

- LIVE LECTURES DUBLIN AND CORK
- ONLINE LEARNING NATIONWIDE

"From day one in Griffith College the staff and lecturers were very professional and helpful, always there to help with any questions or queries that may arise throughout the course. The recording and posting of the lectures online makes it easy to catch up on a lecture if you weren't able to attend the class or just want to refresh a certain area before an exam. The lecturers provide very informative sample questions in each lecture."

Matthew Traynor, IILEX Student

# LEGAL EXECUTIVE QUALIFICATION

Exclusively Validated by the Irish Institute of Legal Executives (IILEX) and Griffith College

## GRIFFITH COLLEGE PROFESSIONAL LAW SCHOOL

Certificate in Professional Legal Studies  
Diploma in Professional Legal Studies

ONLINE DELIVERY, DUBLIN, CORK, NATIONWIDE



GRIFFITH COLLEGE  
PROFESSIONAL LAW SCHOOL

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# GRIFFITH COLLEGE

## PROFESSIONAL LAW SCHOOL

Griffith College offers a one-year course leading to the award of Certificate in Professional Legal Studies and a second year add-on course leading to the award of Diploma in Professional Legal Studies.

Legal Executives are professionals who hold legal qualifications and are members of The Irish Institute of Legal Executives. They assist in the operation of general and specialist legal matters with Solicitors, Barristers, in the Courts of Ireland and within other areas of commercial and legal practice. Legal Executives perform their duties according to the highest standards of integrity and conduct, as required by the legal profession, the Code of Rules of the Institute, and the law of the Republic of Ireland.

The course aims to provide students with an academic grounding in the traditional core legal subjects, whilst also focusing on the practical application of core legal principles in the work environment. The study of legal practice and procedure is undertaken specifically with the role, duties and responsibilities of the Legal Executive in mind.

"Being a mature student, I was quite apprehensive about attending the lectures on my first night, after being out of formal education for so long, but I enjoyed the classes very much and found the course very interesting and the atmosphere in Griffith College was excellent. The facilities and the friendliness of staff and students alike made for a very enjoyable experience."

Anthony Burke, IILEX Graduate.



"I spent two very exciting, challenging and highly successful years at Griffith College pursuing a Diploma in Professional Legal Studies. This programme is an excellent legal academic programme given by highly qualified and esteemed lecturers. This course provides a very firm foundation in the core legal subjects, and thus forms part of the building blocks towards further professional legal attainments. This course has also provided me with a valuable opportunity to pursue an LLB (HONS) in Irish Law.

I would highly recommend to any interested persons the Diploma Course in Professional Legal Studies provided by Griffith College, which in my opinion is a renowned College. The friendly and student focussed respect displayed by all staff whom you may come in contact with during your academic year, including Lecturers, staff and Library personnel is a most valuable asset and appealing characteristic of my time spent at Griffith College."

Mary O'Dwyer, IILEX Graduate.

### WHY STUDY THE LEGAL EXECUTIVE PROGRAMME AT GRIFFITH COLLEGE?

- Griffith College is Ireland's largest Law School
- More than 2,500 students register annually in the Law School
- Most up to date, easy to follow study manuals
- University style facilities, library, study rooms, state of the art lecture rooms, restaurant
- 400 car parking spaces (Dublin)
- The law school has a lecturing team of over 30 highly qualified lecturers who have an ability to impart knowledge to all

### A RANGE OF STUDY OPTIONS ARE AVAILABLE TO YOU...

- Dublin – South Circular Road, Dublin 8
- Cork – Sullivan's Quay, Cork City
- Distance Learning, aligned to either Dublin or Cork Campus

### WHAT IS INCORPORATED IN EACH YEAR OF STUDY?

- Up to 22 weeks of lectures
- Stage one / Certificate
- Stage two / Diploma
- Comprehensive study manuals for each module
- Exams for stage one and two are at the end of each module
- On-line access to additional material via Moodle, the Griffith College student Intranet
- Use of the College facilities including complete access to Lexis Nexis, Westlaw UK and Westlaw.ie
- Guest lectures by IILEX members



## ABOUT THE COURSE

The Irish Institute of Legal Executives was formed in 1987. The aim of the Institute is to provide a system of training and examination leading to a recognised professional qualification for those engaged in legal executive work.

This course introduces elements of academic, vocational and skills training for those wishing to pursue a career as a Legal Executive. The course is exclusively provided by Griffith College and is run in conjunction with the Irish Institute of Legal Executives. A Certificate or Diploma in Professional Legal Studies will be awarded on successful completion of this programme.

## DISTANCE LEARNING

Our distance learning programme has been developed in light of the needs of those students who are not in a position to attend lectures. Each distance learning student receives the full complement of study material at the beginning of the course. Distance learning students are invited to attend lectures on campus in the first (orientation) week.

Students can contact their lecturers anytime via online discussion forums.

