LLM Legal Practice (Solicitors)

Programme Handbook
2017-2018

FOREWORD

Welcome by the Dean of the Law School

It is with great pleasure that I welcome you to BPP University Law School and to our new and innovative master's programme, the LLM Legal Practice.

BPP has a long, diverse history and today is one of Europe's biggest academic and professional education providers. BPP University was also the first private sector educational body to receive the honour of being granted degree-awarding powers by the Privy Council. Here at the Law School, I am delighted and proud to preside over a range of programmes which are very highly regarded amongst the legal profession. This particular LLM embeds our highly successful Legal Practice Course ('LPC') into the programme. This is the LPC that we exclusively deliver to over 60 of the top law firms in this country so you will be in very good company.

The aim of this LLM programme is to provide in one coherent programme of learning, a master's degree and integrated opportunities to develop the practical knowledge, skills and attributes that you will need in order to become a qualified solicitor. Solicitors today need far more than technical expertise and this innovative programme gives you opportunities to strengthen your capabilities in a number of different areas depending on your own personal career ambitions.

All our excellent tutors and support staff are here to support you through your journey with us, but the main driver behind your success will be you. We expect all our students to adhere to the highest standards and to put in their best efforts in order to achieve the best possible outcomes and we look forward to celebrating your success with you when you graduate.

Our ethos is one of continuous improvement to ensure that the quality of learning and the student experience here is the best it can be. To that end we welcome your feedback and suggestions for improvement, as well as telling us what you enjoy about your time with us.

I hope that you will find the student journey with us stimulating, memorable and, above all, successful. As future alumni and leaders of the legal profession, we hope that your period of study with us will be productive, positive and the beginning of a long-term association with us.

Andrew Chadwick

Dean, BPP Law School

Welcome by Joint Directors of LPC Programmes

The LLM Legal Practice is an innovative and professional programme designed to prepare you for legal practice as a solicitor. To ensure the programme is relevant to the current needs of firms and businesses it is designed in conjunction with a number of leading law firms and you are taught throughout by experienced practitioners using high-quality materials and facilities.

The programme is designed to be intellectually challenging, stimulating and demanding and is set firmly in a practitioner context. It combines the academic rigour expected of a master's programme with continuous and embedded development of the skills and attributes required by the legal profession. This combined approach has resulted in a unique programme of learning that will provide the best possible start to your career in law.

At the end of the programme you will have met the Solicitors' Regulation Authority's outcomes for the LPC but will also have enhanced your learning through a choice of bespoke modules designed to elevate your employability and wider skill set. The programme has been designed to enable you to deepen your knowledge in a specific area of legal practice. On completing the programme you will be able to advise a client in relation to their legal problems, comply with professional standards and codes and demonstrate commercial awareness. All students will leave the programme with relevant knowledge for practice, practical skills and professional attitudes.

The programme is delivered using a combination of synchronous face to face learning and synchronous and asynchronous online learning. You will be supported by a personal tutor throughout who will have regular meetings with you to ensure that you are on track. At the same time you will be encouraged and expected to develop your ability to take responsibility for your own learning, to reflect on and action the feedback you receive and to become a lifelong-learning, reflective practitioner.

The programme is set in the context of professional legal practice and all learning materials are designed using realistic case studies. These tasks are transactional in nature and replicate the kind of tasks that you may be required to carry out in practice. Our materials will, in addition, assist you to develop a range of professional skills and attributes, including time and project management, the exercising of mature judgement and awareness of the demands of practice and professional ethics.

You should have high expectations of us, just as we have high expectations of you. You should approach the programme with a strong work ethic and a professional mind-set. You will find this to be matched by the professional approach adopted by all members of the teaching and management team here. We need your commitment from the outset and to see that you are fully engaged with the learning opportunities and activities that have been designed for you in order for you to succeed.

Attendance is required at all scheduled classes, whether face to face or on-line, and you will be expected to have carried out the preparatory work set for you to a high standard, just as you would be expected to attend every day at work and to be prepared for meetings with your supervisor. Consider the first day of this programme to be the first day of your professional career and take every opportunity that you can find to help you on your journey. You will find us there at every stage, willing you and supporting you to succeed.

We look forward to getting to know you and wish you every success.

Jane Houston and Jo-Anne Pugh

(Joint) Directors of LPC Programmes

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(1) INTRODUCTION TO THE PROGRAMME

Details

Programme Title	LLM Legal Practice (Solicitors)
Qualification	LLM
Awarding Body	BPP University

Aims and overview of the Programme

The LLM Legal Practice prepares you for legal practice as a solicitor and helps you to develop the core cognitive, professional and general transferable skills necessary for success in the modern legal workplace.

The LLM Legal Practice is designed for students who have already completed an LLB or Graduate Diploma in Law (the academic stage of training to become a solicitor) who wish to move on to the vocational stage of training for solicitors (known as the Legal Practice Course or 'LPC') before entering in to the final qualification stage of work based learning; this is normally of two years duration at a law firm or equivalent and is known as the 'Period of Recognised Training' ('PRT').

The LLM Legal Practice programme is available to study full time or part time. Part time students are likely to be working and may be working in a legal context or may even be undertaking their PRT alongside the LLM Legal Practice (Solicitors). This is permitted by the Solicitors' Regulation Authority ('SRA').

The programme confers a master's level award in its own right but it also incorporates all of the elements that make up the LPC as governed by the requirements of the SRA. This includes all the core elements of study: Business Law and Practice (including taxation); Litigation (Civil and Criminal); Property Law and Practice; Wills and the Administration of Estates; Professional Conduct and Regulation (including Solicitors' Accounts); the Course Skills (Interviewing and Advising, Advocacy, Practical Legal Research, Writing, and Drafting). It also includes three Vocational Electives.

You can see at Appendix I how the LLM Legal Practice (Solicitors) Programme Outcomes map to the SRA LPC Programme Outcomes and also how it meets the requirements of a master's level programme.

The LLM Legal Practice gives you the essential training you need to become a qualified solicitor, giving you the legal knowledge, skills and commercial understanding to thrive in today's legal market. The LLM Legal Practice is much more than a qualification, it is a grounding in the key skills you will need to succeed. We will equip you with more than just legal knowledge. We focus on the all-round legal skills and commercial awareness employers and clients are looking for, developing you into a technically competent legal practitioner who can interpret your role as a lawyer 'through the client's eyes' and frame your advice with a clear appreciation of the practical context.

The programme will also provide you with the opportunity to develop the skills needed to operate in today's complex and challenging legal business environment, and offers a wide choice of additional Vocational Elective modules to enhance your employability whatever your personal career ambitions. You can select Vocational Electives with a corporate focus such as Equity Finance, Debt Finance and Private Acquisitions if you are heading for a career as a city solicitor. You can pick from a wide range of commercial Electives such as Advanced Commercial Litigation, Advanced Commercial Property or

Employment Law. We also have a wide range of electives more suited to advising individuals such as Private Client, Immigration or Family Law.

The programme offers you the opportunity to choose one from three additional 'Practice Ready' modules to enhance your skills and knowledge. All Practice Ready modules run subject to demand, therefore all such modules may not run on your chosen mode of study. In such circumstances you may have the option to study your preferred Practice Ready module on another study mode.

- **Negotiation and Case Analysis**. The skill of negotiation is fundamental to the legal services that solicitors provide. Regardless of the type of law or the types of client a solicitor represents, they will be required to analyse a client's case and negotiate in order to further their client's aims and objectives and to protect relevant interests. This module gives students a detailed and practical understanding of the nature of case analysis and negotiation, different negotiation styles and strategies for negotiating.
- **Business Management and Strategy**. Solicitors run businesses and they advise clients who run businesses. A successful solicitor is in fact a successful business person and best adds value to a client when giving legal advice that takes account of the sector in which the client operates and the underlying commercial and practical issues facing their client. This module focuses on providing students with the ability to understand the underlying concepts in business management and strategy and to critically analyse and evaluate management practices and the external and internal business environments.
- **Clinical Legal Education**. In this highly practical module students will undertake supervised work in one of several legal clinics operated by BPP's award winning Pro Bono Centre including the Criminal Appeals Clinic, the Enterprise, Family and Housing Clinic and the Human Rights & Immigration Clinic. Students will therefore develop their knowledge of a particular area of law and its practical application and carry out tasks associated with the conduct of legal casework. This can include: interviewing clients and witnesses, legal research, drafting letters of advice and correspondence, drafting witness statements, instructing experts and counsel, representation at court and case and file management. The clinics for this module typically take place in the early evenings on weekdays, irrespective of the student's mode of study. Places are limited and allocated on merit.

In addition you will conduct detailed research in our **Law Review and Reform Module.** This piece of detailed practical research will require you to identify an area of law where the application is not as practically effective as it should be. You will propose an alternative, and critique the relative merits of the existing law versus the proposed new law as regards practical issues such as effectiveness, cost, efficiency, clarity and transparency. We will be assessing originality, the quality of the research into the area (including, for example, how other jurisdictions tackle the area) and ability to see the law operating from a user's perspective rather than an academic one.

The programme is highly flexible offering both full time and part time options.

Full time options

On the full time modes, you can choose to commence the programme either in September or in January. Full-time students would normally study the programme over 12 months. If you start your LLM Legal Practice studies in September, you will submit your final project the following August. Students starting the full time LLM Legal Practice in January would hand in their final project in November.

Students may opt to complete the programme full time in one academic year (9 months) by handing in the Law Review and Reform project before the end of the final teaching term. This would require 45-50 hours of study per week throughout the 9-month period, so we would normally recommend that students choose the 12-month option.

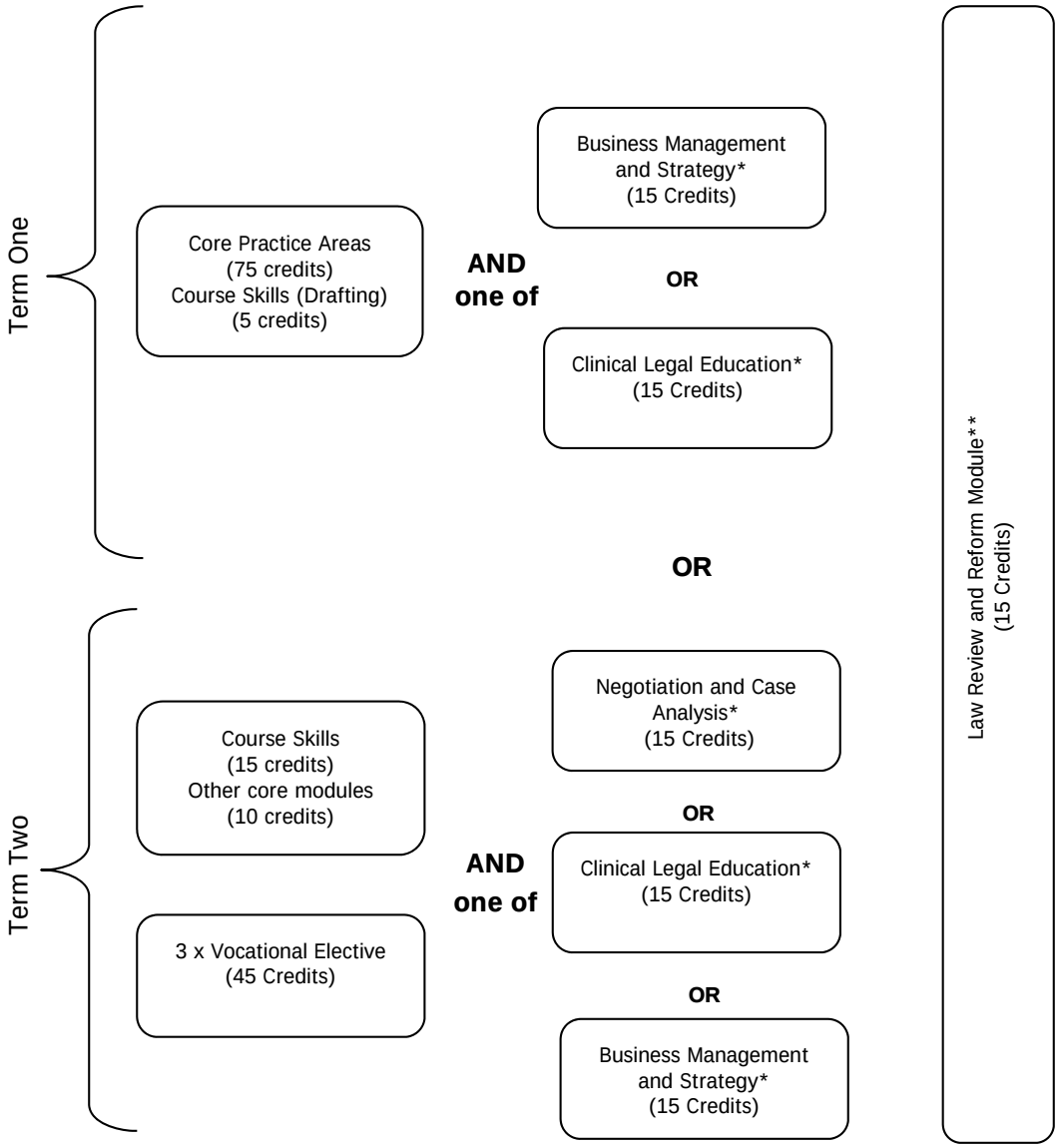
Part time options

On the part time modes, you can choose to commence the programme either in September or in January. Part-time students would normally study the programme over 24 months. As with the full-time modes, there is the option to hand in the final assessment (the Law Review and Reform project) before the end of the final teaching term, so as to complete the programme in 21 months.

Please refer to the diagrams on the following pages for an overview of the different options and to the indicative study planners in Appendix II for further timetabling detail to help you make your decision.

Outline Programme Structure

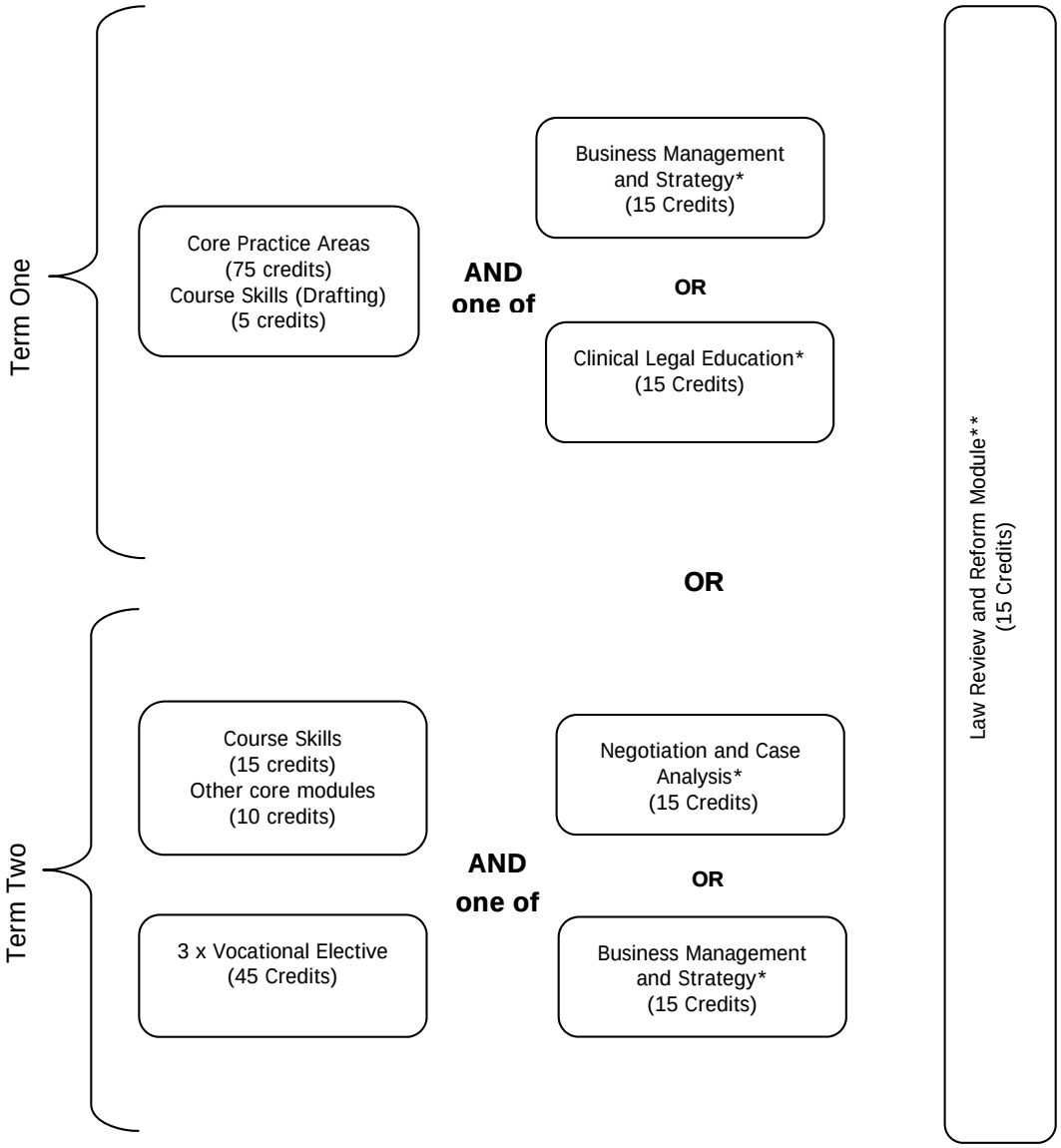
LLM Legal Practice (Solicitors) (all credits are at level 7)
Full time September start (starting in September 2017 with completion in October 2018)



*You only study ONE of these modules either in Term 1 or Term 2.
**This module is compulsory and is studied throughout Term 1 and Term 2.

Outline Programme Structure

LLM Legal Practice (Solicitors) (all credits are at level 7)
Full time January start (starting in January 2018 with completion in January 2019)

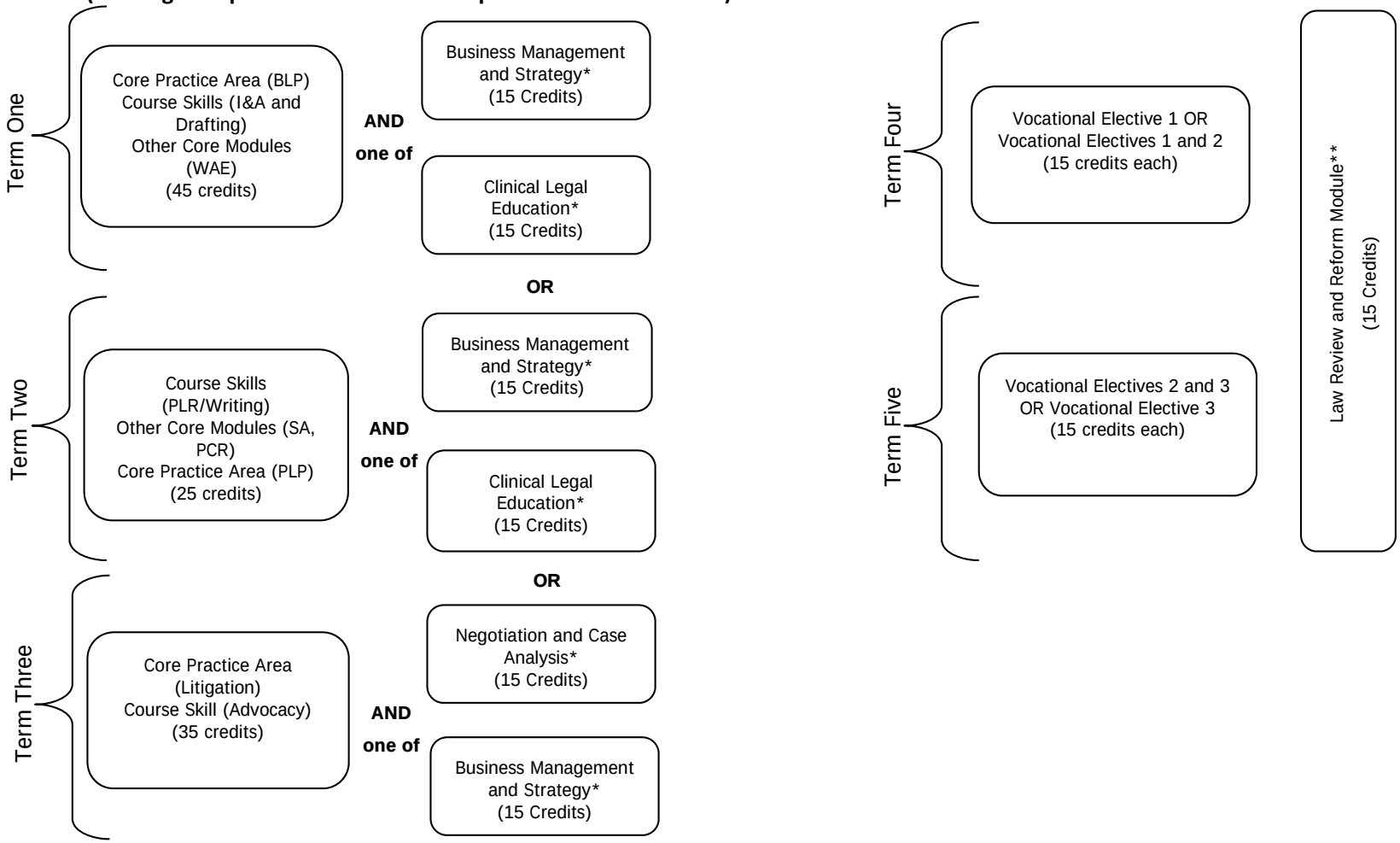


*You only study ONE of these modules either in Term 1 or Term 2.
**This module is compulsory and is studied throughout Term 1 and Term 2.

