal Law Department.
- Enjoy the flexibility and value of a self-study module designed to enable you to work at your own pace.
- A personalised workbook to use as a reference guide on completion of the module.

Course duration: 7 hours

Price: £250.08 – including workbook, examination & certificate

For more information or to sample the course, free, please call us:

Manchester: 0161 923 6814

Holborn: 020 7025 4700

Notting Hill: 020 7792 5214

Pitman Training Centre High Holborn, Notting Hill & Manchester operate under franchise of Pitman Training Group

www.holborntraining.co.uk

How to find us:



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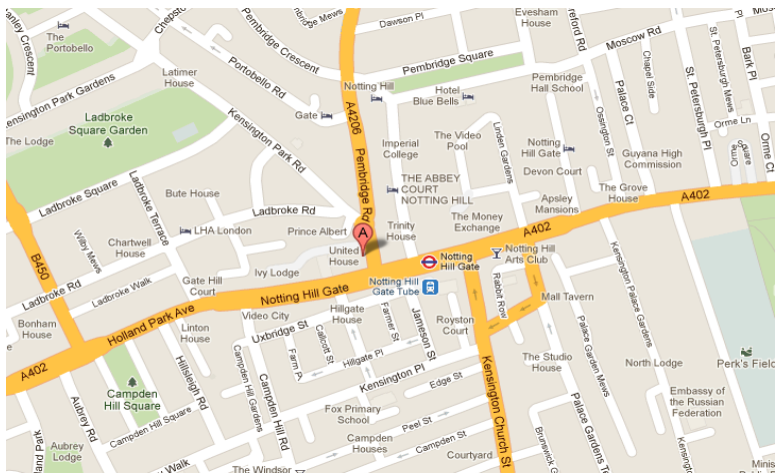
London Holborn

1st Floor
Northumberland House
303-306 High Holborn
London
WC1V 7JZ



Notting Hill

1st Floor United House (Opposite
Foxtons)
9 Pembridge Road
London
W11 3JY



Manchester

6th Floor
Arthur House
Chorlton Street
Manchester
M1 3FH



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