## PROGRESSION

Students who successfully complete the Diploma may enter year two of the College's evening LLB degree programme in Irish law.

Graduates are eligible for enrolment as Associate Members of the Irish Institute of Legal Executives, and all participants are eligible to become Student Members of the Institute.

## CAREER

The Institute's members are employed in private practice, the law departments of banks and public or local authorities, as well as in industry and commerce. Legal Executives help to prepare, analyse and interpret a variety of legal documents and may prepare and file court documents. Most Legal Executives will work as part of a legal team with some specialising in areas such as conveyancing, pensions, property, civil litigation, or insurance claims.

## COURSE MATERIALS

Detailed manuals covering each area of academic study will be provided at the commencement of the term. These manuals will minimise the need for note-taking and enable a tutorial style approach to be taken in lectures.

## TUITION

Six subjects are taken in stage one. In stage two students take five mandatory subjects and choose one out of two electives.

## COURSE TOPICS

### Stage one

- Introduction to the Irish Legal System
- Law of Torts
- Contract Law
- Civil Litigation, Procedure & Case Management
- Criminal Law
- Criminal Litigation, Practice and Procedure

Upon completion of each module, students will attempt a three-hour examination.

### Stage two - Core Subjects

- Constitutional Law & Judicial Review
- Company Law
- Land Law
- Family Law
- Conveyancing

### Stage two - Electives

- Mortgages\*
- Employment Law\*

Upon completion of each module, students will attempt a three-hour examination.

\*Subject to demand

"I have just graduated as a legal Executive! Thank you Griffith College. Prior to undertaking the course I had been out of the education mode for 32 years when I decided to take on the IILEX course. I have to say I thoroughly enjoyed the whole experience, learnt a lot and now feel a great sense of achievement".

Marian Foley, IILEX Graduate



# CERTIFICATE AND DIPLOMA IN PROFESSIONAL LEGAL STUDIES

Exclusively Validated by the Irish Institute of Legal Executives (IILEX) and Griffith College

## CERTIFICATE

IN PROFESSIONAL LEGAL STUDIES

Stage One of the Professional Legal Studies programme is the beginning of your academic career as a Legal Executive. Each of the lecturers in the IILEX team has been chosen for their ability to impart knowledge and for their practical work experience and bringing real legal workplace examples to reinforce learning.

Students who wish to complete stage one in an academic year will attend two evenings per week, with three and a half hours tuition from 6.00pm to 9.30pm each evening, or students can choose to undertake the course by completing one subject per week over two years. The course will commence on the first week of January. The first week of term will also cover induction and meeting the lecturing and support team.

All six modules have specially devised manuals, which will lay out the syllabus for each module, past papers and set out the course material in easy to understand form – this then reduces the need for students

to take notes during the formal lectures.

On successful completion of stage one, students will be awarded with a Certificate in Professional Legal Studies by IILEX and Griffith College and are eligible to apply to continue their studies by undertaking stage two.

The course can be undertaken in formal lectures or by distance learning and the fees for Stage One will be €2,000.

Timetable summary – delivered two evenings (Monday and Wednesdays) per week, over 22 weeks which will incorporate a mandatory induction in the first week.

## DIPLOMA

IN PROFESSIONAL LEGAL STUDIES

Stage Two of the Professional Legal Studies course has been designed with input from past graduates, members of our legal academic team, from employers in legal practice and from our co-awarding body, The Irish Institute of Legal Executives.

On successful completion of stage two, students will be awarded with a Diploma in Professional Legal Studies by IILEX and Griffith College and are eligible to become Associate Members of the professional body. Graduates may then enter either the second year of the LLB evening law degree in Cork or Dublin. Further details on progression routes will be provided by your IILEX Course Director and the IILEX Support Team during the term.

The course can be undertaken in formal lectures or by distance learning and the fees for stage two will be €2,000.

Timetable summary - delivered two evenings (Tuesdays and

Thursdays) per week, over 22 weeks which will incorporate a mandatory induction in the first week.



For further details on the courses, our lecturers etc, please log on to [www.gcd.ie/iilex](http://www.gcd.ie/iilex) or [www.gcc.ie/iilex](http://www.gcc.ie/iilex) or call us on 01 415 0442 (Dublin) or 021 450 70 27 (Cork).

## STAGE ONE

30 CREDITS

### STAGE ONE SIX CORE SUBJECTS

- Introduction to the Legal System
- Law of Torts
- Contract Law
- Civil Litigation, Procedure and Case Management
- Criminal Law
- Criminal Litigation: Practice and Procedure

## STAGE TWO

30 CREDITS

### STAGE TWO FIVE CORE SUBJECTS

- Constitutional Law & Judicial Review
- Company Law
- Land Law
- Family Law
- Conveyancing

Students will also be asked to choose one elective subject. The choices are as follows:

- Mortgages\*
- Employment Law\*

\*Electives will be offered subject to demand.