Outline Programme Structure

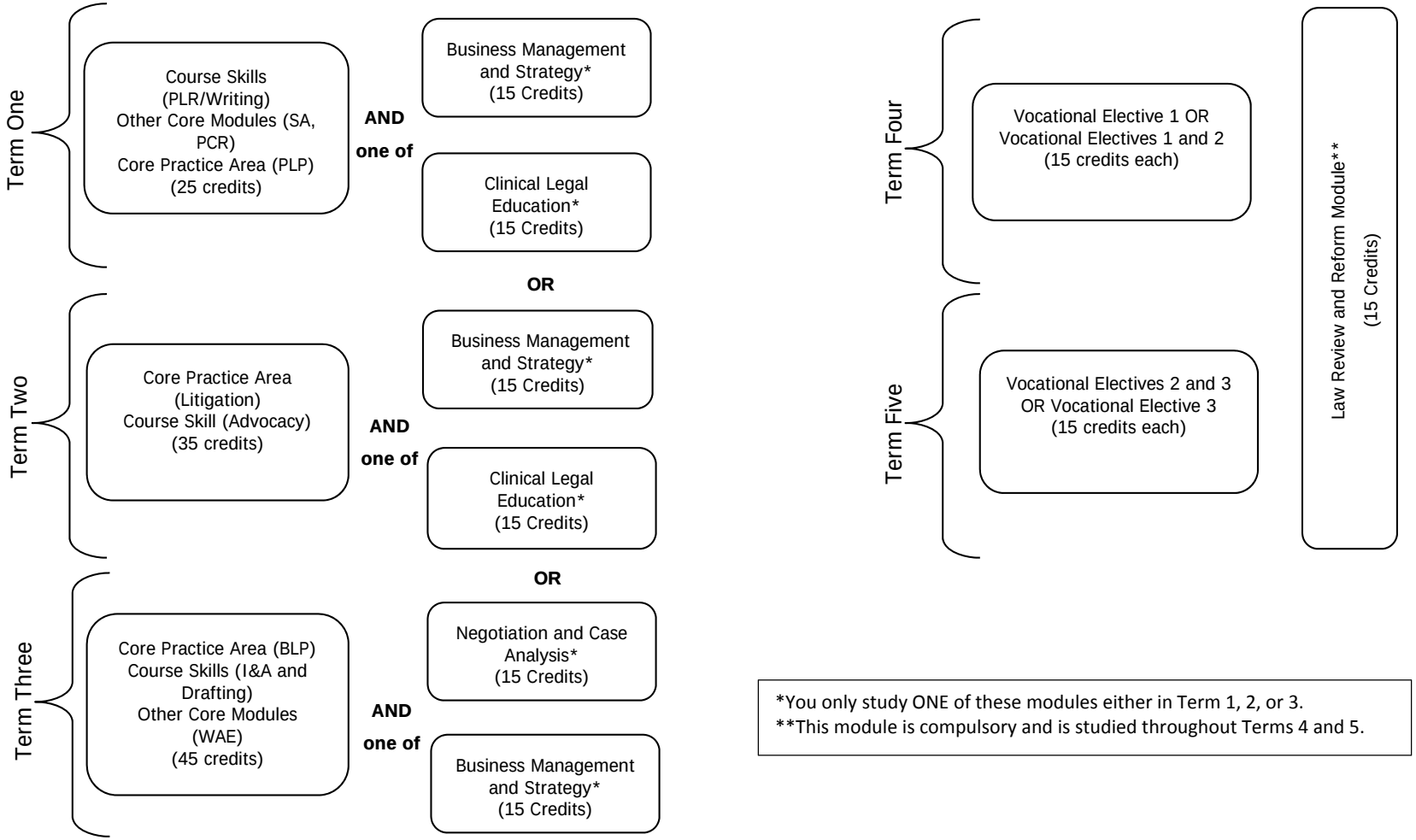
LLM Legal Practice (Solicitors) (all credits are at level 7)

Part time (starting in September 2017 with completion in October 2019)



Outline Programme Structure

LLM Legal Practice (Solicitors) (all credits are at level 7)
Part time (starting in January 2018 with completion in April 2020)



*You only study ONE of these modules either in Term 1, 2, or 3.
**This module is compulsory and is studied throughout Terms 4 and 5.

(2) LLM LEGAL PRACTICE (SOLICITORS) PROGRAMME LEARNING OUTCOMES

Programme Learning Outcomes

Learning outcomes describe what you should know and be able to do if you make full use of the opportunities for learning that the programme provides.

Knowledge and Understanding

Ref	A. Students should be able to demonstrate:
K1	a systematic understanding of the principles, transactions and procedures in prescribed areas of law and their application in current professional legal practice.
K2	a high level of knowledge in the areas of professional practice studied including critical awareness of current issues and developments in substantive law and practice in prescribed areas of law and how these impact on advising a client.
K3	awareness and the application of the ethical principles and professional codes that inform behaviours within prescribed areas of legal practice.
K4	a comprehensive understanding of the techniques appropriate for a range of professional skills including legal research, writing, drafting, advocacy and interviewing & advising and apply those skills in a range of commercial and client facing contexts.

Cognitive Skills

Ref	A. Students should be able to:
C1	Analyse and synthesise a wide range of information, documentation and data relevant to a client's case in order to systematically and creatively resolve complex and occasionally unpredictable legal issues, advance transactions and deliver effective legal advice demonstrating an awareness of both legal and non-legal facts.
C2	Evaluate critically the application of precedents and authorities in the context of a client's case and the strengths and weaknesses that this reveals.

Professional Skills and Attitudes

Ref	A. Students should be able to:
P1	Provide sound legal advice to a client taking into account their financial, commercial and personal priorities and constraints and the costs, benefits and risks involved in transactions or courses of action.
P2	Communicate solutions to legal problems coherently both orally and in writing to a range of clients and other professionals
P3	Demonstrate a competent, ethical and proactive approach when advising clients or advancing client transactions.
P4	Monitor, identify and adapt to changes in the law and procedure.
P5	Propose solutions to challenges in legal practice based on personal scholarship and research.

General Transferable Skills

Ref	A. Students should be able to:
T1	Use initiative and creativity in addressing and solving problems in a range of legal and commercial contexts recognising when information or supervision is appropriate.
T2	Communicate complex information and recommend solutions clearly to specialist and non-specialist audiences, adapting the style of communication to the needs of the audience.
T3	Demonstrate the ability to study autonomously, and to reflect on areas of learning and/or practice, and exercise self-direction for continued professional development.

(3) PROGRAMME STRUCTURE

Set out below are the modules you will need to complete irrespective of whether you study on a full time or part time basis. Please refer to the indicative study planners in Appendix II for details of the pattern of study.

Module	Requirement	Credits (all level 7)
Core Practice Areas		
Business Law and Practice (including Taxation) ('BLP')	Core	30 credits
Property Law and Practice ('PLP')	Core	15 credits
Litigation ('LIT')	Core	30 credits
Other Core Modules		
Professional Conduct and Regulation ('PCR') (including Solicitors' Accounts ('SA'))	Core	5 credits
Wills and the Administration of Estates ('WAE')	Core	5 credits
Course Skills		
Interviewing and Advising	Core	5 credits
Advocacy	Core	5 credits
Practical Legal Research ('PLR') and Writing	Core	5 credits
Drafting	Core	5 credits
Vocational Electives Choose three from 16 vocational electives* *subject to numbers at each law school/mode		
Elective 1	Elective	15 credits
Elective 2	Elective	15 credits
Elective 3	Elective	15 credits
Practice Ready Module Choose one from Negotiation and Case Analysis; Clinical Legal Education; or Business Management and Strategy.	Elective	15 credits
Law Review and Reform	Core	15 credits
	Total	**180 credits**

Note the shaded modules form the LPC modules embedded in the programme.

(4) DIAGRAM OF OUTCOMES LEADING TO AWARD

LLM in Legal Practice (Solicitors) 180 Level 7 (Master's) Credits		**Assessment**		
Module **(Shading indicates module forms part of the embedded LPC)**	**Credit Rating**	**Work for Assessment**	**Requirement for Award**	**Weighting for Classification**
Core Practice Area Business Law and Practice (including Taxation)	30 Credits Level 7	*Formative* A two (2) hour supervised mock assessment on an unseen case study A four (4) hour takeaway mock assessment on an unseen case study *Summative* A four (4) hour unseen supervised written assessment The Taxation elements required by the SRA Outcomes are not discretely assessed. Taxation will be assessed within the Business Law and Practice module but there is no requirement to derive a discrete mark.	Core	1/5 (20%) of LLM grade
Core Practice Area Property Law and Practice	15 Credits Level 7	*Formative* A one and a half (1.5) hour supervised mock assessment on an unseen case study A three (3) hour takeaway mock assessment on an unseen case study *Summative* A three (3) hour unseen supervised written assessment.	Core	1/10 (10%) of LLM grade
Core Practice Area Litigation	30 Credits Level 7	*Formative* A one hour thirty five minute (1hr 35 min) supervised mock assessment on an unseen case study A four (4) hour and 15 minute takeaway mock assessment on an unseen case study *Summative* A four (4) hour and 15 minute unseen supervised written assessment *The Litigation module assessment consists of separate papers in Civil and Criminal Litigation. The combined Litigation mark consists of 65% of the Civil Litigation mark and	Core	1/5 (20%) of LLM grade*

		35% of the Criminal Litigation mark. A candidate who fails a first or second attempt in Litigation must re-sit both the Civil Litigation and Criminal Litigation papers.		
Course Skill Interviewing & Advising	5 credits Level 7	*Formative* A twenty minute oral supervised mock assessment followed by one to one written and oral feedback *Summative* A twenty minute oral supervised assessment based on an unseen case study.	Core	Course Skills are assessed as competent or not yet competent. See note*
Course Skill Advocacy	5 credits Level 7	*Formative* Two twenty minute oral supervised mock assessments both followed by one to one written and oral feedback *Summative* A twenty minute oral supervised assessment based on an unseen case study.	Core	Course Skills are assessed as competent or not yet competent. See note*
Course Skill Practical Legal Research ('PLR') and Writing	5 credits Level 7	*Formative* A takeaway mock assessment on a research case study presented as a record card detailing the research trail and letter of advice for legal practice. The time limit for completion is from 9.00am on day 1 to 5.00pm on day 2. *Summative* A takeaway assessment on a research case study presented as a record card detailing the research trail and letter of advice for legal practice. The time limit for completion is from 9.00am on day 1 to 5.00pm on day 2. For the Writing component, any second or third attempt will take the form of a discrete supervised assessment and will not be set in the context of PLR unless PLR was also failed in which case the relevant attempt will again be combined. In the event that the Writing assessment is passed but PLR is failed, any second or third attempt of PLR will take the form of a take away assessment on a research case study presented as a record card detailing the research trail.	Core	Course Skills are assessed as competent or not yet competent. See note*
Course Skill Drafting	5 credits Level 7	*Formative* A two (2) hour takeaway mock assessment on an unseen case study *Summative*	Core	Course Skills are assessed as competent or not yet competent. See note*

		A two (2) hour unseen supervised written assessment.		
Other Core Modules Professional Conduct and Regulation ('PCR') (including Solicitors' Accounts ('SA'))	5 credits Level 7	*Formative* A two (2) hour takeaway mock MCQ assessment for PCR and a two (2) hour takeaway mock assessment for SA *Summative* A two (2) hour unseen supervised MCQ assessment for PCR A two (2) hour unseen supervised written assessment for SA PCR shall also be assessed within each of the CPA module assessments with at least 5% of the marks in each CPA module assessment allocated to PCR and by a discrete supervised assessment. In order to pass the PCR assessment a student must be declared 'competent'. Competence is assessed at 50% of the total marks available from the discrete assessment only. There is no aggregation with the marks achieved within the CPA module assessments.	Core	This module is assessed as competent or not yet competent. See note* *Students will be given a % for PCR and SA on their transcript in accordance with SRA requirements.*
Other Core Modules Will and the Administration of Estates	5 credits Level 7	*Formative* An online unsupervised MCQ test *Summative* A one and a half (1.5) hour online MCQ test.	Core	This module is assessed as competent or not yet competent. See note* *Students will be given a % for WAE on their transcript in accordance with SRA requirements.*

Vocational Elective 1	15 Credits Level 7	*Formative* A three (3) hour takeaway mock assessment on unseen case study *Summative* A three (3) hour unseen supervised written assessment.	Elective	1/10 (10%) of LLM grade
Vocational Elective 2	15 Credits Level 7	*Formative* A three (3) takeaway mock assessment on unseen case study *Summative* A three (3) hour unseen supervised written assessment.	Elective	1/10 (10%) LLM grade

Vocational Elective 3	15 Credits Level 7	*Formative* A three (3) hour takeaway mock assessment on an unseen case study *Summative* A three (3) hour unseen supervised written assessment.	Elective	1/10 (10%) of LLM grade

Practice Ready Module Business Management and Strategy	15 Credits Level 7	*Formative* No discrete formative assessment but students are provided with: • sample papers on the VLE • tutor feedback via 2 x 2 hour consolidation webinars • 1 hour online revision lecture which takes students step by step through the assignment question and offers guidance as to how they might approach each section *Summative* A takeaway research and written report project of up to 3,000 words completed over two months.	Elective	1/10 (10%) of LLM grade
Practice Ready Module Clinical Legal Education	15 Credits Level 7	*Formative* No discrete formative assessment but students are provided with tutor feedback on the documents they produce as well as general oral feedback designed to give direction on improving their performance and self-reflection. *Summative* A 3,000 word reflective portfolio based on the work undertaken in the clinical placement chosen by the student.	Elective	1/10 (10%) of LLM grade
Practice Ready Module Negotiation and Case Analysis	15 Credits Level 7	*Formative* No discrete formative assessment but students are provided with tutor feedback on three sample proposals which they prepare during the module. *Summative* A takeaway case study assessment completed over two weeks requiring students to evaluate the merits of the case and plan a set of proposals for resolution of the dispute.	Elective	1/10 (10%) of LLM grade

Law Review and Reform Module	15 Credits Level 7	*Formative* There will be no formative assessment but students will have the opportunity to submit a plan, which they will have the opportunity to discuss with a subject specialist. *Summative Element* A takeaway research report of between 2,500 - 3,000 words. Students will be given a report template which poses various questions which they must answer on their chosen area of legal reform.	Core	1/10 (10%) of LLM grade

How your final award grade is calculated (for further information see the LLM Legal Practice (Solicitors) Programme Regulations in Section 10)

Pass - Candidates shall be awarded a pass where they have:

- completed and passed all modules; and
- obtained an aggregate of 50-59% (maximum three attempts at each module). If you fail any module at the first attempt, your marks will be capped at 50% in any subsequent resit.

Merit - Candidates shall be awarded a merit where they have:

- completed and passed all modules; and
- obtained an aggregated weighted percentage of at least 60% across the CPA modules, three vocational Elective modules, one Practice Ready module and the Law Review and Reform module, all of which must have been passed at the first attempt.

Distinction - Candidates shall be awarded a distinction where they have:

- completed and passed all modules; and
- obtained an aggregated weighted percentage of at least 70% across the CPA modules, three vocational Elective modules, one Practice Ready module and the Law Review and Reform module, all of which must have been passed at the first attempt.

LPC 'completion' transcripts

This programme has no exit awards. However, exceptionally, if a student exits early or fails the LLM Legal Practice programme, depending on their achievement they can be provided with an LPC transcript in the form approved by the SRA confirming they have completed and passed (within the three attempts permitted for each module) all of the LPC modules embedded in the LLM Legal Practice. These LPC modules are shaded above.

Such a transcript can be provided for:

- Stage 1 and 2 of the LPC (Core Practice Areas, Course Skills, other Core modules, three Vocational Electives);
- Stage 1 of the LPC (Core Practice Areas, Course Skills and other Core modules);
- Stage 2 of the LPC (3 Vocational Elective modules); or
- Individual Stage 2 Vocational Elective modules.

In each case the transcript does not confer a BPP award and no grade (e.g. distinction, merit) will be given but it will be sufficient for a student to present to the SRA to prove they have met the learning outcomes for all or part of the vocational stage of training (LPC) when applying to enter the roll of solicitors.

(5) LEARNING AND TEACHING ON THE PROGRAMME

This section provides you with a short description of how you will be taught and assessed on the Programme. It is not a substitute for the more detailed module outlines which are also contained in Appendix V of this handbook and which you should read.

Philosophy

Our teaching philosophy is one of student-centred learning. Although there will be synchronous face to face small group sessions and online tutorials in which tutors will facilitate classroom activities, overall you will find that you are encouraged to develop the relevant skills and culture of independent learning. This will help you develop the necessary professional skills and attitudes needed in the work place and to meet the programme outcomes.

The programme is a legal practice focused master's degree and we will take a problem based client-centric approach through the use of client information packs. You will be carrying out realistic exercises which are transactional in nature and replicate the kind of tasks that a trainee solicitor would be likely to carry out in practice. By the end of the programme you will be applying the law to a particular set of circumstances and advising on a specific course of action or range of options, to achieve your client's objectives taking into account their personal and commercial goals.

You will be expected to carry out a significant level of preparation in advance of all classroom sessions and participate fully, working with your peers. As such you will be expected to develop professional attitudes including organisation, maturity, awareness of the demands of practice and professional ethics. Your preparation will require you to read, digest and apply primary sources and practitioner texts as you would in the workplace. You will draw upon your preparation in class but will tackle new unseen client problems rather than go through your preparation in detail. In this way the programme is designed to be intellectually challenging and rigorous so as to ensure that candidates successfully achieve the outcomes of each module and thereby acquire and can demonstrate knowledge and application at a level to be expected of a master's degree as well as a competent legal professional.

Attendance

We are committed to helping you to succeed on the programme. At Section 7 of this handbook, we have summarised the support that is available to help you to make good academic progress and fulfil your potential. However, in order to succeed, you will need to engage actively with your programme of study and with your tutors. Your responsibilities include maintaining 100% attendance, being prepared for class, arriving at all timetabled classes on time, undertaking sufficient private study and notifying us promptly of any circumstances that might interfere with your ability to manage the academic workload and/or assessments.

At the start of the programme you will be required to sign an attendance agreement which sets out the procedures that we follow if you are absent. Attendance is of fundamental importance on the programme; we consider it to be the key to success. Attendance therefore is compulsory and every student is expected to attend 100% of their timetabled classes. The attendance requirement reflects the behaviours that will be required in practice, namely professionalism, self-discipline, reliability and conscientiousness.

Where your attendance falls below 75%, or there are other concerns as to your ability to progress, we will try to assist you. This might take the form of counselling you to interrupt your studies, offering academic and pastoral support through the personal tutor and student advisers, or, where your performance has been seriously affected, preventing you from attempting some or all of your

assessments until specified conditions being met. For further details, please see Part G (Section 1, Academic Progress Monitoring) of the University's Manual of Policies and Procedures.

Attendance on the CLE module

As well as the general attendance requirements set out above, students who opt to study the CLE module must attend 100% of the synchronous face to face small group sessions, team meetings and supervised meetings. This attendance requirement is particularly important on this module because you will be working on either live or simulated cases as part of a team. It is crucial, in particular on live cases that you attend all sessions and complete allocated tasks promptly and to a high professional standard to ensure that the case progresses properly. This will ensure the client's best interests are served.

Further, as the module is assessed by way of a reflective portfolio, you will be unable to complete the portfolio if you miss meetings and fail to complete allocated tasks on time as there will be insufficient opportunities for proper reflection.

If your attendance falls below 80%, you will not be permitted to complete the module or submit your reflective portfolio for assessment. If attendance is below 100% but above 80% the module leader will review the circumstances to ascertain if it is appropriate for you to complete and submit the reflective portfolio for assessment.

Induction

All students on the LLM Legal Practice will have an intensive two day induction where you will meet your personal tutor. If you have specific learning needs, you will be given information during the induction on how and when to apply for learning support. All students will be provided with a number of supporting materials during induction, including VLE access to enable you to make the best start on the programme and a copy of the LPC Study Guide (see Appendix III), which together with the induction will give you a step by step guide about how to prepare for the embedded LPC synchronous face to face small group sessions and make the most of the other LPC materials during your time on the programme. You will also have introductory sessions scheduled on the Practice Ready modules and how to prepare for them. You will also undertake a series of asynchronous on-line lectures and independent learning sessions covering legal research methods including comparative research, citation and plagiarism and professional report writing skills.

