

STATEMENT OF WORK EXPERIENCE/LOGBOOK

Instructional Programme Code:	50904414 National N Diploma: Legal Secretary
SAQA Qualification ID:	90674: National N Diploma, NQF Level 6, 360 credits
SAQA Learning Programme ID:	67035: National N Diploma: Legal Secretary, NQF Level 6, 360 credits

Learner Details	
Name & Surname:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

Legal Secretary Compulsory subjects:
<ul style="list-style-type: none"> • Legal Practice N6
<ul style="list-style-type: none"> • Information Processing
Additional:
<ul style="list-style-type: none"> • Workplace Competencies

Legal Practice

WM-01	Prepare legal documents		
	Scope Work Experience	Date	Signature
WA0101	Prepare documentation for contracts, transactions, or regulatory compliance		
WA0102	Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pre-trial agreements.		
WA0103	Complete various forms, such as accident reports, trial and courtroom requests, and applications for clients.		
	Supporting Evidence	Date	Signature
SE0101	Legal documentation completed		
SE0102	Legal forms completed		
WM-02	Coordinate and support office services		
	Scope Work Experience	Date	Signature
WA0201	Answer telephones to direct calls or provide information		
WA0202	Schedule and make appointments		
WA0203	Record information about legal matters.		
WA0204	Issue documentation or identification to customers or employees		

WA0205	Send information, materials or documentation.		
WA0206	Prepare business correspondence		
WA0207	Record information from meetings or other formal proceedings.		
WA0208	Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials		
WA0209	Draft and type office memos.		
WA0210	Attend legal meetings, such as client interviews, hearings, or depositions, and take notes.		
	Supporting Evidence	Date	Signature
SE0201	Memos drafted		
SE0202	Meeting documentation		
SE0203	Concise communication		
WM-03	Assist in collecting information for legal matters		
WA0301	Search files, databases or reference materials to obtain needed information		
WA0302	Organize and maintain law libraries, documents, and case files.		
WA0303	Assist attorneys in collecting information such as employment, medical, and other records		
WA0304	Review legal publications and perform database searches to identify laws and court decisions relevant to pending cases		
WA0305	Submit articles and information from searches to attorneys for review and approval for use		
	Supporting Evidence	Date	Signature
SE0301	Research documents for legal issues		

Information Processing

WM-01	Use Computer application software/ technology in an office environment		
	Scope Work Experience	Date	Signature
WA0101	Produce business documents using audio equipment or software e.g. short letters, circulars, letters of promotion, itineraries, fanfold brochures, financial statements, mail merge etc.		
WA0102	Demonstrate the skill of Touch Typing		
WA0103	Process reports		
WA0104	Produce meeting documents		
WA0105	Edit and enhance an existing presentation and understand and demonstrate the use of master templates		
WA0106	Adjust the use of graphs and charts in presentations		
WA0106	Demonstrate on-screen presentations		
	Supporting Evidence	Date	Signature
SE0101	Computerised documents e.g. short letters, circulars, letters of promotion, itineraries, fanfold brochures, financial statements		
SE0102	Useful and attractive presentations documents		
WM-02	Performing typing and word processing tasks in a business environment		
	Scope Work Experience	Date	Signature
WA0201	Create/type a variety of business-related letters and other correspondence using word processing software, depending on the nature of the business, on a letter head (where necessary)		
WA0202	Type documents relating to meetings		
WA0203	Create/type other documents, using word processing software, as required		

WA0204	Maintain electronic data through file and folder management using system software (eg Windows)		
WA0205	Apply word processing functions and formatting effectively to produce quality word processing documentation		
	Supporting Evidence	Date	Signature
SE0201	Letters concerning sales/marketing, orders, complaints, adjustments, dealing with enquiries, follow-up, recommendation, acknowledgement, resignation, employee-related letters (job offer, appointment, reference, termination etc), and cover letters		
SE0202	Notice of meeting, agenda, minutes		
SE0203	Examples: Circulars, itineraries, formal invitations, reports, statements, general notices, event material, promotional material, policies/procedures, registers, databases, and other documents as required		
SE0204	Well maintained file and folder/sub folder structure: Correct listing of files under relevant folder/sub folder categories, searching for files, copy / move / rename / delete files and folders		
SE0205	Effective use of the following functions : creating / saving / retrieving documents, editing / inserting / deleting text, spelling and grammar check, undo actions, move and copy text (copy/cut & paste), page layout, inserting tables & columns, adding headers and footers, page and section breaks, various printing options, and mail merge.		
SE0206	Effective use of formatting options for font (type, size, colour, style, subscript/superscript & other effects), paragraph settings (alignment, indentation, spacing, bullets and numbering, shading and borders), and ASCII codes.		
SE0207	Accuracy is of the utmost importance in all of this. Documentation and letters should be typed accurately in the time given.		

Workplace Competencies

WM01	Personal Effectiveness Competencies		
	Scope Work Experience		
WA0101	Demonstrate sensitivity to the needs and feelings of others	Date	Signature
WA0102	Look for ways to help people and deliver assistance		
WA0103	Show understanding of others' behaviors and motives by demonstrating appropriate responses		
WA0104	Interact respectfully and cooperatively with others who are of a different race, culture, or age, or have different abilities, gender, or sexual orientation		
WA0105	Perform work-related duties according to laws, regulations, contract provisions, and company policies		
WA0106	Use company time and property responsibly		
WA0107	Take responsibility for accomplishing work goals within accepted timeframes.		
WA0108	Deal calmly and effectively with stressful or difficult situations.		
WA0109	Dress appropriately for occupational and worksite requirements		
WA0110	Project a professional image of oneself and the organization		

WA0111	Easily adapt plans, goals, actions, or priorities in response to unpredictable or unexpected events, pressures, situations, and job demands		
WA0112	Effectively communicate with all members of the group or team to achieve team goals and objectives		
WA0113	Provide prompt, efficient, and personalized assistance to meet the requirements, requests, and concerns of customers.		
WM02	Select, use, and maintain tools and technology to facilitate work activity		
WA0201	Operate tools, technology, and equipment in accordance with established operating procedures and safety standards		
WA0202	Seek out opportunities to improve knowledge of tools and technologies that may assist in streamlining work and improving productivity		
WA0203	Perform routine maintenance on tools, technology, and equipment		
WM03	Professionalism		
WA0301	Maintain composure and keep emotions in check.		
WA0302	Dress appropriately for occupational and worksite requirements.		
WA0303	Project a professional image of oneself and the organization.		
WA0304	Take pride in one's work and the work of the organization.		

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WA0305	Take responsibility for completing one's own work assignments.		
WA0306	Diligently check work to ensure that all essential details have been considered.		