

New Zealand Diploma in Legal Executive Studies

As a graduate of the NZ Diploma in Legal Executive Studies you will be qualified to work as a legal executive under the supervision of a practising lawyer. You will have the skills and knowledge to be employed in support roles to lawyers in law firms or government departments. Achieving this qualification is also one of the eligibility criteria to become a registered legal executive through membership of The New Zealand Institute of Legal Executives Incorporated. This qualification replaces the New Zealand Law Society Legal Executive Diploma.



How to apply

Go to the choose courses tab on the qualification page on our website. If you're enrolling in this qualification for the first time, select LES501 Introduction to the Legal System and click add to my enrolment.

You'll be taken through our step-by-step enrolment process which you can save and exit from at any time. If you wish to enrol in more than one course please make sure that you can spend about 12 hours a week per course.

Qualification structure

This programme is made up of six courses. We recommend your first enrolment be in one course only, LES501 Introduction to the Legal System. Passes in LES501 Introduction to the Legal System and LES502 Law Office Practice (or ILS and LOP in the old qualification) are prerequisites to enrolment in LES603 Business Law and Practice and LES604 Property Law and Practice.

Course Code	Course Name	Level
LES501	Introduction to the Legal System	5
LES502	Introduction to Law Office Practice	5
LES601	Wills Trusts and Estates Law and Practice	6
LES602	Litigation Law and Practice	6
LES603	Business Law and Practice	6
LES604	Property Law and Practice	6

Qualification code NZ3508

Level > 6	Credits > 120
Workload >	Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates
Study type >	Trimester
Cost >	See the qualification page on the website.
Student loan >	You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This qualification will prepare you for a career in law offices, banking, property, insurance, finance or in-house government work.

What you will learn

When you achieve this qualification you will know about:

- contracts and torts
- client relations, rules of professional conduct, searching and registration, trust accounting and office practices
- sale and purchase of businesses and company law trusts, wills, administration of deceased persons' property (estates), and asset planning
- debt collection, bankruptcy, litigation ethics, civil and family law procedures, legal aid applications, and District and High Court procedures
- buying and selling property (conveyancing) and sale and purchase agreements.

Entry requirements

To enter this qualification you need NCEA Level 2 or equivalent

20 years old or over

If you are aged 20 or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates that you have a reasonable likelihood of success.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

English language requirements

International students must also have an IELTS (Academic) score of 6.0 with no band score lower than 5.5, or equivalent.

Students for whom English or Māori is not their first language must also have an IELTS (Academic) score of 6.0 with no band score lower than 5.5, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand or overseas.

If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can also study this programme if you're a New Zealand citizen living overseas.

Visit openpolytechnic.ac.nz/internationalstudent for more information about the special conditions and fees which you'll need to meet.