Lectures

Each module will use asynchronous on-line lectures, including lecture 'shorts', videos and podcasts, for the initial delivery of core material. The primary purpose of a lecture is to provide you with an introduction or overview of a module topic and an outline of the key points and principles of the relevant law or area of legal practice area or skill. The lectures will vary in approach depending on the module but should assist you to prioritise your learning within a topic area and provide a useful resource to help explain and demonstrate key points with appropriate examples.

All lectures are recorded and made available to students on the VLE to watch and/or listen to as many times as you wish. This allows you the opportunity to pause and reflect on the information being delivered and provides a useful source of revision for assessment purposes.

Each lecture is based on a chapter handout that is provided to students in advance. The chapter covers:

1. intended learning outcomes;
2. any suggested pre- and post-lecture reading;
3. an outline of the issues to be considered;
4. illustrative documents and case studies as appropriate;
5. questions, examples or exercises that will be used in the lectures; and
6. additional questions to assist the students to consolidate their learning.

Small Group Sessions ('SGS's)

For the majority of your core practice area, vocational elective and skills modules you will attend synchronous face to face small group sessions ('SGS') in groups of 18-20. These numbers will be reduced for the teaching of skills. Students will be encouraged to work collaboratively in small groups or in pairs. We consider peer to peer learning to be a powerful tool to aid learning and, in addition, is a necessary part of developing some of the programme outcomes relating to professional and general transferable skills.

Each SGS is based on a handout **('SGS Description')** that is given to students in advance of the SGS outlining the:

1. intended learning outcomes;
2. required preparatory work; and
3. preparatory tasks including use of IT resources.

SGSs are intellectually demanding and require students to demonstrate a clear understanding and application of substantive law and procedures. They also incorporate relevant Course Skills depending on the module.

Realistic exercises are used to replicate the kind of task that a practitioner may be required to carry out in practice. From the outset of the programme the students act for principal clients. The students look at the clients from all perspectives including business and financial elements. Students are expected to have completed tasks individually in preparation for the class.

Students work in small groups when appropriate, reporting back on part of the task, sometimes using the whiteboard, the SmartBoard, PowerPoint presentations or on-line resources to aid their presentation. Group work focuses on fresh problems, fact patterns and tasks that build on preparatory work, so are of a more advanced nature. Supplementary self-assessment questions may be used.

The emphasis of SGS and the design philosophy is based around student-centred learning. Tutors take an active part in the SGS in order to challenge and test student understanding. Tutors also open and close the session with appropriate introduction/guidance/conclusion as well as directing questions at students during an SGS. Tutors engage all students and seek further explanation for answers offered.

Asynchronous on-line catch up tutorials

Students will have access to comprehensive asynchronous on-line catch up tutorials for each SGS. This is in addition to the SGSs. This will allow as much consolidation as may be needed and is especially useful for revision. These are designed to further explore and consolidate the material covered in the

lectures and SGSs and offer students the chance to enhance their understanding. This reflection and further exploration is important in providing deeper understanding of the legal areas covered on each module.

Synchronous on-line tutorials

Sometimes we will ask you to attend synchronous on-line tutorials rather than face to face small group sessions. Your participation will be required just as keenly in this environment as if you were face to face. You will still be expected to analyse and evaluate and apply your legal knowledge to realistic problems and to develop your deeper understanding of law and practice in this environment.

These sessions will be held on-line in a virtual classroom. Just like a face to face classroom the on-line tutorial takes place at set times and dates with attendance being recorded. Tutors will use e-learning tools, PowerPoint presentations, videos, links directly to web resources and provide "breakout rooms" for you to work in small groups of 6, 4 or in pairs, access interactive whiteboards and conduct whole class problem based learning experiences.

Tutors will take an active part in the sessions in order to challenge and test your understanding and they will open and close each session to ensure the learning outcomes are understood and met. Tasks and questions for each tutorial will be set in advance based on the core lecture programme and other course material and you should come to the session fully prepared expecting to be asked questions and be ready and willing to work with your peers. As time goes on you may be asked to lead part of the session. You should always take steps to consolidate your learning after each session.

Workbooks

A number of the modules have accompanying workbooks enabling students to self–pace their learning. There are some areas of the programme (such as Taxation, Business Accounts, Solicitors' Accounts and Professional Conduct and Regulation ('PCR')), where the best method of learning the module contents is through the practice of examples. We have found in the past that students have dealt with these modules at very different speeds and so they are not necessarily always suitable to be covered during a face to face small group session. Use of these workbooks will allow you the flexibility that you need to cover the module materials at you own pace, whilst at the same time receiving the support of your tutors. Many of the Course Skills also make extensive use of workbooks for similar reasons. This allows you to practice, particularly the written skills, and reflect upon your progress.

One to one supervised projects

For some modules (Clinical Legal Education and Law Review and Reform) you will be required to work closely with a supervisor on a one to one basis where you are conducting detailed research or doing practical legal work in a clinical setting. This will require you to take even more responsibility for preparation and self-direction for progress and learning.

(6) ASSESSMENT ON THE PROGRAMME

Key information

The pass mark for all LLM Legal Practice (Solicitors) assessments is 50%. You will have a maximum of three attempts at each assessment.

The Board of Examiners has no discretion to compensate for failure of any modules. Please refer to the Diagram of Outcomes Leading to Award in Section 4 of this Handbook to see how each individual module is assessed.

For detailed regulations affecting BPP's LLM Legal Practice assessments you should read the LLM Legal Practice (Solicitors) Programme Regulations (at Section 10 of this Handbook) and the University's General Academic Regulations and Manual of Policies and Procedures (found under the 'Registry and Student Support' tab on the VLE (http://my.bpp.com/vle/)).

Academic Malpractice

We consider that academic malpractice jeopardises the integrity and reputation of the University and its examination and assessment processes. In addition, we are committed to training you to be professionals who are guided in all matters by strong moral principles and values of professional integrity. As well as inadvertent, minor breaches (known as "poor academic practice"), academic malpractice also covers misconduct aimed at securing an unfair advantage in an assessment. Collusion and plagiarism are examples of academic misconduct. For precise definitions of academic misconduct, please consult the Manual of Policies and Procedures, Part H, Section 10). Please refer to the BPP University Handbook for further information on academic malpractice.

Extensions, Deferrals and Mitigating Circumstances

We recognise that unforeseen circumstances and unfortunate events like illness, bereavement or being a victim of crime may impact on your ability to undertake or perform well in examinations and assessments. Our General Academic Regulations therefore make provisions for mitigating circumstances which may be deemed to have impaired your ability to prepare for an assessment or sit an examination, so we would urge you to familiarise yourselves with these at your earliest opportunity. Your personal tutor and the student advisors are a good source of guidance on what to do when things go wrong. You may also consult the VLE under the 'Registry and Student Support' tab and/or the BPP University Handbook for further information on deferrals, extensions and mitigating circumstances.

The Purpose of Assessment

Assessment is partly for your benefit: to help you learn by giving you accurate information on your progress and performance in order to help you reflect on your progress and plan activities to improve your knowledge, understanding, or skills. Assessment tasks and processes are themselves designed to provide you with additional learning opportunities.

Assessment also gives you the opportunity to demonstrate what you have learned. It is the means by which your achievement is measured, in relation to the aims of your Programme and national statements about standards.

All assessment is normally conducted by the Programme tutors and a designated second marker. Marks are internally monitored and moderated at the conclusion of each round of assessment.

Following internal marking, examination scripts are sent to the External Examiner. Their role is to scrutinise the academic standards of each award and the standards of student performance, the measurement of student achievement and the rigour and fairness of the assessment process. In addition, they approve all summative assessments, review all fails and grade boundaries and participate actively in relevant Board(s) of Examiners.

Student results are then considered at the Board of Examiners, the decisions of which are ultimately ratified by the Academic Council.

Learning Outcomes and Assessment Criteria

Each module on the LLM Legal Practice carries credit and has defined learning outcomes. These detail what you are expected to achieve and demonstrate in that module. Your assessment is linked to the learning outcomes – to pass the module you are expected to have met the learning outcomes. This is a master's level programme and an indication of the levels of achievement required are set out in the level 7 Marking Criteria at Appendix IV. However this is also a vocational programme and for some modules, such as the Course Skills, you will also be provided with detailed criteria that will be used to mark your work. You should use all of this information to help you plan your work.

You must pass ALL modules in the programme to get your award. If, after reading this handbook and your module materials, you are unsure what is required to pass a module, you should ask your module tutor.

Assessment Strategy

Assessment throughout the programme will be both formative (non-assessed and developmental) and summative (contributing to the module grade but also developmental).

The range of summative and formative assessments during the LLM Legal Practice have been designed to provide you with a wide range of challenges appropriate to students on a vocationally-oriented academic postgraduate programme.

Your assessments will be relevant to the real world of legal employment in terms of the nature and context of the task set. In your legal practice knowledge and skills modules you will be given source documentation and data reflective of current practice from which you will need to demonstrate your ability to craft and deliver advice or progress transactions.

A wide range of assessment methodologies will be used during the programme:

- Unseen written timed assessment comprising an appropriate balance of short form problem based questions, drafting activities and higher level, scenario-based multiple choice questions requiring analysis and practical application
- On-line higher level, scenario-based multiple choice questions requiring analysis and practical application
- Research activities and reports to a client or other professional colleague
- Unseen timed written tasks of a practical nature such as letter writing or drafting activities
- Oral presentations, client interviews, and formal advocacy
- Case analysis and negotiation plan
- Reflective written submission based around a portfolio of work based learning

Feedback

Students will be given a range of written and/or verbal feedback during the programme and in particular on formative and summative assessments.

Ongoing formative assessment opportunities will be embedded into all modules at appropriate points. In some cases these will take the form of pre and post SGS and tutorial questions to ensure students are keeping up with the workload and understand the curriculum. There will also be coursework activities for submission that do not form part of formative assessment.

(7) OTHER PRACTICAL INFORMATION

Support on the Programme

Your module leaders and programme leaders are committed to helping you to succeed on the programme. Their contact details are at Section 8 of this handbook. Your first point of contact and most important source of support will be your personal tutor.

Each student will be allocated a personal tutor who will act as an academic mentor. He or she will be a qualified solicitor or barrister as well as being an academic professional so you will be guided throughout by someone who has very relevant experience of your professional needs and goals. The personal tutors' role is to monitor the academic progress, engagement, attendance and punctuality of their allocated students via pre-arranged face-to-face appointments at regular points during each term. The LLM Legal Practice is an intensive programme, so as well as the scheduled meetings, you will be expected to make yourself available for regular contact with your personal tutor, by email, telephone or Skype.

You will also be encouraged to contact your module tutors by phone or email with any module-specific queries and during revision periods, if your module tutor is not available, you may use the dedicated module revision inbox for your module queries.

Learning Support

Your LLM Legal Practice programme team works in consultation with the Learning Support & Inclusion team to ensure equality of access for students. Details of the available support and how to access it are available on the VLE. We encourage you to tell your personal tutor and the Learning Support & Inclusion team about your learning needs at your earliest opportunity to ensure that we can plan support in advance.

BPP University's Learning Support Policy relates to all aspects of learning needs. For further details, please see the BPP University Handbook (Students with Disabilities and/or Learning Difficulties).

Student Liaison and Feedback

We are concerned to ensure that the learning experience of students studying the LLM Legal Practice not only meets their expectations, but is objectively of an excellent standard. In attempting to achieve and maintain this standard, those responsible for designing and delivering the various programmes and modules greatly value the feedback of students, as does the Law School. Consequently students are encouraged to give constructive feedback at every opportunity to their module leaders and programme leaders. During the academic year students are invited to complete feedback forms. These are most important and all students should make this a priority. There will also be opportunities, once every term to raise issues whether relating specifically to the courses or any other relevant matter at a specially convened Staff-Student Liaison Committee meeting. For further details of how students can channel their feedback, please see the Student Voice tab on the VLE.

Employability and University Career-Ready Strategy

You are on a vocational master's programme and we know your goal is to qualify as a solicitor. This will require you to secure an offer of a 'Period of Recognised Training' (PRT) also known as a training contract. You may be fortunate enough to already have a PRT in place. If so, our aim is to ensure that your performance at work is notably impressive from day one. If you do not have a PRT yet in place

our aim is to help you acquire and demonstrate the necessary skills and experience to secure an offer that matches your career ambitions.

In addition to what we do in the classroom we provide a wide range of extra-curricular support and opportunities. Our expert careers team will review your CV, work with you on a personal development plan and offer mock interview and/or mock assessment centre practice. We provide networking and mentoring opportunities through informal and formal schemes and the chance to enhance your skill set through a huge variety of pro bono work. We are particularly proud of Employability Week which is a dedicated series of presentations, workshops and seminars delivered by a range of experts from our partner law firms, other external businesses and our tutors giving you a chance to gain insights into current issues and develop the skills highly prized by recruiters.

BPP University has made its reputation on the basis of its professionally-focused, practice-facing programmes. Being career-ready is at the heart of our approach to education. Our Career-Ready Strategy is embedded into all programmes and curriculum.

The aims of the Career-Ready Strategy are to:

- Enhance the development of 'career-ready' skills, attributes and behaviours that will be of value to students throughout their careers
- Give students a 'leading edge' with employers to achieve their career goals
- Create an integrated University-wide approach to enabling students to become 'career- ready'

The 10 'Career-Ready' Skills

The University has formulated 10 career-ready skills identified by employers as critical to the success of their organisations and to the economy as a whole. Students need to be able to articulate and demonstrate these skills, attributes and behaviours and as an organisation BPP is committed to building opportunities to develop or enhance these skills throughout their student experience.

The 10 Career-Ready Skills are:

The programme and our range of extra-curricular opportunities will enable you to develop and apply one or more of these skills.

(8) STAFF CONTACTS

You may contact staff through the University email system. In addition, your module leader(s), subject tutors and personal tutor can be contacted by telephone and/or Skype. Their contact details are published and maintained on the VLE.

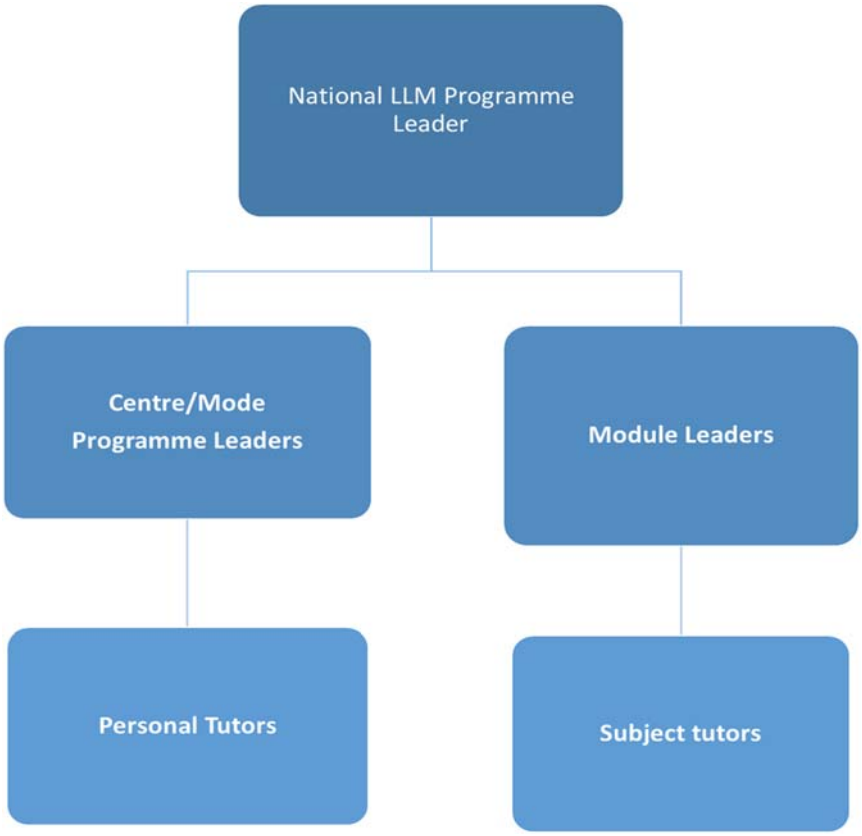
LLM Legal Practice (Solicitors) Programme Leaders – contact details

FULL TIME LPC	Programme Leader by site		
Birmingham	Liz Roddis	LPCBirminghamFT@bpp.com	0121 345 9840
Bristol	Tricia Morrissey	LPCBristolFT@bpp.com	0117 930 1717
Cambridge	As Richards Diane Millar	LPCCambridgeFT@bpp.com	TBC 01223 309 297
Leeds	Tracey Banks	LPCLeedsFTSept@bpp.com	0113 386 8281
Liverpool	John Roberts	LPCLiverpoolFT@bpp.com	0161 235 7139
London (September)	Alison Adams	LondonSeptLPC@bpp.com	020 7633 4345
	Camilla Brignall	LondonSeptLPC@bpp.com	020 7430 8395
London (January)	Rachel Andrews	LPCLondonFTJan@bpp.com	020 7430 7044
Manchester	John Roberts	LPCManchesterFTSept@bpp.com	0161 235 7139
PART TIME LPC	**Programme Leader by site**		
Birmingham	Liz Roddis	LPCBirminghamPT@bpp.com	0121 345 9840
Bristol	Tricia Morrissey	LPCBristolPT@bpp.com	0117 930 1717
Cambridge	As Richards Diane Millar	LPCCambridgePT@bpp.com	TBC 01223 309 297
Leeds	Timothy Maddison	LPCLeedsPT@bpp.com	03300 603 574
Liverpool	Victoria Walden	LPCLiverpoolPT@bpp.com	0161 235 7165
London	Menissa Saleem	LPCLondonPT@bpp.com	020 7633 4536
	Paul Staley	LPCLondonPT@bpp.com	020 7430 5646
Manchester	Victoria Walden	LPCManchesterPT@bpp.com	0161 235 7165

LLM Legal Practice (Solicitors) Module Leaders – contact details

MODULE LEADERS	
Core Practice Areas	
BLP	DimitriVastardis@bpp.com and Jonathan Silverman@bpp.com
Civil Litigation	AnnaCorsellis@bpp.com and JulieNewman@bpp.com
Criminal Litigation	DianaKirsch@bpp.com and BethanyHill@bpp.com
Property	SuzanneMaguire@bpp.com
Skills and other modules	
Advocacy	JanMuller@bpp.com
Interviewing & Advising	DavidChantry@bpp.com
Practical Legal Research/Writing	LorraineJeffery@bpp.com and MechelleDuffy@bpp.com
Professional Conduct & Regulation	MatthewRoden@bpp.com and CharlotteTwomey@bpp.com
Solicitors' Accounts	AmreenaZaidi@bpp.com
Wills & Administration of Estates	AlisonAdams@bpp.com
Drafting	AlexHarmat@bpp.com
Practice Ready and Law Review and Reform modules	
Business Management and Strategy	SamidhaMalhotra@bpp.com
Clinical Legal Education	DianaKirsch@bpp.com and ShailaPal@bpp.com
Negotiation and Case Analysis	Deborahcarter@bpp.com
Law Review and Reform	Stephanford@bpp.com
Vocational Electives	
Advanced Commercial Litigation	AshleyLawson@bpp.com
Advanced Commercial Property	CamillaBrignall@bpp.com
Advanced Criminal Litigation	ClairMcCarthy@bpp.com
Commercial Law & Intellectual Property	CatherineShaw@bpp.com and EmmaHayward@bpp.com
Corporate Finance	AbigailFlack@bpp.com
Debt Finance	AlexHarmat@bpp.com
Employment Law	DianeMillar@bpp.com
Equity Finance	AbigailFlack@bpp.com
Family Law	ClaireIllingworth@bpp.com
Immigration	ShailaPal@bpp.com
Insurance Law & Practice	MikeHowells@bpp.com
International Trade & Transactions	AronDindol@bpp.com
Media and Entertainment Law	ClaireBarrand@bpp.com and KristieMathers@bpp.com
Medical Negligence and Personal Injury	AnnaCorsellis@bpp.com
Private Acquisitions	MatthewRobinson-Smith@bpp.com
Private Client (WPEP)	AmreenaZaidi@bpp.com and LorraineJeffery@bpp.com

LLM Legal Practice (Solicitors) team chart



(9) Governance and Management

BPP University is governed and managed through three main vehicles:

- The General Academic Regulations and sub-regulatory instruments
- The Committee Structure
- The Executive

Together these vehicles provide clear principles on which to act and effective mechanisms through which to communicate and agree those actions.

The General Academic Regulations

The General Academic Regulations are the most senior written authority within BPP University. They are supported by four further levels of regulation and guidance which make up the regulatory framework:

- the General Academic Regulations
- the Manual of Policies and Procedures
- the University Handbook
- the Programme Handbooks
- the Repository of Forms and Guidance

The regulatory framework is intended to ensure that:

1. the aims set out in the mission statement are pursued effectively
2. there can be public confidence in the quality of BPP University's programmes and scholarship, and in the standards of its academic awards and other distinctions
3. students and staff have a rigorous and robust framework for the management of programmes leading to academic awards

The framework has been designed to combine enough flexibility to encourage responsiveness to the changing needs of society with the necessary safeguards for the management of BPP University as an academic community.

(10) PROGRAMME REGULATIONS – LLM Legal Practice (Solicitors)

Programme Regulations for the LLM Legal Practice (Solicitors) (which incorporates the LPC as validated by the SRA) are contained in the University's General Academic Regulations. These apply to all Postgraduate programmes.

In addition, the following regulations apply specifically to this programme:

1. Authority

These regulations are made under the University's General Academic Regulations and are validated with the programme leading to the LLM Legal Practice (Solicitors).

2. Definitions

For the purposes of these regulations the following terms have the following meanings:

CPAs	Means collectively the Core Practice Area modules which are BLP, PLP and LIT
BLP	Business Law and Practice (including Taxation)
PLP	Property Law and Practice
LIT	Litigation
Other Core Modules	Means collectively PCR (including SA) and WAE modules
PCR	Professional Conduct and Regulation
SA	Solicitors' Accounts
WAE	Wills and the Administration of Estates
Course Skills	Means collectively I&A, Advocacy, Drafting, Practical Legal Research and Writing
I&A	Interviewing & Advising
Vocational Electives	The three vocational electives chosen by a student from a range offered on the programme
Practice Ready Modules	The elective modules of Business Management and Strategy, Clinical Legal Education and Negotiation and Case Analysis
SRA	Solicitors' Regulation Authority
LPC	Legal Practice Course as authorised by the SRA
GARs	The University's General Academic Regulations

3. Conflict with other regulations

3.1. Except to the extent that the Academic Council has specifically approved derogation, in the event of a conflict between these regulations and the GARs, or its sub-regulatory instruments, the latter shall prevail.

4. Derogations

The following derogation from the GARs applies to this Programme:

4.1. to allow 5-credit modules for the following modules (all at Level 7): Professional Conduct and Regulation (including Solicitors' Accounts); Advocacy; Interviewing and Advising; Practical Legal Research and Writing; Drafting; Wills and the Administration of Estates.

5. Conditions for Admission

5.1. Candidates must satisfy qualifying criteria set by the SRA from time to time and must have a minimum of:

5.1.1. a lower second class honours qualifying law degree; or
5.1.2. a lower second class non law degree and GDL or CPE; or
5.1.3. equivalent qualifications such as ILEx/FILEx; and

5.2. In addition, where English is not the candidate's first language proficiency in English, evidenced by:

5.2.1. a minimum score of 6.5 in each section of the IELTS academic test (or equivalent); or
5.2.2. an honour's degree that was delivered in English.

6. Conditions of Acceptance

An offer of a place on the programme is subject to the terms and conditions stated in the documentation accompanying the offer, these regulations and the University's General Academic Regulations.

7. Module Selection

7.1. The University reserves the right to limit the number of students taking any particular module and to determine when, and if, a module will be available. These restrictions will apply in particular to the Clinical Legal Education module.

7.2. Candidates wishing to study the Clinical Legal Education module will be required to submit a written application for a place on the module

7.2.1. The written application will comprise a CV with a covering letter. The covering letter should be no more than two sides of A4 and should set out how the student meets the candidate requirements for the module
7.2.2. The covering letter must include concrete examples of how the candidate has demonstrated the candidate requirements, either in a legal or non-legal context
7.2.3. The candidate must also indicate which clinic he or she is applying for. Failure to do any of the above will result in the application not being considered

7.3 Candidates for the Clinical Legal Education module must satisy the following requirements:

7.3.1 ability to speak and write English fluently
7.3.2 good drafting and writing skills
7.3.3 efficiency and ability to carry out work with significant attention to detail
7.3.4 ability to work well in a team
7.3.5 high level of organation and flexibility
7.3.6 ability to meet deadlines and work under pressure
7.3.7 understanding of the importance of client confidentiality
7.3.8 respect and empathy for all clients and prospective clients, including women and people from different ethnicities, those with criminal convictions, differing faiths and people with different sexual orientations
7.3.9 an extremely keen sense of punctuality and reliability
7.3.10 ability to work independently

7.4 Students shall not change the modules for which they are registered without the formal written approval of their programme leader or director of programmes, as appropriate. No such changes will be permitted after the second week of the commencement of teaching of the relevant module, except where there are extenuating circumstances.

8. Attendance

Pursuant to Part F paragraph 62 of the GARs, the attendance requirement on this programme is as follows:

8.1. Attendance is compulsory on all parts of this programme.

8.2. The consequence of failing to attend are set out in Part F paragraph 62 of the GARs, which in turn refers to the Academic Progress and Discipline Regulations and the Examination and Assessment Regulations in Parts G and H of the GARs.

8.3. Students are advised to familiarise themselves with these regulations from the outset. Ultimately, a student in breach of these regulations may be deemed to have failed the assessment requirements for the programme and the University may terminate their registration pursuant to Part F paragraph 55.

8.4. Students who study the Clinical Legal Education module must achieve 100% on all synchronous face to face SGSs, team meetings and supervised meetings.

8.5. Students whose attendance on the Clinical Legal Education module falls below 80%, will not be permitted to complete the module or submit the reflective portfolio for assessment.

8.6. If a student's attendance on the Clinical Legal Education module falls below 100% but above 80% the Clinical Legal Education module leader will review the circumstances to ascertain if it is appropriate for the student to complete and submit the reflective portfolio for assessment. The module leader will consider all relevant circumstances, including:

8.6.1. whether there were permissible causes (supported by evidence) for the absences; and

8.6.2. how the student proposes to mitigate or remedy the failure to engage in the required tasks.

9. Materials allowed in assessments under controlled conditions

At the beginning of each module candidates will be informed which materials are and are not permitted in assessments under controlled conditions. A candidate who is found to have brought materials into an examination or an assessment that have not been permitted will be subject to the Academic Malpractice Regulations.

10. Anonymity

All student work submitted for assessment for taught master's programmes shall be anonymised for the purposes of marking except where the form of presentation precludes such anonymisation e.g. personal presentation and performance. All items of assessment should be identified by candidate number only.

11. Word Length

Where an assessment carries a maximum word length, the number of words in an assessment shall be calculated in accordance with the principles stated in the assessment rubric provided to students in advance of that assessment. Words in excess of the stipulated word limit for an assessment shall not be marked.

12. Failure to pass modules

12.1. Candidates are entitled to three attempts at an assessment in all modules.

12.2. Any assessment taken by a student will be based on the law in force at the time of the assessment regardless of the law taught to the student during the Programme.

13. Failure of any module at a third attempt

A student who fails a third attempt of any LLM Legal Practice (Solicitors) module fails the programme overall. Further attempts may only be permitted in accordance with the regulations on appeals and the rules on mitigating circumstances in the GARs.

See paragraph 18 below for further information.

14. Deferring an assessment

The grant of a deferral will never extend the time limit for completion of the Programme set out in Regulation 16 below.

15. Rules on Mitigating Circumstances and Concessions

15.1. Condonation (that is departing from these regulations and passing an assessment when it has not, on its merits, achieved the required pass standard) is never permitted, either in response to mitigating circumstances or otherwise.

15.2. Compensation (that is making good marks below 50 with marks from another assessment) is never permitted either in response to mitigating circumstances or otherwise.

15.3. The grant of an application for mitigating circumstances will never extend the time limit for the completion of the programme set out in Regulation 16 below.

16. Time limits for completing the programme

16.1. Students must complete the Programme within five years from and including the date of registration as a student on the LLM Legal Practice (Solicitors) programme.

16.2. The meeting of the Board of Examiners in respect of any outstanding final assessment may be later than the fifth anniversary of student registration.

17. The Award of the LLM Legal Practice (Solicitors)

17.1. Conditions for the award of the LLM Legal Practice (Solicitors) (Pass)

Candidates shall be awarded a pass where they have completed and passed all modules.

17.2. Conditions for the award of the LLM Legal Practice (Solicitors) (Merit)

Candidates shall be awarded a merit where they have:

17.2.1 completed and passed all modules; and

17.2.2 obtained an aggregated weighted percentage of at least 60% across all three CPA modules, three vocational Elective modules, one Practice Ready module and the Law Review and Reform module, all of which must have been passed at the first attempt.

17.3. Conditions for the award of the LLM Legal Practice (Solicitors) (Distinction)

Candidates shall be awarded a distinction where they have:

17.3.1 completed and passed all modules; and

17.3.2 obtained an aggregated weighted percentage of at least 70% across all three CPA modules, three vocational Elective modules, one Practice Ready module and the Law Review and Reform module, all of which must have been passed at the first attempt.

18. Transcripts

Results will be presented on students' transcripts with the percentage mark for each module apart from the Course Skills modules where the mark will either be competent or not yet competent

19. Exit Awards

19.1. This programme has no exit awards. However, exceptionally, if a student exits early or fails the LLM Legal Practice (Solicitors) programme, depending on their achievement they can be provided with an LPC transcript in the form approved by the SRA confirming they have completed and passed (within the three attempts permitted for each module) all of the LPC modules embedded in the LLM Legal Practice (Solicitors).

19.2. Such a transcript can be provided for:

19.2.1. Stage 1 and 2 of the LPC (Core Practice Areas, Course Skills, other Core modules, three vocational Electives);
19.2.2. Stage 1 of the LPC (Core Practice Areas, Course Skills and other Core modules);
19.2.3. Stage 2 of the LPC (3 vocational Elective modules); or
19.2.4. Individual Stage 2 vocational Elective modules.

19.3. In each case the transcript does not confer a BPP award and no grade (e.g. distinction, merit) will be given but will be sufficient for student to present to the SRA to prove they have met the learning outcomes for all or part of the vocational stage of training (LPC) when applying to enter the roll of solicitors.

(11) CURRICULUM MAP (the purpose of this is to demonstrate how the module learning outcomes map to the programme learning outcomes)

CURRICULUM MAP – for the core elements of the programme

			Core Practice Areas				Skills and other modules					
			PLP	**BLP**	**Civil Litigation**	**Criminal Litigation**	**Advocacy**	**Drafting**	**Interviewing & Advising**	**PCR (including Solicitors' Accounts)**	**PLR and Writing**	**Wills and Administration of Estates**
Programme Learning Outcomes	Knowledge and Understanding	K1	✓	✓	✓	✓						✓
		K2	✓	✓	✓	✓						✓
		K3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		K4					✓	✓	✓	✓	✓	
	Cognitive Skills	C1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		C2	✓	✓	✓	✓	✓		✓		✓	✓
	Professional Skills	P1	✓	✓	✓	✓	✓	✓	✓		✓	✓
		P2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P5										
	General Transferrable Skills	T1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		T2	✓	✓	✓	✓	✓	✓	✓		✓	
		T3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CURRICULUM MAP – for the elective elements of the programme: 3 x Vocational Electives and additional LLM modules

			All students must pick three vocational electives	Students must study Law Review and Reform plus one of Clinical Legal Education, Business Management and Strategy or Negotiation and Case Analysis			
			All electives modules (3)	Law Review and Reform	Clinical Legal Education	Business Management and Strategy	Negotiation and Case Analysis
Programme Learning Outcomes	Knowledge and Understanding	K1	✓		✓		
		K2	✓	✓	✓		
		K3	✓	✓	✓		
		K4			✓		✓
	Cognitive Skills	C1	✓	✓	✓		✓
		C2	✓		✓		✓
	Professional Skills	P1	✓		✓	✓	✓
		P2	✓	✓	✓		✓
		P3	✓		✓		✓
		P4		✓	✓	✓	✓
		P5		✓		✓	
	General Transferrable Skills	T1	✓	✓	✓	✓	✓
		T2	✓	✓	✓	✓	✓
		T3	✓	✓	✓	✓	✓

(12) ASSESSMENT MAP

ASSESSMENT MAP – for the core elements of the programme

			Core Practice Areas				Other Core Module sand Course Skills					
			Property Law & Practice	Business Law & Practice	Civil Litigation	Criminal Litigation	Advocacy	Drafting	Interviewing & Advising	PCR (including Solicitors' Accounts)	PLR and Writing	WAE
Programme Learning Outcomes	Knowledge and Understanding	K1	Exam	Exam	Exam	Exam						Exam (on-line MCQs)
		K2	Exam	Exam	Exam	Exam						Exam (on-line MCQs
		K3	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	Exam (on-line MCQs)
		K4					Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	

Programme Learning Outcomes			Core Practice Areas				Other Core Module sand Course Skills					
			Property Law & Practice	**Business Law & Practice**	**Civil Litigation**	**Criminal Litigation**	**Advocacy**	**Drafting**	**Interviewing & Advising**	**PCR (including Solicitors' Accounts)**	**PLR and Writing**	**WAE**
	Cognitive Skills	**C1**	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	Exam (on-line MCQs)
		C2	Exam	Exam	Exam	Exam	Oral Assessment		Oral Assessment		Takeaway Assessment	Exam (on-line MCQs)
	Professional Skills	**P1**	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment		Takeaway Assessment	Exam (on-line MCQs
		P2	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	Exam (on-line MCQs)
		P3	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	Exam (on-line MCQs)
		P4									Takeaway Assessment	
		P5										

			Core Practice Areas				Other Core Modules and Course Skills					
			Property Law & Practice	**Business Law & Practice**	**Civil Litigation**	**Criminal Litigation**	**Advocacy**	**Drafting**	**Interviewing & Advising**	**PCR (including Solicitors' Accounts)**	**PLR and Writing**	**WAE**
Learning Programme Outcomes	**General Transferrable Skills**	**T1**	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment	Exam (on-line MCQs)
		T2	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment		Takeaway Assessment	
		T3									Takeaway Assessment	

ASSESSMENT MAP – for the elective elements of the programme

			All students must pick three vocational electives	Students must study Law Reform and review plus one of Clinical Legal education, Business Management and Strategy or Negotiation and Case Analysis			
			Each vocational electives	**Law Review and Reform**	**Clinical Legal Education**	**Business Management and Strategy**	**Negotiation and Case Analysis**
Programme Learning Outcomes	**Knowledge and Understanding**	**K1**	Exam		Reflective portfolio		
		K2	Exam	Practice based legal research report	Reflective portfolio		
		K3	Exam	Practice based legal research report	Reflective portfolio		
		K4			Reflective portfolio		Written case analysis / plan for the resolution of a dispute
	Cognitive Skills	**C1**	Exam	Practice based legal research report	Reflective portfolio		Written case analysis / plan for the resolution of a dispute
		C2	Exam		Reflective portfolio		Written case analysis / plan for the resolution of a dispute
	Professional Skills	**P1**	Exam		Reflective portfolio	Professional Business Report	Written case analysis / plan for the resolution of a dispute
		P2	Exam	Practice based legal research report	Reflective portfolio		Written case analysis / plan for the resolution of a dispute
		P3	Exam		Reflective portfolio	Professional Business Report	Written case analysis / plan for the resolution of a dispute
		P4		Practice based legal research report	Reflective portfolio		Written case analysis / plan for the resolution of a dispute

		P5		Practice based legal research report		Professional Business Report	
	General Transferrable Skills	**T1**	Exam	Practice based legal research report	Reflective portfolio	Professional Business Report	Written case analysis / plan for the resolution of a dispute
		T2	Exam	Practice based legal research report	Reflective portfolio	Professional Business Report	Written case analysis / plan for the resolution of a dispute
		T3		Practice based research report	Reflective portfolio	Professional Business Report	Written case analysis / plan for the resolution of a dispute

Appendix I

Solicitors' Regulation Authority Legal Practice Course Outcomes mapped to the LLM Legal Practice (Solicitors) Programme Outcomes and the QAA Level 7 descriptors.

Appendix 1
LLM Legal Practice (Solicitors) Programme Outcomes Mapped to Master's Level Descriptors and SRA Outcomes

Knowledge and Understanding

Ref	Master's Level Descriptors Students should be able to demonstrate:	BPP LPC Ref	BPP Outcomes Students should be able to demonstrate:	SRA Outcomes Students should be able under appropriate supervision to:
A1	A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.	K1	A systematic understanding of the principles, transactions and procedures in prescribed areas of law and their application in current professional legal practice.	5. Demonstrate their knowledge, understanding and skills in the areas of: • The core practice areas of Business Law and Practice, Property Law and Practice, Litigation and the areas of wills and administration of estates and taxation. 6. Demonstrate their knowledge, understanding and skills in the areas of • the three areas covered by their choice of electives.
		K2	A high level of knowledge in the areas of professional practice studied including critical awareness of current issues and developments in substantive law and practice in prescribed areas of law and how these impact on advising a client.	
		K3	Awareness and the application of the ethical principles and professional codes that inform behaviours within prescribed areas of legal practice.	5. Demonstrate their knowledge, understanding and skills in the areas of: • Professional conduct and Regulation.
		K4	A comprehensive understanding of the techniques appropriate for a range of professional skills including legal research, writing, drafting, advocacy and interviewing & advising and apply those skills in a range of commercial and client facing contexts.	5. Demonstrate their knowledge, understanding and skills in the areas of: • The course skills of Practical Legal Research, Writing Drafting Interviewing and Advising and Advocacy. Students should be able to transfer skills learnt in one context to another.

A3	Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.	P5	Propose solutions to challenges in legal practice based on personal scholarship and research.	

Cognitive Skills

Ref	Master's Level Descriptors	Ref	BPP Outcomes Students should be able to demonstrate:	SRA Outcomes Students should be able under appropriate supervision to:
B1	Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline.	C1	Analyse and synthesise a wide range of information, documentation and data relevant to a client's case in order to systematically and creatively resolve complex and occasionally unpredictable legal issues, advance transactions and deliver effective legal advice demonstrating an awareness of both legal and non-legal facts.	
		P5	Propose solutions to challenges in legal practice based on personal scholarship and research.	
B2	Conceptual understanding that enables the student to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.	C2	Evaluate critically the application of precedents and authorities in the context of a client's case and the strengths and weaknesses that this reveals.	

Professional Skills and Attitudes

Ref	Master's Level Descriptors	Ref	BPP Outcomes Students should be able to demonstrate:	SRA Outcomes Students should be able under appropriate supervision to:
C1	Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.	P1	Provide sound legal advice to a client taking in to account their financial, commercial and personal priorities and constraints and the costs, benefits and risks involved in transactions or courses of action.	1. Identify the client's objectives and different means of achieving those objectives and be aware of • The financial, commercial and personal priorities and constraints to be taken into accounts • The costs, benefits and risks involved in transactions or courses of action.
		P2	Communicate solutions to legal problems coherently both orally and in writing to a range of clients and other professionals.	5. Demonstrate their knowledge, understanding and skills in the areas of: • The course skills of Practical Legal Research, Writing Drafting Interviewing and Advising and Advocacy. Students should be able to transfer skills learnt in one context to another.
C2	Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.	P3	Demonstrate a competent, ethical and proactive approach when advising clients or advancing client transactions.	2. Perform the tasks required to advance transactions or matters 3. Understand the key ethical requirements contained in the SRA Principles of Regulation and Code of Conduct, understand where these may impact and be

				able to apply them in context.
C3	Continue to advance their knowledge and understanding and to develop new skills to a high level.	P4	Monitor, identify and adapt to changes in the law and procedure.	
		P5	Propose solutions to challenges in legal practice based on personal scholarship and research.	

General Transferable Skills

Ref	Master's Level Descriptors	Ref	BPP Outcomes Students should be able to demonstrate:	SRA Outcomes Students should be able under appropriate supervision to:
D1	The exercise of initiative and personal responsibility.	T1	Use their initiative and creativity in addressing and solving problems in a range of legal and commercial contexts recognising when information or supervision is appropriate.	
D2	Decision-making in complex and unpredictable situations.	T2	Communicate complex information and recommend solutions clearly to specialist and non-specialist audiences, adapting the style of communication to the needs of the audience.	
D3	The independent learning ability required for continuing professional development.	T3	Demonstrate the ability to study autonomously, and to reflect on areas of learning and/or practice, and exercise self-direction for continued professional development.	7. Reflect on their learning and identify their learning needs.

Appendix II

Study Planners for full time and part time modes.

Study Planner

LLM Legal Practice (Solicitors) September Start 2017-2018

BPP

Scientia Week	Starts	CPA AND SKILLS SMALL GROUP SESSIONS ('SGGs')					CPA AND SKILLS INDEPENDENT STUDY You can choose when to complete these items, though some have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets.				PRACTICE READY MODULES - if studied in Term 1 The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week				LAW REVIEW & REFORM Term 1
		BLP		PROP	CIV	CRIM & SKILLS	BLP	PROP	CIVIL	CRIM & SKILLS	CLE (see notes below on the timing of the clinics on this module)	BM&S	Negotiation & Case Analysis	PRM ASSESSMENT DEADLINES	See Notes
4	04-Sep	**Headstart Week - registration and initial lectures and SGS**					BLP PRE-MODULE READING **ONLINE TEST** (1 hr), INTRO TO TAX LECTURE (1 hr) LEC 1-3 (1 hr each)	PROP INTRO LEC, LEC 1-2 (1 hr each)	Lectures 1 and 2 (1hr each)	Read PCR for the CPAs Handout	**Headstart Week** - Practice Ready module Induction sessions. Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1 or Term 2)				**Headstart Week** - Law Review and Reform Induction
5	11-Sep	1	2	1	1		HEAVY PREP NOTICE BLP SGS 3 (2 hrs **extra** prep)				Pre-reading	Pre-reading	Not available in term 1		
6	18-Sep	3	4	2	2		BUS ACCOUNTS WB Chapter 1 (3 hrs)				1	1			online tutorial 1
7	25-Sep	5	6	3	3	Crim 1	BUS ACCOUNTS WB Chaper 2 (3 hrs)	HEAVY PREP NOTICE PLP SGS 3			2	2			
8	02-Oct	7	8	4	4	Crim 2	BUS ACCOUNTS WB Chapter 3 (3 hrs)		Perfect Yarns consolidation exercise (do after SGS 3)		3	3			submit research proposal if attending online tutorial 2 in term 1
9	09-Oct	9	10	5	5	Crim 3	BUS ACCOUNTS WB Chapters 1-3 must be completed by SGS10				4	4 and consolidation tutorial 1			online tutorial 2
10	16-Oct	11	12	6	6	Crim 4					5	5			
11	23-Oct	**READING WEEK**													**READING WEEK**
12	30-Oct	BLP, LIT, PLP mocks									6	6			1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13	06-Nov	13	14	7	7	Crim 5			HEAVY PREP NOTICE SGS 8 (2hrs extra).	Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook	7	7 and consolidation tutorial 2			
14	13-Nov	15	16	8	8	Crim 6	BLP SGS 17 (3 hrs)		Appeals/Enforcement WB (to be completed before end of module)		8	8			
15	20-Nov	18	19	9	9	PLR/W1	BLP SGS 20 (5 hrs)				9	9			
16	27-Nov	21	22	10	10	PLR/W2	HEAVY PREP NOTICE BLP SGS 23 (2 hrs **extra** prep)		HEAVY PREP NOTICE CIV SGS 11 (Arbitration)		10	10			
17	04-Dec	23	24	11	11	PLR/W3									
18	11-Dec	25	26	12	12	PLR/W Mock								CLE portfolio hand in 4pm Fri if studied in T1	
		CHRISTMAS BREAK									**CHRISTMAS BREAK**				
21	01-Jan	Revision													
22	08-Jan	Revision													
23	15-Jan	CPA assmts [Lit Mon, PLP Thur]		Drafting Assmt [Thur]											
24	22-Jan	CPA assessment [BLP Tues]		Skills prep				SA WB Ch 1 & 2 (4 hrs)	ADV online session - complete before SGS1	WAE WB SECTION A	Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	BM&S assessment released if studied in T1	

NOTES ON THE STUDY PLANNER

Law Review and Reform

You can start this module in Term 1 or Term 2. If you submit your research proposal in T1, your assessment deadline is in May (result in July 2018). If you submit your research proposal in Term 2, your assessment deadline is in August (result in October 2018)

Practice Ready Modules

Students study 1 PRM from a choice of three. You can choose to study your PRM in term 1 or Term 2 but you must make this choice before you register on the programme. Please note, which PRM you choose and when you study it can affect the date you receive your final result. See Completion Date information below. PRMs are offered subject to demand and synchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study. Note in particular that clinics on the CLE module will generally take place on weekday evenings, again irrespective of your chosen mode of study.

Completion Date

If you wish to complete your LLM LPS and receive your final result in July 2018, you must complete your Law Review and Reform Module during Term 1 and submit by the May deadline and, if you choose BM&S as your PRM, you must study it in Term 1.

Scientia Week	Starts	SMALL GROUP SESSIONS ('SGGs')	SKILLS INDEPENDENT STUDY You can choose when to complete these items, though some have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets.				PRACTICE READY MODULES - If studied in Term 2 The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week				LAW REVIEW & REFORM - Term 2
		SKILLS					CLE	BM&S	Negotiation & Case Analysis	PRM ASSESSMENT DEADLINES	See notes
25	29-Jan	I&A 1 / SA 1 / ADV 1	PCR Lec 1 and 2	SA Workbook - Ch 3 & 4 (4hrs)		WAE WB SECTION B	1	1	1		online tutorial 1 (if not attended in term 1)
26	05-Feb	PCR1 / I&A 2 / ADV 2	PCR Lec 3	SA Workbook - Ch 5 & 6 (4hrs)		WAE WB SECTIONS C & D	2	2	2		
27	12-Feb	**Skills assessment: PLR/W & WAE**					3	3	3		submit research proposal if attending online tutorial 2 in term 2
28	19-Feb	PCR2 / SA 2 / **Skills assmt: Advocacy**					4	4 and consolidation tutorial 1	4		online tutorial 2
29	26-Feb	**I&A mock**				PCR Workbook, PCR FA	5	5	5		1:1 project planning meeting must take place within 2 weeks of online tutorial 2
30	05-Mar	Employability week					6	6	6		
31	12-Mar	**Skills assessment: I&A**			PCR Mock	PCR & SA revision	7	7 and consolidation tutorial 2	7		
32	19-Mar	**PCR and SA assmts [Tue 20 Mar]** / Electives prep									
33	26-Mar	EASTER									
34	02-Apr	EASTER								BM&S assessment hand in 4pm Fri if studied in T1	
35	09-Apr	ELEC 1 & 2					8	8	8		
36	16-Apr	ELEC 3 & 4					9	9			
37	23-Apr	ELEC 5 & 6					10	10	9 (F2F)		
38	30-Apr	ELEC 7 & 8							10 (F2F)		
39	07-May	ELEC 9								Negotiation assesment released 10am Mon / CLE portfolio hand in 4pm Fri if studied in T2	
40	14-May	ELEC 10 / Revision								Negotiation assessment hand in 4pm Fri / BM&S assessment released if studied in T2	Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 1 - final result in July
41	23-May	Revision									
42	30-May	Revision									
43	04-Jun	**Elective assessments**									
44	11-Jun	**Elective assessments**									
49	16-Jul									BM&S assessment hand in 4pm Fri if studied in T2 (result in Oct)	
54 (2)	20-Aug										Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 2 - final result in Oct

ASSESSMENT DATES

LITIGATION	15 January 2018
PROP	18 January 2018 AM
DRAFTING	18 January 2018 PM
BLP	23 January 2018

WAE	W/c 12 February 2018
PLR/W	Mock - w/c 11 Dec 2017. Assessment - w/c 12 Feb 2018 9:00am on day 1 to 5:00pm on day 2
ADV	W/c 19 Feb 2018
I&A	Mock - w/c 26 Feb 2018. Assessment - w/c 12 Mar 2018
PCR	20 Mar 2018 AM
SA	20 Mar 2018 PM

Mocks — Mock assessments: these are compulsory and take place in the Law School on the dates shown

ABBREVIATIONS

BLP	Business Law & Practice
CIVIL	Civil Litigation
CRIM	Criminal Ligitation
PROP	Property
CPA	Core Practice Areas (BLP, PLP and Litigation)
WB	Workbook
FA	Formative Assessment

Litigation

ADV	Advocacy
I&A	Interviewing and advising
PCR	Professional Conduct & Regulation
PLR	Practical Legal Research and Writing
SA	Solicitors' Accounts
WAE	Wills and Administration of Estates

PRM	Practice Ready Module
CLE	Clinical Legal Education
BM&S	Business Management and Strategy
T1, T2 etc	Term 1, Term 2 etc.

NOTES ON THE STUDY PLANNER

HEAVY PREP NOTICE

This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires working through a workbook.

Electives term dates

The elective term starts on 9 April 2018

On-line tests and Lectures

A recorded lecture covering the material in each chapter is available online. You should watch the online lecture (or, where they are offered as part of your mode of study, attend the live lecture) where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practise your understanding of each topic area. You may attempt these tests as often as you wish.

STUDY PLANNER - LLM Legal Practice (Solicitors) PART-TIME DAY FRIDAY 2017-19

scientia week	TERM 1		SMALL GROUP SESSIONS These are your two-hour face to face taught sessions BLP		SKILLS		INDEPENDENT STUDY This is work in addition to your preparation for SGSs BLP	SKILLS	PRACTICE READY MODULES - if studied in Term 1 The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week CLE (see Note 2)	BM&S	Negotiation & Case Analysis		TERM 4 Week	Vocational Elective SGS See Notes	LAW REVIEW & REFORM See Notes
3	SAT	02-Sep	Registration and Headstart Weekend				BLP PRE-MODULE READING **ONLINE TEST** (1 hr), INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)		**Headstart Weekend** - Practice Ready module Induction sessions. Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1, Term 2 or Term 3)			PRM ASSESSMENT DEADLINES			
3	SUN	03-Sep						Read PCR for the CPAs handout					3	Study one in T4 and two in T5 or two in T4 and one in T5	**Headstart Week** - Law Review and Reform Induction
4	Fri	08-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs **extra** prep - Tax WB Ch 1-3)		Pre-reading	Pre-reading	Not available in term 1		4		
5	Fri	15-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)		Pre-reading	Pre-reading			5		
6	Fri	22-Sep	5	6			Business Accounts Workbook (see note above)		1	1			6		online tutorial 1
7	Fri	29-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity		2	2			7		
8	Fri	06-Oct	9	10					3	3			8	1	submit research proposal if attending online tutorial 2 in term 4
9	Fri	13-Oct	I&A1	I&A2				WAE Workbook SECTION A (see Note 1 below)	4	4 and consolidation tutorial 1			9	2	online tutorial 2
10	Fri	20-Oct	I&A Mock					WAE Workbook SECTION B	5	5			10	3	Assessment hand in deadline for BM&S 4pm Fri if studied in T3
11	w/c	23-Oct	Reading Week										11		
12	Fri	03-Nov	11	12				WAE Workbook SECTION C	6	6			12	4	1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13	Fri	10-Nov	13	14				WAE Workbook SECTION D	7	7 and consolidation tutorial 2			13	5	
13	SUN	12-Nov	BLP Mock				(if do in own time, must be e-mailed to tutor by Fri 17 Nov)								
14	Fri	17-Nov	15	16			SGS 17 (3 hrs)		8	8			14	6	
15	w/c	20-Nov	Skills Assessment week: WAE (see note 1 below), I&A				WAE period starts 20 Nov (9am) and ends 24 Nov (5pm)	You will have your I&A assessment on Saturday 25 November or Sunday 26 November	9	9			15	7	
16	Fri	01-Dec	18	19			SGS 20 (5 hrs) - complete by SGS 21		10	10			16	8	
17	Fri	08-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (corporation Tax) (2 hrs **extra** prep)						17	9	
18	Fri	15-Dec	23	24								CLE portfolio hand in 4pm Fri if studied in T1	18	10	
19	w/c	18-Dec	NO TEACHING				Revise BLP		No Teaching				19	No Teaching	
20	w/c	25-Dec	NO TEACHING				Revise BLP		No Teaching				20	No Teaching	
21	Fri	05-Jan	25	26									21		
22	w/c	08-Jan	Revision				Revise BLP	Revise Drafting					22		
23	w/c	15-Jan	Revision		Thurs 18 January: Drafting Assessment (3.00pm start).		Revise BLP	Revise Drafting					23	revision	
24	w/c	22-Jan	Tuesday 23 January: BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC		Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	BM&S assessment released if studied in T1	24		

On-line tests and Lectures

A recorded lecture covering the material in each chapter is available online. You should watch the online lecture where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practice your understanding of each topic area. You may attempt these tests as often as you wish

ADDITIONAL PREP NOTICE

This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires you to study a workbook (Tax Law, Solicitors' Accounts)

ABBREVIATIONS

BLP	Business Law & Practice	Litigation	ADV - Advocacy	W - Writing	PRM	Practice Ready Module
CIV	Civil Litigation		I&A - Interviewing and advising	SA - Solicitors' Accounts	CLE	Clinical Legal Education
CRIM	Criminal Litigation		PCR - Professional Conduct & Regulation	WAE - Wills and Administration of Estates	BM&S	Business Management and Strategy
PLP	Property Law and Practice		PLR - Practical Legal Research			
				FA - Formative assessment	T1, T2 etc	Term 1, Term 2 etc.

***Note 1. WAE** is an online self study module. To prepare for the assessment you must complete the WAE Workbook. The independent study section above sets out our suggestions for when we recommend you undertake this work. The WAE assessment will take the form of **10 multiple choice questions which you must complete online** within a 90 minute time deadline. There will be practice questions made available on the VLE to give you the opportunity to practice questions and receive feedback on your answers. It is highly recommended that you attempt these practice questions.

Practice Ready Modules

Students study 1 PRM from a choice of three. You can choose to study your PRM in Term 1 or Term 2 or Term 3 but you must make this choice before you register on the programme.
PRMs are offered subject to demand and synchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study. Note 2.
The clinics on the CLE module will generally take place on weekday evenings or weekdays, again irrespective of your chosen mode of study.

Law Review and Reform You can start this module in Term 4 or Term 5. If you submit your research proposal in T4, your assessment deadline is in May (result in July 2019). If you submit your research proposal in Term 5, your assessment deadline is in August (result in October 2019)

Completion Date

If you wish to complete your LLM in 21 months and receive your final result in July 2019, you must complete your Law Review and Reform Module during Term 4 and submit by the May deadline.

STUDY PLANNER - LLM Legal Practice (Solicitors) PART-TIME DAY FRIDAY 2017-19

YEAR 1

scientia week	TERM 2		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 2: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week			
			PLP	PLP	SKILLS	SKILLS	PLP	SKILLS		CLE (see Note 2)	BM&S	Negotiation and Case Analysis	PRM ASSESSMENT DEADLINES
25	Fri	02-Feb				PLR/W1		Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook		1	1		
26	Fri	09-Feb			PLR/W2	SA1		PCR Lectures 1 and 2 (before SGS 1)	SA Workbook Ch 1 & 2 (before SGS 1) - 4hrs	2	2		
27	Fri	16-Feb			PLR/W3	PCR1		PCR Lecture 3 (before SGS 2)	SA Workbook Ch 3 & 4 (before SGS 2) - 4 hrs	3	3		
28	Fri	23-Feb			PCR2	SA2			SA Workbook Ch 5 &6 (before SGS 2) - 4hrs	4	4 and consolidation tutorial 1		
28	SAT	24-Feb	PLR/W mock over weekend (online in your own time)										
28	SUN	25-Feb	PLR/W mock over weekend (online in your own time)										
29	Fri	02-Mar	1	2			PLP INTRO LEC, LEC 1-2 (online) (1 hr each)		Revisit PCR for the CPAs handout	5	5		
30	Fri	09-Mar	3	4			ADDITIONAL PREP NOTICE - PLP SGS 3			6	6		
31	Fri	16-Mar	5	6						7	7 and consolidation tutorial 2	Not available in term 2	
32	Fri	23-Mar	7	8									
33	Fri	30-Mar	NO TEACHING (Easter)										
34	Fri	06-Apr	NO TEACHING (Easter)				PLP ILEC 10 (consolidation)						BM&S assessment hand in 4pm Fri 6 Apr if studied in T1
34	SUN	08-Apr	PLP Mock assessment				(if do in own time, must be e-mailed to tutor by Mon 09 April)		PCR Workbook				
35	Fri	13-Apr	9	10					REVISE PCR and SA	8	8		
36	Fri	20-Apr	11	12					REVISE PCR and SA	9	9		
37	w/c	23-Apr	PCR and SA Assessments: Tuesday 24 April				PCR 10.30am start; SA 3.00pm start - venue TBC			10	10		
37	w/c	23-Apr	PLR/W Assessment: starts 9am on Thurs 26 until 5pm Fri 27										
38	w/c	30-Apr	Revision				Revise PLP						
39	w/c	07-May	Revision				Revise PLP						CLE portfolio hand in 4pm Fri if studied in T2
40	w/c	14-May	Thurs 17 May: PLP Assessment				10.30am start - venue TBC						BM&S assessment released if studied in T2

YEAR 2

Term 5	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Week		See notes
25	Revision	
26		
27		
28	Elective assessments	
29		
30		online tutorial 1 (if not attended in term 4)
31	1	
32	2 and 3	submit research proposal if attending online tutorial 2 in term 5
33		NO TEACHING Easter
34		NO TEACHING Easter
35	4 and 5	online tutorial 2
36	6	1:1 project planning meeting must take place within 2 weeks of online tutorial 2
37	7	
38	8	
39	9	
40	10	Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 4 - final result in July

YEAR 1

scientia week	TERM 3		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 3: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week			
			Civil Lit		Criminal Lit	SKILLS	Litigation	SKILLS		CLE	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
41	Fri	25-May	1		1		Civ Lectures 1 and 2 (on-line) (1hr each)	Please note, Litigation teaching begins soon after the PLP Assessment. Civil Lit SGS 1-3 are the foundation of the Civil Lit course and contain key material on the drafting question in the assessment so please ensure you allow sufficient time after the PLP assessment to properly prepare for these SGS.	Revisit PCR for the CPAs handout	Not available in term 3	1	1	
42	Fri	01-Jun	2		2						2	2	
43	Fri	08-Jun	3		3						3	3	
44	Fri	15-Jun	4		4		Civ Perfect Yarns consolidation exercise				4 and consolidation tutorial 1	4	
45	Fri	22-Jun	5		5						5	5	
46	Fri	29-Jun	6		6			Advocacy Online Session - you must complete this before your Advocacy SGS1.			6	6	
47	Fri	06-Jul	7			Advocacy SGS 1	ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).				7 and consolidation tutorial 2	7	
47	SUN	08-Jul	Civil and Criminal Litigation Mock				If you do the mock in your own time, it must be e-mailed to your tutor by Fri 13 July						
48	Fri	13-Jul	8			Advocacy SGS 2	Civ Appeals/Enforcement WB (to be completed before end of module)				8	8	
49	Fri	20-Jul	9	10			ADDITIONAL PREP NOTICE - CIV SGS 11 (aribtation)				9	9	BM&S assessment hand in 4pm Fri if studied in T2 (result in Oct)
50	Fri	27-Jul	11	12							10	10	
51	w/c	30-Jul	Revision										BM&S assmnt released if studied in T3
51	SAT	04-Aug	Advocacy assessment					Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes					
51	SUN	05-Aug	Advocacy assessment										
52	w/c	06-Aug	Revision										Negotiation assmnt released 10am Mon
1	w/c	13-Aug	Revision										Negotiation assmnt hand in 4pm Fri 17 Aug
2	w/c	20-Aug	Revision										
3	w/c	27-Aug	Tuesday 28 August: Litigation Assessment				Civil Lit 10.30am start; Criminal Lit 3.00pm start - venue TBC						

YEAR 2

Term 6	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Week		See notes
41	Revision	
42		
43	Elective assessments	
44		
45		
46		
47		
48		
49		
50		
51		
52		
1		
2		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 5 - final result in Oct
3		

STUDY PLANNER - LLM Legal Practice (Solicitors) PART-TIME DAY MONDAY 2017-19

YEAR 1

scientia week	TERM 1		SMALL GROUP SESSIONS These are your two-hour face to face taught sessions BLP		SKILLS		INDEPENDENT STUDY This is work in addition to your preparation for SGSs BLP	SKILLS		PRACTICE READY MODULES - if studied in Term 1 The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week CLE (see Note 2)	BM&S	Negotiation & Case Analysis	
3	SAT	02-Sep	Registration and Headstart Weekend				BLP PRE-MODULE READING ONLINE TEST (1 hr). INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)			Headstart Week - Practice Ready module Induction sessions Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1, Term 2 or Term 3)			PRM ASSESSMENT DEADLINES
3	SUN	03-Sep							Read PCR for the CPAs handout				
4	MON	04-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs **extra** prep - Tax WB Ch 1-3))			Pre-reading	Pre-reading	Not available in term 1	
5	MON	11-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)			Pre-reading	Pre-reading		
6	MON	18-Sep	5	6			Business Accounts Workbook (see note above)			1	1		
7	MON	25-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity			2	2		
8	MON	02-Oct	9	10						3	3		
9	MON	09-Oct	I&A1	I&A2					WAE Workbook SECTION A (See Note 1 below)	4	4 and consolidation tutorial 1		
10	MON	16-Oct	I&A Mock						WAE Workbook SECTION B	5	5		
11	W/C	23-Oct	Reading Week										
12	MON	30-Oct	11	12					WAE Workbook SECTION C	6	6		
13	MON	06-Nov	13	14					WAE Workbook SECTION D	7	7 and consolidation tutorial 2		
13	SUN	12-Nov	BLP mock				(if do in own time, must be e-mailed to tutor by Fri 17 Nov)						
14	MON	13-Nov	15	16			SGS 17 (3 hrs) - complete by SGS 22			8	8		
15	W/C	20-Nov	Skills Assessment week: WAE (see note 1 below) and I&A				WAE period starts 20 Nov (9am) and ends 24 Nov (5pm)	You will have your I&A assessment on Saturday 25 November or Sunday 26 November		9	9		
16	MON	27-Nov	18	19			SGS 20 (5 hrs) - complete by SGS 21			10	10		
17	MON	04-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (Corporation Tax) (2 hrs **extra** prep)						
18	MON	11-Dec	23	24									CLE portfolio hand in 4pm Fri if studied in T1
19	W/C	18-Dec	NO TEACHING				Revise BLP			No Teaching			
20	W/C	25-Dec	NO TEACHING				Revise BLP			No Teaching			
21	MON	01-Jan	BANK HOLIDAY				Classes on Tuesday this week (Monday is a Bank Holiday)						
21	Tues	02-Jan	25	26									
22	W/C	08-Jan	revision				Revise BLP	Revise Drafting					
23	W/C	15-Jan	revision		Thurs 18 January: Drafting Assessment (3.00pm start).		Revise BLP	Revise Drafting					
24	w/c	22-Jan	Tuesday 23 January: BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC			Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	reading for PRM if studied in T2	BM&S assessment released if studied in T1

YEAR 2

TERM 4	Vocational Elective SGS	LAW REVIEW & REFORM
Week	Study one in T4 and two in T5 or two in T4 and one in T5	See Notes
3		**Headstart Week** - Law Review and Reform Induction
4		
5		
6		online tutorial 1
7		
8	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	submit research proposal if attending online tutorial 2 in term 4
9		online tutorial 2
10		Assessment hand in deadline for BM&S 4pm Fri if studied in T3
11		
12		1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13		
14		
15		
16		
17		
18		
19		No Teaching
20		No Teaching
21	revision	
22		
23		
24		

On-line tests and Lectures
A recorded lecture covering the material in each chapter is available online. You should watch the online lecture where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practice your understanding of each topic area. You may attempt these tests as often as you wish.

ADDITIONAL PREP NOTICE
This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires you to study a workbook (Tax Law, Solicitors' Accounts)

ABBREVIATIONS

BLP	Business Law & Practice		ADV - Advocacy	W - Writing		PRM	Practice Ready Module
CIV	Civil Litigation	Litigation	I&A - Interviewing and advising	SA - Solicitors' Accounts		CLE	Clinical Legal Education
CRIM	Criminal Litigation		PCR - Professional Conduct & Regulation	WAE - Wills and Administration of Estates		BM&S	Business Management and Strategy
PLP	Property Law and Practice		PLR - Practical Legal Research	FA - Formative assessment		T1, T2 etc	Term 1, Term 2 etc.

***Note 1. WAE** is an online self study module. To prepare for the assessment you must complete the WAE Workbook. The independent study section above sets out our suggestions for when we recommend you undertake this work. The WAE assessment will take the form of **10 multiple choice questions which you must complete online** within a 90 minute time deadline. There will be practice questions made available on the VLE to give you the opportunity to practice questions and receive feedback on your answers. It is highly recommended that you attempt these practice questions.

Practice Ready Modules
Students study 1 PRM from a choice of three. You can choose to study your PRM in Term 1 or Term 2 or Term 3 but you must make this choice before you register on the programme.
PRMs are offered subject to demand and sysnchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study.
Note 2. The clinics on the CLE module will generally take place on weekday evenings or weekdays, again irrespective of your chosen mode of study.

Law Review and Reform	You can start this module in Term 4 or Term 5. If you submit your research proposal in T4, your assessment deadline is in May (result in July 2019). If you submit your research proposal in Term 5, your assessment deadline is in August (result in October 2019)

Completion Date
If you wish to complete your LLM in 21 months and receive your final result in July 2019, you must complete your Law Review and Reform Module during Term 4 and submit by the May deadline.

STUDY PLANNER - LLM Legal Practce Solicitors PART-TIME DAY MONDAY STAGE ONE 2017-18

YEAR 1

scientia week	TERM 2		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 2: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week			
			PLP	PLP	SKILLS	SKILLS	PLP	SKILLS		CLE (see Note 2)	BM&S	Negotiation & Case Analysis	PRM ASSESSMENT DEADLINES
25	MON	29-Jan				PLR/W 1		Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook		1	1	Not available in term 2	
26	MON	05-Feb			PLR/W2	SA1		PCR lectures 1 and 2 (before SGS 1)	SA Workbook Ch 1 & 2 (4 hrs) - before SGS 1	2	2		
27	MON	12-Feb			PLR/W3	PCR1		PCR lecture 3 (before SGS 2)	SA Workbook Ch 3 & 4 (4hrs) - before SGS 2	3	3		
28	MON	19-Feb			PCR2	SA2			SA Workbook Ch 5 &6 (4hrs) - before SGS 2	4	4 and consolidation tutorial 1		
28	SAT	24-Feb	PLR/W mock over weekend (online in your own time)										
28	SUN	25-Feb	PLR/W mock over weekend (online in your own time)										
29	MON	26-Feb	1	2			PLP INTRO LEC, LEC 1-2 (online) (1 hr each)		Revisit PCR for the CPAs handout	5	5		
30	MON	05-Mar	3	4			ADDITIONAL PREP NOTICE - PLP SGS 3			6	6		
31	MON	12-Mar	5	6						7	7 and consolidation tutorial 2		
32	MON	19-Mar	7	8					PCR Workbook				
33	W/C	26-Mar	NO TEACHING (Easter)						REVISE PCR and SA				
34	W/C	02-Apr	NO TEACHING (Easter)						REVISE PCR and SA				BM&S assessment hand in 4pm Fri 6 Apri if studied in T1
34	SUN	08-Apr	PLP Mock assessment				(If do in own time, must be emailed to tutor by Mon 09 April						
35	MON	09-Apr	9	10						8	8		
36	MON	16-Apr	11	12			PLP ILEC 10 (consolidation)			9	9		
37	w/c	23-Apr	PCR and SA Assessments: Tuesday 24 April				PCR 10.30am start; SA 3.00pm start - venue TBC			10	10		
37	w/c	23-Apr	PLR/W Assessment Starts Thurs 26 April 9 am until Fri 27 April 5pm										
38	w/c	30-Apr	Revision				Revise PLP						
39	w/c	07-May	Revision				Revise PLP						CLE portfolio hand in 4pm Fri if studied in T2
40	w/c	14-May	Thurs 17 May: PLP Assessment				10.30am start - venue TBC						BM&S assessment released if studied in T2

YEAR 2

Term 5	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Week		See notes
25	Revision	
26		
27		
28	Elective assessments	
29		
30		online tutorial 1 (if not attended in term 4)
31	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	
32		submit research proposal if attending online tutorial 2 in term 5
33		NO TEACHING Easter
34		NO TEACHING Easter
35		online tutorial 2
36		1:1 project planning meeting must take place within 2 weeks of online tutorial 2
37		
38		
39		
40		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 4 - final result in July

YEAR 1

scientia week	TERM 3		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 3: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week			
			Civil Lit	Criminal Lit	SKILLS		Litigation	SKILLS		CLE	BM&S	Negotiation & Case Analysis	PRM ASSESSMENT DEADLINES
41	MON	21-May	1	1			Civ Lectures 1 and 2 (on-line) (1hr each)	Please note, Litigation teaching begins soon after the PLP Assessment. Civil Lit SGS 1-3 are the foundation of the Civil Lit course and contain key material on the drafting question in the assessment so please ensure you allow sufficient time after the PLP assessment to properly prepare for these SGS.	Revisit PCR for the CPAs handout	Not available in term 3	1	1	
42	MON	28-May	BANK HOLIDAY				Classes on Tuesday this week (Monday is a Bank Holiday)				2	2	
42	Tues	29-May	2	2									
43	MON	04-Jun	3	3							3	3	
44	MON	11-Jun	4	4			Civ Perfect Yarns consolidation exercise				4 and consolidation tutorial 1	4	
45	MON	18-Jun	5	5							5	5	
46	MON	25-Jun	6	6				Advocacy Online Session - you must complete this before your Advocacy SGS1.			6	6	
47	MON	02-Jul	7		Advocacy SGS 1		ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).				7 and consolidation tutorial 2	7	
47	Sun	09-Jul	Civil and Criminal Litigation Mock				if you do the mock in own time, it must be e-mailed to your tutor by Fri 13 July						
48	MON	09-Jul	8		Advocacy SGS 2		Civ Appeals/Enforcement WB (to be completed before end of module)				8	8	
49	MON	16-Jul	9	10			ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)				9	9	BM&S assessment hand in 4pm Fri if studied in T2 (result in Oct)
50	MON	23-Jul	11	12							10	10	
51	W/C	30-Jul	Revision										BM&S assmnt released if studied in T3
51	Sat	04-Aug	Advocacy assessment					Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes					
51	Sun	05-Aug	Advocacy assessment										
52	W/C	06-Aug	Revision										Negotiation assmnt released 10am Mon
1	W/C	13-Aug	Revision										Negotiation assmnt hand in 4pm Fri 17 Aug
2	W/C	20-Aug	Revision										
3	W/C	28-Aug	Tuesday 28 August: Litigation Assessment				Civil Lit 10.30am start; Criminal Lit 3.00pm start - venue TBC						

YEAR 2

Term 5	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Week		See notes
41	Revision	
42		
43	Elective assessments	
44		
45		
46		
47		
48		
49		
50		
51		
52		
1		
2		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 5 - final result in Oct
3		

STUDY PLANNER - LLM Legal Practice (Solicitors) PART-TIME EVENING 2017-19

YEAR 1

scientia week	TERM 1		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions — BLP		SMALL GROUP SESSIONS: SKILLS		INDEPENDENT STUDY: This is work in addition to your preparation for SGSs — BLP	INDEPENDENT STUDY: SKILLS	PRACTICE READY MODULES - if studied in Term 1: CLE (see Note 2)	PRACTICE READY MODULES: BM&S	PRACTICE READY MODULES: Negotiation & Case Analysis	PRACTICE READY MODULES: PRM ASSESSMENT DEADLINES
			The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week									
3	SAT	02-Sep	Registration and Headstart Weekend				BLP PRE-MODULE READING **ONLINE TEST** (1 hr), INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)		**Headstart Weekend** - Practice Ready module Induction sessions. Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1, Term 2 or Term 3)			
3	SUN	03-Sep						Read PCR for the CPAs handout				
4	W/C	04-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs **extra** prep - Tax WB Ch 1-3))		Pre-reading	Pre-reading	Not available in term 1	
5	W/C	11-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)		Pre-reading	Pre-reading		
6	W/C	18-Sep	5	6			Business Accounts Workbook (see note above)		1	1		
7	W/C	25-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity		2	2		
8	W/C	02-Oct	9	10					3	3		
9	W/C	09-Oct	I&A1	I&A2				WAE Workbook SECTION A (see Note 1 below)	4	4 and consolidation tutorial 1		
10	W/C	16-Oct	I&A Mock					WAE Workbook SECTION B	5	5		
11	W/C	23-Oct	**Reading Week**									
12	W/C	30-Oct	11	12				WAE Workbook SECTION C	6	6		
13	W/C	06-Nov	13	14				WAE Workbook SECTION D	7	7 and consolidation tutorial 2		
13	**SUN**	**12-Nov**	BLP mock				(if do in own time, must be e-mailed to tutor by Fri 17 Nov					
14	W/C	13-Nov	15	16			SGS 17 (3 hrs) - complete by SGS 22		8	8		
15	**W/C**	**20-Nov**	**Skills Assessment week: WAE (see note 1 below), I&A**				WAE period starts 20 Nov (9am) and ends 24 Nov (5pm)	You will have your I&A assessment on Saturday 25 November or Sunday 26 November	9	9		
16	W/C	27-Nov	18	19			SGS 20 (5 hrs) - complete by SGS 21		10	10		
17	W/C	04-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (Corporation Tax) (2 hrs **extra** prep)					
18	W/C	11-Dec	23	24								CLE portfolio hand in 4pm Fri if studied in T1
19	W/C	18-Dec	**NO TEACHING**				Revise BLP		**No Teaching**			
20	W/C	25-Dec	**NO TEACHING**				Revise BLP		**No Teaching**			
21	MON	01-Jan	**BANK HOLIDAY**				**Classes on Tuesday and Wednesday this week (Monday is a Bank Holiday)**					
21	Tues	02-Jan	25	26								
22	W/C	08-Jan	**revision**				Revise BLP	Revise Drafting				
23	W/C	15-Jan	**revision**		**Thurs 18 January: Drafting Assessment (3.00pm start).**		Revise BLP	Revise Drafting				
24	**w/c**	**22-Jan**	**Tuesday 23 January: BLP ASSESSMENT**				**Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC**		Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	BM&S assessment released if studied in T1

YEAR 2

TERM 4	Vocational Elective SGS	LAW REVIEW & REFORM
Scientia Week	Study one in T4 and two in T5 or two in T4 and one in T5	**See Notes**
3		**Headstart Week** - Law Review and Reform Induction
4		
5		
6		online tutorial 1
7		
8	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	submit research proposal if attending online tutorial 2 in term 4
9		online tutorial 2
10		Assessment hand in deadline for BM&S 4pm Fri if studied in T3
11		
12		1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13		
14		
15		
16		
17		
18		
19	**No Teaching**	
20	**No Teaching**	
21	**revision**	
22		
23		
24		

On-line tests and Lectures
A recorded lecture covering the material in each chapter is available online. You should watch the online lecture where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practice your understanding of each topic area. You may attempt these tests as often as you wish.

ABBREVIATIONS

BLP	Business Law & Practice	ADV - Advocacy	W - Writing	PRM	Practice Ready Module
CIV	Civil Litigation } Litigation	I&A - Interviewing and advising	SA - Solicitors' Accounts	CLE	Clinical Legal Education
CRIM	Criminal Litigation } Litigation	PCR - Professional Conduct & Regulation	WAE - Wills and Administration of Estates	BM&S	Business Management and Strategy
PLP	Property Law and Practice	PLR - Practical Legal Research	FA - Formative assessment	T1, T2 etc	Term 1, Term 2 etc.

ADDITIONAL PREP NOTICE
This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires you to study a workbook (Tax Law, Solicitors' Accounts)

***Note 1. WAE** is an online self study module. To prepare for the assessment you must complete the WAE Workbook. The independent study section above sets out our suggestions for when we recommend you undertake this work. The WAE assessment will take the form of **10 multiple choice questions which you must complete online** within a 90 minute time deadline. There will be practice questions made available on the VLE to give you the opportunity to practice questions and receive feedback on your answers. It is highly recommended that you attempt these practice questions.

Practice Ready Modules
Students study 1 PRM from a choice of three. You can choose to study your PRM in Term 1 or Term 2 or Term 3 but you must make this choice before you register on the programme.
PRMs are offered subject to demand and sysnchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study. Note 2.
The clinics on the CLE module will generally take place on weekday evenings or weekdays, again irrespective of your chosen mode of study.

Law Review and Reform
You can start this module in Term 4 or Term 5. If you submit your research proposal in T4, your assessment deadline is in May (result in July 2019). If you submit your research proposal in Term 5, your assessment deadline is in August (result in October 2019)

Completion Date
If you wish to complete your LLM in 21 months and receive your final result in July 2019, you must complete your Law Review and Reform Module during Term 4 and submit by the May deadline.

STUDY PLANNER - LLM Legal Practice (Solicitors) PART-TIME EVENING 2017-19

YEAR 1

scientia week	TERM 2		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 2: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week			
			PLP	PLP	SKILLS	SKILLS	PLP	SKILLS		CLE (see Note 2)	BM&S	Negotiation & Case Analysis	PRM ASSESSMENT DEADLINES
25	W/C	29-Jan				PCR 1		PCR lectures 1 and 2 (before SGS 1)	Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook	1	1	Not available in term 2	
26	W/C	05-Feb			PLR/W1	SA1		PCR lecture 3 (before SGS 2)	SA Workbook Chs 1 & 2 (4hrs) - before SGS 1	2	2		
27	W/C	12-Feb			PLR/W2	PCR2			SA Workbook Ch 3 & 4 (4hrs) - before SGS 2	3	3		
28	W/C	19-Feb			PLR/W3	SA2			SA Workbook Ch 5 & 6 (4hrs) - before SGS 2	4	4 and consolidation tutorial 1		
28	SAT	24-Feb	PLR/W mock over weekend (online in your own time)				PLP INTRO LEC, LEC 1-2 (online) (1 hr each)						
28	SUN	25-Feb	PLR/W mock over weekend (online in your own time)										
29	W/C	26-Feb	1	2			ADDITIONAL PREP NOTICE - PLP SGS 3		Revisit PCR for the CPAs handout	5	5		
30	W/C	05-Mar	3	4						6	6		
31	W/C	12-Mar	5	6						7	7 and consolidation tutorial 2		
32	W/C	19-Mar	7	8					PCR Workbook				
33	W/C	26-Mar	NO TEACHING (Easter)						REVISE PCR and SA				
34	W/C	02-Apr	NO TEACHING (Easter)						REVISE PCR and SA				BM&S assessment hand in 4pm Fri 6 Apr if studied in T1
34	Sun	08-Apr	PLP Mock assessment				(if do in own time, must be e-mailed to tutor by Mon 09 April)						
35	W/C	09-Apr	9	10						8	8		
36	W/C	16-Apr	11	12			PLP ILEC 10 (consolidation)			9	9		
37	W/C	23-Apr	Tuesday 24 April: PCR and SA Assessments				PCR 10.30am start, SA 3.00pm start - venue TBC			10	10		
37	W/C	23-Apr	PLR/W Assessment starts Thurs 26 April 9am until Fri 27 April 5pm										
38	W/C	30-Apr	Revision				Revise PLP						
39	W/C	07-May	Revision				Revise PLP						CLE portfolio hand in 4pm Fri if studied in T2
40	W/C	14-May	Thurs 17 May: PLP Assessment				10.30am start - venue TBC						BM&S assessment released if studied in T2

YEAR 2

Term 5	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Scientia Week		See notes
25	Revision	
26		
27		
28	Elective assessments	
29		
30		online tutorial 1 (if not attended in term 4)
31	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	
32		submit research proposal if attending online tutorial 2 in term 5
33		NO TEACHING Easter
34		NO TEACHING Easter
35		online tutorial 2
36		1:1 project planning meeting must take place within 2 weeks of online tutorial 2
37		
38		
39		
40		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 4 - final result in July

YEAR 1

scientia week	TERM 3		SMALL GROUP SESSIONS: These are your two-hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs			PRACTICE READY MODULES - If studied in Term 3: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week			
			Civil Lit	Criminal Lit	SKILLS		Litigation	SKILLS		CLE	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
41	W/C	21-May	1	1			Civ Lectures 1 and 2 (on-line) (1hr each)	Please note, Litigation teaching begins soon after the PLP Assessment. Civil Lit SGS 1-3 are the foundation of the Civil Lit course and contain key material on the drafting question in the assessment so please ensure you allow sufficient time after the PLP assessment to properly prepare for these SGS.	Revisit PCR for the CPAs handout	Not available in term 3	1	1	
42	MON	28-May	BANK HOLIDAY				Classes on Tuesday and Wednesday this week (Monday is a Bank Holiday)				2	2	
42	TUES	29-May	2	2									
43	W/C	04-Jun	3	3							3	3	
44	W/C	11-Jun	4	4			Civ Perfect Yarns consolidation exercise				4 and consolidation tutorial 1	4	
45	W/C	18-Jun	5	5							5	5	
46	W/C	25-Jun	6	6				Advocacy Online Session - you must complete this before your Advocacy SGS1.			6	6	
47	W/C	02-Jul	7		Advocacy SGS 1		ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).				7 and consolidation tutorial 2	7	
47	Sun	08-Jul	Civil and Criminal Litigation Mock				if you do the mock in own time, it must be e-mailed to your tutor by Fri 13 July						
48	W/C	09-Jul	8		Advocacy SGS 2		Civ Appeals/Enforcement WB (to be completed before the end of the module)				8	8	
49	W/C	16-Jul	9	10			ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)				9	9	BM&S assessment hand in 4pm Fri if studied in T2 (result in Oct)
50	W/C	23-Jul	11	12							10	10	
51	W/C	30-Jul	Revision										BM&S assmnt released if studied in T3
51	Sat	04-Aug	Advocacy assessment					Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes					
51	Sun	05-Aug	Advocacy assessment										
52	W/C	06-Aug	Revision										Negotiation assmnt released 10am Mon
1	W/C	13-Aug	Revision										Negotiation assmnt hand in 4pm Fri 17 Aug
2	W/C	20-Aug	Revision										
3	W/C	27-Aug	Tuesday 28 August: Litigation Assessment				Civil Lit 10.30am start; Crime 3.00pm start - venue TBC						

YEAR 2

Term 6	Vocational Elective SGS (study one in T4 and 2 in T5 or 2 in T4 and 1 in T5)	LAW REVIEW & REFORM
Scientia Week		See notes
41	Revision	
42		
43	Elective assessments	
44		
45		
46		
47		
48		
49		
50		
51		
52		
1		
2		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 5 - final result in Oct
3		

STUDY PLANNER LLM Legal Practice (Solicitors) PART-TIME SATURDAY 2017-2019

YEAR 1

Scientia	TERM 1		SMALL GROUP SESSIONS: These are your two hour face to face taught sessions				INDEPENDENT STUDY: This is work in addition to your preparation for SGSs		PRACTICE READY MODULES - if studied in Term 1: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week. IMPORTANT - please see note 2 below regarding the timetabling of these sessions				TERM 4	Vocational Elective SGS	LAW REVIEW & REFORM
Week			BLP			SKILLS	BLP	SKILLS	CLE (see Note 3)	BM&S	Negotiation and Case Analysis	PRM ASSESSMENT DEADLINES	Week		See Note 4
3	SAT	02-Sep	Registration and Headstart Weekend				BLP PRE-MODULE READING ONLINE TEST (1 hr), INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)		Headstart Weekend - Practice Ready module Induction sessions Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1,Term 2 or Term 3)						
3	SUN	03-Sep						Read PCR for the CPAs handout					3	Study one in T4 and two in T5 or two in T4 and one in T5	Headstart Week - Law Review and Reform Induction
4	SAT	09-Sep	1	2	3		ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs **extra** prep - Tax WB Ch 1-3))		Pre-reading	Pre-reading	Not available in term 1		4		
5	SAT	16-Sep	NO TEACHING						Pre-reading	Pre-reading			5		
6	SAT	23-Sep	4	5	6				1	1			6		online tutorial 1
7	SAT	30-Sep	NO TEACHING						2	2			7		
8	SAT	07-Oct	7	8	9				3	3			8		submit research proposal if attending online tutorial 2 in term 4
9	SAT	14-Oct	NO TEACHING				Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)		4	4 and consolidation tutorial 1			9		online tutorial 2
10	SAT	21-Oct				I&A 1, I&A 2		WAE Workbook SECTION A (see Note 1 below)	5	5			10		Assessment hand in deadline for BM&S 4pm Fri 20 October if studied in T3
10	SUN	22-Oct				I&A Mock		You will have your I&A mock on Sunday							
11	SAT	28-Oct	NO TEACHING				Business Accounts Workbook (see note above) and revise BLP mock	WAE Workbook SECTION B					11		
12	SAT	04-Nov	10	11	12			WAE Workbook SECTION C	6	6			12		1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13	SAT	11-Nov	NO TEACHING					WAE Workbook SECTION D	7	7 and consolidation tutorial 2			13	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	
13	SUN	12-Nov	BLP mock				if you do the mock in own time, it must be e-mailed to your tutor by Fri 17 November								
14	SAT	18-Nov	13	14	15				8	8			14		
15	w/c	20-Nov	Skills Assessment week: WAE (see note 1 below), I&A										15		
15	SAT	25-Nov	I&A Assessment				You will have your I&A assessment on Saturday 25 November or Sunday 26 November		9	9					
15	SUN	26-Nov	I&A Assessment												
16	SAT	02-Dec	16	18	19		BLP SGS 17 (3 hours)		10	10			16		
17	SAT	09-Dec	NO TEACHING				BLP SGS 20 (5 hours)						17		
18	SAT	16-Dec	21	22	23		ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs **extra** prep)					CLE portfolio hand in 4pm Fri 15 Dec if studied in T1	18		
19	SAT	23-Dec	NO TEACHING				Revise BLP		No Teaching				19	No Teaching	
20	SAT	30-Dec	NO TEACHING				Revise BLP		No Teaching				20	No Teaching	
21	SAT	06-Jan	24	25	26								21		
22	w/c	08-Jan	Revision				Revise BLP						22		
23	w/c	15-Jan	Revision			Thurs 18 January: Drafting Assessment (3.00pm start).		Revise Drafting					23	revision	
24	w/c	22-Jan	Tuesday January: 23 BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC		Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	Module pre-reading for PRM if studied in T2	BM&S assessment released if studied in T1	24		

On-line tests and Lectures

A recorded lecture covering the material in each chapter is available online. You should watch the online lecture where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practice your understanding of each topic area. You may attempt these tests as often as you wish.

ABBREVIATIONS

BLP	Business Law & Practice	ADV - Advocacy	W - Writing	PRM	Practice Ready Module
CIV	Civil Litigation	I&A - Interviewing and advising	SA - Solicitors' Accounts	CLE	Clinical Legal Education
CRIM	Criminal Litigation	PCR - Professional Conduct & Regulation	WAE - Wills and Administration of Estates	BM&S	Business Management and Strategy
PLP	Property Law and Practice	PLR - Practical Legal Research		T1, T2 etc	Term 1, Term 2 etc.
	Litigation	FA - Formative assessment			

ADDITIONAL PREP NOTICE

This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires you to study a workbook (Tax Law, Solicitors' Accounts)

Notes.

***Note 1. WAE** is an online self study module. To prepare for the assessment you must complete the WAE Workbook. The independent study section above sets out our suggestions for when we recommend you undertake this work. The WAE assessment will take the form of **10 multiple choice questions which you must complete online** within a 90 minute time deadline. There will be practice

Practice Ready Modules

Note 2. Students study 1 PRM from a choice of three. You can choose to study your PRM in Term 1 or Term 2 or Term 3 but you must make this choice before you register on the programme. PRMs are offered subject to demand and sysnchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study. This study planner shows you the week in which those sessions take place but it does not mean that they will take place on a Saturday (so for example, CLE session 1 will take place in week 6 which is the week commencing 18 September).

Note 3. The clinics on the CLE module will generally take place on weekdays or weekday evenings, again irrespective of your chosen mode of study.

Law Review and Reform

Note 4. You can start this module in Term 4 or Term 5. If you submit your research proposal in T4, your assessment deadline is in May (result in July 2019). If you submit your research proposal in Term 5, your assessment deadline is in August (result in October 2019)

Completion Date

If you wish to complete your LLM in 21 months and receive your final result in July 2019, you must complete your Law Review and Reform Module during Term 4 and submit by the May deadline.

STUDY PLANNER LLM Legal Practice (Solicitors) PART-TIME SATURDAY 2017-2019

YEAR 1

	TERM 2		SMALL GROUP SESSIONS				INDEPENDENT STUDY		PRACTICE READY MODULES - If studied in Term 2			
			These are your two hour face to face taught sessions				This is work in addition to your preparation for SGSs		The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week. **IMPORTANT - please see note 2 below regarding the timetabling of these sessions**			
			PLP			SKILLS	PLP	SKILLS	CLE (see Note 2)	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
24	SAT	27-Jan	Skills Prep week					SA Workbook Chapters 1 and 2 (4 hrs)	Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook			Not available in term 2
25	SAT	03-Feb				PLR/W1, PLR/W2, SA1			PCR lectures 1 and 2 (before SGS 1)	1	1	
26	SAT	10-Feb	NO TEACHING					SA Workbook Chapters 3 - 6 (8 hrs)	PCR lecture 3 (before SGS 2)	2	2	
27	SAT	17-Feb				PLR/W3, PCR1, PCR2, SA2	NB extra hour of teaching - 9.30-5.45			3	3	
28	SAT	24-Feb	PLR/W mock Saturday 24 and Sunday 25 February				PLP INTRO LEC and LECs 1-3 (online, 1 hr each)		Revisit PCR for the CPAs handout	4	4 and consolidation tutorial 1	
28	SUN	25-Feb	PLR/W mock Saturday 24 and Sunday 25 February				ADDITIONAL PREP NOTICE - PLP SGS 3					
29	SAT	03-Mar	1	2	3					5	5	
30	SAT	10-Mar	NO TEACHING							6	6	
31	SAT	17-Mar	4	5	6					7	7 and consolidation tutorial 2	
32	SAT	24-Mar	NO TEACHING									
33	SAT	31-Mar	NO TEACHING (EASTER)					PCR Workbook				
34	SAT	07-Apr	7	8	9			REVISE PCR and SA				BM&S assessment hand in 4pm Friday 6 Apr if studied in T1
34	SUN	08-Apr	PLP Mock				If you do the mock in own time, it must be e-mailed to your tutor by Mon 09 April					
35	SAT	14-Apr	REVISION							8	8	
36	SAT	21-Apr	REVISION							9	9	
37	w/c	23-Apr	PCR/SA Assmnt Tues 24April			PLR/W Assmnt Thur/Fri 26/27 April	PCR 10.30am start, SA 3.00pm start - venue TBC			10	10	
37	SAT	28-Apr	NO TEACHING									
38	SAT	05-May	10	11	12		PLP LEC 10 (consolidation)					
39	SAT	12-May	REVISION									CLE portfolio hand in 4pm Fri 11 May if studied in T2
40	w/c	14-May	Thurs 17 May: PLP ASSESSMENT				PLP 10.30am start - venue TBC					BM&S assessment released if studied in T2

YEAR 2

TERM 5	Vocational Elective SGS	LAW REVIEW & REFORM
Week		See Note 4
24	Revision	
25		
26		
27		
28	Elective assessments	
29		
30		online tutorial 1 (if not attended in term 4)
31	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	
32		submit research proposal if attending online tutorial 2 in term 5
33		NO TEACHING Easter
34		NO TEACHING Easter
35		online tutorial 2
36		1:1 project planning meeting must take place within 2 weeks of online tutorial 2
37		
38		
39		
40		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 4 - final result in July

YEAR 1

	TERM 3		SMALL GROUP SESSIONS				INDEPENDENT STUDY		PRACTICE READY MODULES - If studied in Term 3			
			These are your two hour face to face taught sessions				This is work in addition to your preparation for SGSs		The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week. **IMPORTANT - please see note 2 above regarding the timetabling of these sessions**			
			LITIGATION				LITIGATION	SKILLS	CLE	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
40	SAT	19-May	Litigation Prep				CIV Lectures 1 and 2 (on-line) (1hr each)		Revisit PCR for the CPAs handout	Not available in term 3	1	1
41	SAT	26-May	CIV1	CIV2	CIV3			Please note, Civil Litigation teaching begins soon after the PLP Assessment. Civil Lit SGS 1-3 are the foundation of the Civil Lit course and contain key material on the drafting question in the Civil Lit assessment so please ensure you allow yourself sufficient time after the PLP assessment to properly prepare for these SGS.		2	2	
42	SAT	02-Jun	NO TEACHING				CIV Perfect Yarns consolidation exercise			3	3	
43	SAT	09-Jun	CIV4	CIV5	CIV6					4 and consolidation tutorial 1	4	
44	SAT	16-Jun	NO TEACHING							5	5	
45	SAT	23-Jun	CRIM1	CRIM2	CRIM3					6	6	
46	SAT	30-Jun	NO TEACHING				ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).	Advocacy Online Session - you must complete this before your Advocacy SGS1.		7 and consolidation tutorial 2	7	
47	SAT	07-Jul	CIV7	CIV8	ADV1					8	8	
47	SUN	08-Jul	Civil and Criminal Litigation mock Sunday (if you do the mock in own time, it must be e-mailed to your tutor by Fri 13 July)				Civ Appeals/Enforcement WB (to be completed before the end of the module)			9	9	BM&S assessment hand in 4pm Fri 20 July if studied in T2 (result in Oct)
48	SAT	14-Jul	CIV9	CIV10	ADV2					10	10	
49	SAT	21-Jul	NO TEACHING									BM&S assmnt released if studied in T3
50	SAT	28-Jul	CRIM4	CRIM5	CRIM6							Negotiation assmnt released 10am Mon
51	SAT	04-Aug	Advocacy assessment					Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes				Negotiation assmnt hand in 4pm Fri 17 Aug
51	SUN	05-Aug	Advocacy assessment				ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)					
52	SAT	11-Aug	CIV11	CIV12								
1	SAT	18-Aug	Revision									
2	SAT	25-Aug	Revision									
3	w/c	27-Aug	Tuesday 28 August: LITIGATION ASSESSMENT				Civil 10.30am start- Crime 3.00pm start - venue TBC					

YEAR 2

	Vocational Elective SGS	LAW REVIEW & REFORM
		See Note 4
41	Revision	
42		
43	Elective assessments	
44		
45		
46		
47		
48		
49		
50		
51		
52		
1		
2		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 5 - final result in Oct
3		

STUDY PLANNER - LPC PART-TIME WEEKEND 2017-2019

YEAR 1

Scientia Week	TERM 1		SMALL GROUP SESSIONS: These are your two hour face to face taught sessions						INDEPENDENT STUDY: This is work in addition to your preparation for SGSs		
			BLP			SKILLS			BLP	SKILLS	
3	SAT	02-Sep	Registration and Headstart Weekend						BLP PRE-MODULE READING ONLINE TEST (1 hr), INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)		
3	SUN	03-Sep									Read PCR for the CPAs handout
5	SAT	16-Sep	1	2	3				ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs **extra** prep - Tax WB Ch 1-3))		
5	SUN	17-Sep	4	5	6						
6			NO TEACHING						Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)		
7											
8	SAT	07-Oct	8	9	7 (Drafting)						
8	SUN	08-Oct	10	11	12						
9			NO TEACHING								
10											
11	SAT	28-Oct				I&A 1	I&A 2				WAE Workbook SECTION A (see Note 1 below)
11	SUN	29-Oct	13	15	14 (Drafting)						
12			NO TEACHING						BLP SGS 17 (Drafting)(3 hours) - complete by SGS 22		WAE Workbook SECTION B
13	SAT	11-Nov	16	18	19				BLP SGS 20 (5 hours) - must be completed by SGS 21		WAE Workbook SECTION C
13	SUN	12-Nov	I&A Mock and BLP mock						(if do BLP mock in own time, must be e-mailed to tutor by Friday 17 Nov)		WAE Workbook SECTION D
14			NO TEACHING								
15	w/c	20-Nov	Skills Assessment week: WAE (see note 1 below), I&A						WAE period starts 20 Nov (9am) and ends 24 Nov (5pm)	You will have your I&A assessment on Saturday 25 or Sunday 26 November	
16			NO TEACHING								
17	SAT	09-Dec	21	23	22 (Drafting)				ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs **extra** prep)		
17	SUN	10-Dec	24	25	26						
18	SAT	16-Dec	NO TEACHING						Revise BLP		
19	SAT	23-Dec	NO TEACHING						Revise BLP		
20	SAT	30-Dec	NO TEACHING						Revise BLP		
21	SAT	06-Jan	Revision						Revise BLP		
22	SAT	13-Jan	Revision						Revise BLP		
23	w/c	15-Jan	revision		Thurs 18 January: Drafting Assessment (3.00pm start).					Revise Drafting	
24	w/c	22-Jan	Tuesday 23 January: BLP ASSESSMENT						Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC		

PRACTICE READY MODULES - if studied in Term 1

The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook Please refer to them for the detail of the work you will be undetaking each week. **IMPORTANT - please see note 2 below regarding the timetabling of these sessions**

Scientia week	CLE (see Note 3)	BM&S	Negotiation and Case Analysis	PRM ASSESSMENT DEADLINES
3	**Headstart Weekend** - Practice Ready module Induction sessions Before registering on the programme you must have decided on your choice of Practice Ready module and when you will study it (Term 1,Term 2 or Term 3)			PRM ASSESSMENT DEADLINES
4	Pre-reading	Pre-reading	Not available in term 1	
5	Pre-reading	Pre-reading		
6	1	1		
7	2	2		
8	3	3		
9	4	4 and consolidation tutorial 1		
10	5	5		
11				
12	6	6		
13	7	7 and consolidation tutorial 2		
14	8	8		
15	9	9		
16	10	10		
17				
18				CLE portfolio hand in 4pm Fri if studied in T1
19	**No Teaching**			
20	**No Teaching**			
21				
22				
23				
24				

YEAR 2

Scientia Week	TERM 4	Vocational Elective SGS	LAW REVIEW & REFORM
		Study one in T4 and two in T5 or two in T4 and one in T5	**See Note 4**
3			**Headstart Week** - Law Review and Reform Induction
4			
5			
6			online tutorial 1
7			
8		SGS 1- 10 taught over this period. Timetabling will depend on mode and location	submit research proposal if attending online tutorial 2 in term 4 online tutorial 2
9			
10			Assessment hand in deadline for BM&S 4pm Fri 20 October if studied in T3
11			
12			1:1 project planning meeting must take place by the end of this week if you have attended online tutorial 2
13			
14			
15			
16			
17			
18			
19		NO TEACHING	NO TEACHING
20		NO TEACHING	NO TEACHING
21			
22			
23		revision	
24			

On-line tests and Lectures

A recorded lecture covering the material in each chapter is available online. You should watch the online lecture where the SGS description lists reading the chapter as preparation. There are also online tests available to help you consolidate the materials covered in the chapter and related lecture. For each SGS there is a pre-SGS test and a post-SGS test online. The pre-SGS test is designed to help you check your understanding of the preparation you carried out for the SGS, while the post-SGS test is designed to help you consolidate the work you carried out in the SGS itself. These tests are not compulsory and are designed to help you practice your understanding of each topic area. You may attempt these tests as often as you wish

ABBREVIATIONS

BLP Business Law & Practice
CIV Civil Litigation
CRIM Criminal Litigation
PLP Property Law and Practice
Litigation

ADV - Advocacy
I&A - Interviewing and advising
PCR - Professional Conduct & Regulation
PLR - Practical Legal Research

W - Writing
SA - Solicitors' Accounts
WAE - Wills and Administration of Estates
FA - Formative assessment

PRM - Practice Ready Module
CLE - Clinical Legal Education
BM&S - Business Management and Strategy
T1, T2 etc - Term 1, Term 2 etc.

ADDITIONAL PREP NOTICE

This signifies that the SGS referred to might involve slightly more preparation than for other SGSs. This might occur, for example, where the preparation requires you to study a workbook (Tax Law, Solicitors' Accounts)

***Note 1. WAE** is an online self study module. To prepare for the assessment you must complete the WAE Workbook. The independent study section above sets out our suggestions for when we recommend you undertake this work. The WAE assessment will take the form of **10 multiple choice questions which you must complete online** within a 90 minute time deadline. There will be practice questions made available on the VLE to give you the opportunity to practice questions and receive feedback on your answers. It is highly

Practice Ready Modules

Note 2. Students study 1 PRM from a choice of three. You can choose to study your PRM in Term 1 or Term 2 or Term 3 but you must make this choice before you register on the programme. PRMs are offered subject to demand and sysnchronous online tutorials or SGS may be timetabled during weekdays, in the evenings or at weekends which may therefore differ from your chosen mode of study. This study planner shows you the week in which those sessions take place but it does not mean that they will take place on a Saturday or Sunday (so for example, CLE session 1 will take place in week 6 which is the week commencing 18 September).

Note 3. The clinics on the CLE module will generally take place on weekdays or weekday evenings, again irrespective of your chosen mode of study.

Law Review and Reform

Note 4. You can start this module in Term 4 or Term 5. If you submit your research proposal in T4, your assessment deadline is in May (result in July 2019). If you submit your research proposal in Term 5, your assessment deadline is in August (result in October 2019)

Completion Date

If you wish to complete your LLM in 21 months and receive your final result in July 2019, you must complete your Law Review and Reform Module during Term 4 and submit by the May deadline.

STUDY PLANNER - LPC PART-TIME WEEKEND STAGE ONE 2017-18

YEAR 1

Scientia Week	TERM 2		SMALL GROUP SESSIONS: These are your two hour face to face taught sessions — PLP			SKILLS			INDEPENDENT STUDY: This is work in addition to your preparation for SGSs — PLP	SKILLS		PRACTICE READY MODULES - If studied in Term 2: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week. IMPORTANT - please see note 2 below regarding the timetabling of these sessions				
												Scientia Week	CLE (see Note 2)	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
25	w/c	29-Jan	PLP and Skills Prep weeks							SA Workbook Chapters 1 and 2 (4hrs)	Read the PLR Workbook, listen to the online lecture and read para 1 of the Writing Workbook	25	1	1	Not available in term 2	
26	SAT	10-Feb				PLR/W1	PLR/W2	Prep for PLR/W3*		* Prep Notice: on Sat 10 Feb, 2 hours are set aside to prepare for PLR/W3 on Sun 11 Feb	PCR lectures 1 and 2 (before SGS 1)	26	2	2		
26	SUN	11-Feb				SA1	PCR 1	PLR/W3		SA Workbook Ch 3 & 4 (4hrs) - before SGS 2						
27			NO TEACHING									27	3	3		
28	SAT	24-Feb	PLR/W mock over weekend (online in your own time)									28	4	4 and consolidation tutorial 1		
28	SUN	25-Feb	PLR/W mock over weekend (online in your own time)													
29			NO TEACHING						PLP INTRO LEC, LEC 1-3 (online, 1 hr each). Additional Prep Notice: PLP SGS 3	SA Workbook Ch 5 & 6 (4hrs) - before SGS 2	PCR lecture 3 (before SGS 2)	29	5	5		
30	SAT	10-Mar				SA2	PCR 2				Revisit PCR for the CPAs handout	30	6	6		
30	SUN	11-Mar	1	2	3											
31			NO TEACHING								PCR Workbook	31	7	7 and consolidation tutorial 2		
32	SAT	24-Mar	4	5	6							32				
32	SUN	25-Mar	7	8	9											
33	SAT	31-Mar	NO TEACHING (EASTER)									33				
33	SUN	01-Apr	NO TEACHING (EASTER)								REVISE PCR and SA					
34	SUN	08-Apr	PLP Mock assessment						(if do mock in own time, must be e-mailed to tutor by Mon 09 April)		REVISE PCR and SA	34				
35			NO TEACHING								REVISE PCR and SA	35	8	8		
36			NO TEACHING								REVISE PCR and SA	36	9	9		
37	W/C	23-Apr	Tuesday 24 April: PCR and SA Assessments						PCR 10.30am start, SA 3.00pm start - venue TBC			37	10	10		
37	W/C	23-Apr	PLR/W Assessment starts Thurs 26 April 9am until Fri 27 April 5pm													
38	SAT	05-May	10	11	12				PLP LEC 10 (consolidation)			38				
38	SUN	06-May	NO TEACHING													
39	SAT	12-May	Revision									39				CLE portfolio hand in 4pm Fri 11 May if studied in T2
40	w/c	14-May	Thurs 17 May: PLP ASSESSMENT						PLP 10.30am start - venue TBC			40				BM&S assessment released if studied in T2

TERM 5	Vocational Elective SGS	LAW REVIEW & REFORM: See Note 4
25	Revision	
26		
27		
28	Elective assessments	
29		
30		online tutorial 1 (if not attended in term 4)
31	SGS 1- 10 taught over this period. Timetabling will depend on mode and location	
32		submit research proposal if attending online tutorial 2 in term 5
33		NO TEACHING Easter
34		NO TEACHING Easter
35		online tutorial 2
36		1:1 project planning meeting must take place within 2 weeks of online tutorial 2
37		
38		
39		
40		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 4 - final result in July

YEAR 1

Scientia Week	TERM 3		SMALL GROUP SESSIONS: These are your two hour face to face taught sessions — LITIGATION			SKILLS			INDEPENDENT STUDY: This is work in addition to your preparation for SGSs — LITIGATION	SKILLS		PRACTICE READY MODULES - If studied in Term 3: The numbers below refer to the week numbers in the schemes of work for each module, shown in the Module Outlines in Appendix V of the Handbook. Please refer to them for the detail of the work you will be undetaking each week. IMPORTANT - please see note 2 above regarding the timetabling of these sessions				
			Please note, Litigation teaching begins 2 weeks after the PLP Assessment. Civil Lit SGS 1-3 are the foundation of the Civil Lit course and contain key material on the drafting question in the assessment. Crim SGS 1 - 3 represents half of the CRIM module. Please therefore ensure that you allow sufficient time after the PLP assessment to properly prepare for these SGS.										CLE	BM&S	Negotiation	PRM ASSESSMENT DEADLINES
41			NO TEACHING - Litigation Preparation						CIV Lectures 1 and 2 (on-line) (1hr each)		Revisit PCR for the CPAs handout	41	Not available in term 3	1	1	
42	SAT	02-Jun	CRIM1	CRIM2	CRIM3							42		2	2	
42	SUN	03-Jun	CIV 1	CIV2	CIV3											
43			NO TEACHING						* CIV Perfect Yarns consolidation exercise. * ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).		Advocacy Online Session - you must complete this before your Advocacy SGS1.	43		3	3	
44												44		4 and consolidation tutorial 1	4	
45	SAT	23-Jun	CIV 4	CIV5	CIV6							45		5	5	
45	SUN	24-Jun	CIV7	CIV8		ADV1										
46			NO TEACHING						Civ Appeals/Enforcement WB (to be completed before end of module)			46		6	6	
47	SAT	07-Jul	CRIM4	CRIM5		ADV2						47		7 and consolidation tutorial 2	7	
47	SUN	08-Jul	Civil & Criminal Litigation Mock						(if do mock in own time, must be e-mailed to tutor by Fri 13 July)							
48			NO TEACHING						ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)			48		8	8	
49												49		9	9	BM&S assessment hand in 4pm Fri 20 July if studied in T2 (result in Oct)
50	SAT	28-Jul	CIV9	CIV10	CRIM6							50		10	10	
50	SUN	29-Jul	CIV11	CIV12												
51	SAT	04-Aug	Advocacy assessment							Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes		51				BM&S assmnt released if studied in T3
51	SUN	05-Aug	Advocacy assessment													
52		w/c 6 Aug	Revision									52				Negotiation assmnt released 10am Mon 6 Aug
1		w/c 13 Aug	Revision									1				Negotiation assmnt hand in 4pm Fri 17 Aug
2		w/c 20 Aug	Revision									2				
3	w/c	27-Aug	Tuesday 28 August: LITIGATION ASSESSMENT						Civil 10.30am start- Crime 3.00pm start - venue TBC			3				

TERM 5	Vocational Elective SGS	LAW REVIEW & REFORM: See Note 4
41	Revision	
42		
42		
43	Elective assessments	
44		
45		
45		
46		
47		
47		
48		
49		
50		
50		
51		
51		
52		
1		
2		Assessment hand in deadline 4pm Fri if online tutorial 2 attended in term 5 - final result in Oct
3		

Appendix III

LPC Study Guide

LLM Legal Practice (Solicitors) Study Guide

A. Introduction

The LLM Legal Practice (Solicitors) is designed to enhance your skills and prepare you to thrive in the modern world of law. Studying this programme presents considerable challenges in relation to workload management, time management, dedication, discipline and self-motivation.

We want you to get the most out of this programme so that you are successful in your assessments and develop into a highly skilled professional. This guide explains the approach you should take to studying the LLM Legal Practice programme and in particular how to manage your time and how to best prepare for sessions, whether online or face to face in a traditional classroom and whether they are self-directed or facilitated by a tutor. In order to get the most out of all the sessions on the LLM Legal Practice please read this guide before you commence the programme. You may find it useful to refer to it again once you start the LLM Legal Practice programme.

This guide has been designed to give you:

1. information about the modules studied on the LLM Legal Practice;
2. advice on the workload on the LLM Legal Practice;
3. information regarding learning and teaching on the LLM Legal Practice;
4. guidance and assistance in managing your time on the LLM Legal Practice; and
5. examples of some of the materials you will receive when you start the LLM Legal Practice.

B. LLM Legal Practice modules

The LLM Legal Practice comprises all of the modules which make up the LPC, as regulated by the Solicitors' Regulation Authority (the 'LPC modules'); a compulsory Law Review and Reform module; and a choice from three Practice Ready Modules ('PRMs').

You will be asked to select **one** of the three PRMs before you register for the programme.

Please see the module outlines at Appendix V of the LLM Legal Practice (Solicitors) Programme Handbook for a description of each of the following modules.

LPC modules
Core Practice Areas ('CPA')
Business Law and Practice ('BLP') (including Taxation)
Property Law and Practice ('PLP')
Litigation ('LIT')
Other Core Modules
Professional Conduct and Regulation ('PCR') (including Solicitors' Accounts ('SA'))

Wills and the Administration of Estates ('WAE')
Course Skills
Interviewing & Advising
Advocacy
Practical Legal Research ('PLR')
Writing
Drafting
Vocational Electives A choice of three from 16* vocational electives (*subject to numbers at each law school /mode)
Core research module – compulsory
Law Review and Reform ('LRR')
Practice Ready Modules* ('PRMs') – choose one (*subject to numbers at each law school /mode)
Business Management and Strategy ('BMS')
Clinical Legal Education ('CLE') – *available only upon successful application*
Negotiation and Case Analysis

C. Workload

Full-time

If you are studying the LLM Legal Practice full-time, we would strongly urge you not to engage in employment alongside your studies. Even part-time work is discouraged, given the regular weekly commitment that you will have to make to your studies. Our experience has shown us that here is a very close correlation between absence from sessions, lack of preparation and exam performance. When you register to study the LLM Legal Practice, you will be asked to sign an attendance agreement. For further details of the attendance requirement, please see Section 5 of the LLM Legal Practice (Solicitors) Programme Handbook and the Programme Regulations.

In principle, on our full-time modes, students should be available to attend classes, training opportunities, meetings or supervisions for up to four days a week. In some periods, depending on your choice of Practice Ready module, you may need to be available throughout the working week, from Monday to Friday.

If you follow the full-time mode over 12 months, we estimate that your weekly workload would be around 40-45 hours. We recommend that you spread your studies over a full calendar year. Exceptionally, students who are well-organised and motivated, may be able to complete the full-time programme in an academic year, by handing in the LRR report at the end of elective teaching. For those students, the weekly workload would be around 45-50 hours per week. Your study planner, at Appendix II of the LLM Legal Practice (Solicitors) Programme Handbook

and available on the VLE (http://my.bpp.com/vle/), will give you an idea of how your time will be spent on the LLM Legal Practice.

Part-time

Part time students are likely to be in employment and may be working in a legal context. Some may even be undertaking the period of recognised training alongside the LLM Legal Practice. If you follow the part-time mode for two years, we estimate that your weekly workload would be at least 20 hours. Those students who are aiming to hand in the LRR report at the end of elective teaching (term 5), rather than at the end of the sixth term, should aim for approximately 3 hours extra study per week (so around 23 hours) throughout the programme. Please refer to the part-time study planners at Appendix II of the LLM Legal Practice (Solicitors) Programme Handbook or on the VLE.

D. Getting started

Pre-Module Reading

You have been provided with some Pre Module Reading ('PMR') on the Welcome VLE. This is divided into two sections:

- the **Property and Litigation PMR** is to provide you with a reminder of some of the key general legal principles and concepts that you have studied on your law degree or graduate conversion programme in these areas; and
- the **Business Law & Practice PMR** is provided to give you an overview of the fundamentals of corporate law which will form the basis of the Business Law and Practice module. You may or may not have studied these previously. The Business Law & Practice PMR is accompanied by an online test (available on the VLE).

It is important that you read both sections of the PMR and complete the Business Law online test when you arrive so that you understand the fundamental principles which will be developed further throughout the LLM Legal Practice.

Induction

The following is indicative of the induction programme for the full-time LLM Legal Practice. If you are a part-time student, you will be offered equivalent support at the start of your studies, but the structure and scheduling will be modified to suit your mode of study.

The first week of the program will be 'Headstart Week' in which you will be offered opportunities to find your feet and get ahead with your studies.

Days 1 and 2 of the Headstart Week, will be taken up with a series of sessions and presentations where you will be welcomed to the programme. These will include:

- Welcome lecture presented by the programme leader and members of faculty. The programme leader will outline an overview of the programme and signpost the support that will be available to you.

- An introductory small group session, where you will meet your personal tutor and start to get to know the other students in your group.
- Scheduled tours of the library, including a library induction
- A presentation on how to get the most out of the VLE, an essential tool in your studies.
- Opportunities to attend presentations by the Pro Bono, Careers, Inclusion and Diversity and Student Advice teams.

In the first two days, you will also be required to attend the following lecture (either face-to-face or online), designed to support you in the compulsory Law Review and Reform module:

Legal Research Resources, including:

- Introduction to the library and online sources
- Using practitioner journals in different areas and publications
- Primary and secondary material (legislation, cases, legal scholarship) and emphasis on the importance of using a variety of creditable sources
- How to find relevant and appropriate material

Legal Research Methodologies, including:

- How to conduct substantive legal analysis, i.e. identifying the applicable law and then discussing the issues around it, including whether it appears adequate or not.
- Constructing a valid argument from the material cited in a logical manner with clarity
- Drawing reasoned and logical conclusions
- The scope and comprehensive nature of the work
- Developing a sustained argument
- How to illustrate an argument
- Critical reflection on the issues/materials presented

Academic Research in a Practitioner context, including:

- Report structure and layout
- Professionalism/tone
- Guidance on citation and referencing
- Plagiarism

Throughout the remaining 3 days of the Headstart Week, as well as completing the pre-module reading and test and making a start on your preparation, you will need to engage with the introductory session for the PRM that you are enrolled onto.

If you have opted to study your PRM in Term 2, you should nevertheless attend the PRM introductory sessions in the Headstart Week.

Negotiation and Case Analysis

Students will attend a synchronous online tutorial with a Negotiation and Case Analysis tutor which will address the following:

- An introduction to the scope and content of the module
- An explanation of course structure, resources, how to navigate the VLE to access materials
- Consideration of how students might approach and manage the course and the commitment that is expected from students
- An introduction to the assessment (the format, the overall aim, how it relates back to the course content)
- Confirmation of tutor availability to support students and reminder that students should contact the tutor at any point if they have questions about the course or wish to discuss the summative assessment

Business Management and Strategy

Students will attend a synchronous online tutorial with a Business Management and Strategy tutor which will address the following:

- An introduction to the tutor and the scope and content of the module
- An explanation of course structure, resources, how to navigate the VLE to access materials
- Consideration of how students might approach and manage the course and the commitment that is expected from students
- An introduction to the assessment (the format, word count, the overall aim, how it relates back to the course content and some initial guidance regarding scope, etc.)
- Confirmation of tutor availability to support students and reminder that students should contact the tutor at any point if they have questions about the course or wish to discuss the summative assessment

Clinical Legal Education

Students will watch an asynchronous online lecture, carry out pre-reading and complete an online SGS which will address the following:

- Introduction to the module and the core duties that are relevant to the module
- Introduction to professional ethics and conduct
- Introduction to professional behaviour and communication skills in an office and client environment
- Introduction to reflective practice

Students will be asked to prepare a short reflective piece for consideration in week 1 of the module.

Module Materials

For most of the modules that you will study on the LLM Legal Practice, you will be provided with a (hard copy) materials pack before you begin your studies. This will generally contain:

- a module outline;
- Chapter handouts;
- SGS Descriptions; and
- (where applicable) your permitted materials for the module assessment.

Each Chapter handout is accompanied by a recorded (asynchronous) online lecture.

There is also a wide range of module materials available electronically on the VLE. Please see Section H of this guide for a summary of the materials that you will be given at the start of the programme and an indicative SGS Description.

E. Learning and teaching

During your undergraduate studies, you should have already developed excellent study methods. However you may need to make some changes to your study methods once you start the LLM Legal Practice. The LLM Legal Practice is a postgraduate vocational course and places significant emphasis not only on legal analysis but practical application and advising, which takes a very different approach to learning and teaching. In addition, as this is a master's level programme, you will engage in a higher degree of independent learning than you will have encountered in your undergraduate studies. You will need to cultivate the ability to study autonomously, and to reflect on areas of learning and/or practice to improve on your performance over time.

If, therefore, you are able to reflect on what works best for you in the context of this new type of programme and where necessary adapt your study methods and be open to constructive advice and guidance from your tutors, this will stand you in good stead for the challenges of the LLM Legal Practice programme.

Chapters / online lectures

A lot of your reading will be in the form of BPP materials and many modules provide Chapter handouts with accompanying lecture recordings. The aims of each Chapter will vary depending on the approach required for individual modules but are likely to include one or more of the following:

1. to give an overview of a module area;
2. to prioritise learning points within a topic;
3. to explain, emphasise and demonstrate with appropriate examples substantive or procedural points, in a particular transactional context;

4. to focus on areas within a topic that pose particular difficulties and require further explanation or examples; and
5. to encourage you to look at the module under discussion from a practical perspective as you would as a trainee solicitor.

Each Chapter is based on a handout that you will receive in a pack at the beginning of each module. You will be told at the beginning of each Chapter the approach to be adopted in the Chapter. However, you must not assume that only those areas specifically covered by your lecturer in the Chapter are important as the scope of the module is determined by both the Chapters and the small group sessions referred to below and is all therefore potentially examinable.

Suggested **'further reading'** will be included at the end of some handouts if you wish to supplement the materials by reading around the module **after** the Chapter has been delivered.

Small Group Sessions ('SGSs')

These are synchronous face-to-face sessions. **The majority of your teaching sessions for your Core Practice Areas and Vocational Electives will be SGSs, so please pay particular attention to this section**.

SGSs are usually two hours in length and are usually taught in groups of 18 to 20 students (except for certain skills, which are often taught in smaller groups). The aims of each SGS vary but they are generally to:

1. develop areas introduced in Chapters and in the SGS preparation;
2. develop problem solving and other legal skills;
3. cover core case law and statute;
4. promote intellectual enquiry;
5. implement assumed and acquired knowledge in a practical way to solve clients' legal problems; and
6. develop teamwork and both collective and individual presentational skills.

You will be introduced to each SGS by way of a handout called a 'Description' that will be given to you in a pack at the beginning of each module. An example of a Description for one of the modules you will study on the LLM Legal Practice is set out towards the end of this guide to illustrate the recommended approach to preparing for SGSs.

Timetabled online tutorials

These are synchronous (live) online tutorials and are usually two hours in length. They serve the same purpose as the SGSs and you should adopt the same approach to preparing for these tutorials as you would for an SGS.

Supervision meetings

These are one-to-one (synchronous) meetings between you and your module tutor and will normally last for up to one hour. They can be either face-to-face or by remote access. You will be given tasks which you will need to complete in advance of these meetings.

On the CLE module, all students will work under the supervision of a lawyer and attend regular meetings with their supervising lawyer. You will need to be prepared for meetings, so may be asked to do research and prepare attendance notes or other documents, such as letters or witness statements in advance.

Independent Learning Sessions ('ILSs')

These are online (asynchronous) sessions. During the CPA modules and PRMs you will be given ILSs to complete in your own time. The ILSs contain exercises that you will be able to complete on your own without being required to attend a class to do so. You will then be provided with solutions to the exercises so that you can assess your own performance; a skill that you will need to develop for when you are practising as a solicitor.

With the PRMs it is important that you complete the ILSs in the order in which you receive them, so that you can build on what you have learnt in later sessions. The ILSs that you receive in the CPA modules can generally be studied at your own convenience but it is essential that you complete all ILSs before any relevant assessment, as all material contained in them is potentially examinable.

Workbooks

There are some areas of the programme (such as Negotiation and Case Analysis, Solicitors' Accounts and Professional Conduct & Regulation ('PCR')), where the best method of learning the module matter is through the practice of examples. We have found in the past that students have dealt with these modules at very different speeds and so they are not necessarily always suitable to be covered during a delivered SGS.

Therefore, we will provide you with workbooks in these areas that will allow you the flexibility that you need to cover the module matter at your own pace, whilst at the same time receiving the support of your tutors.

Recommended reading

Depending on your choice of PRM, you may need to complete a great deal of independent reading. You should try to set aside around six hours per week to complete this reading. You will be given a range of suggested texts, which will be available through BPP's library, whether in hard copy or online. For the Law Review and Reform module, a range of practitioner journals will be made available to you and your supervisor can help you to select the most appropriate resources.

F. Getting the most out of SGSs – preparation, participation & consolidation

Importance of preparation for SGSs

SGSs require you to demonstrate a clear understanding and application of substantive law and procedures. They will incorporate relevant legal skills, particularly legal research, legal writing, case analysis and drafting and use realistic exercises which replicate the kind of task that a trainee solicitor may be required to carry out. In practice, you will need to have a good grasp of case study documentation and its significance in order to decide what information is relevant in the context of your client. You will also need to be able to explain and apply the law orally or in writing to your client or supervisor in a clear and effective way.

On the LLM Legal Practice, you are expected to have completed tasks individually in preparation for the SGS. Tutors take an active part in the SGS, challenging and testing your understanding. A certain level of knowledge will be assumed based on your pre-reading and preparation so you must take responsibility to make sure you have completed the preparatory work. Although it will not always be possible to test every area or review all aspects of your preparation fully within the class, the preparation is an important part of the learning process.

The purpose of SGS preparation is two-fold:

- to reinforce the general understanding of a topic gained or introduced in a Chapter, in preparation for a more detailed and practical approach to the same subject matter in an SGS. This kind of preparation usually takes the form of prescribed reading; and

- to prepare you for the activities in the SGS by (for example) considering questions in advance, locating and considering precedents, drafting documents etc. The SGS will then use these tasks and take them forward. In many SGSs, the activities will not be possible without the prior preparation e.g. advocacy in some Civil Litigation sessions will be based on witness statements or skeleton arguments prepared in advance; in Business Law and Practice, discussion on company documentation could be based on minutes of meetings you have prepared in advance and in Property Law & Practice, knowledge of the client files/case studies will be essential to discuss the appropriate steps to be taken. It follows that you will not be able to participate fully in the session if you have not done the preparation. In any event, you will get much more out of the session if you properly prepare for it.

In prioritising work, you must analyse what the task prescribed is intended to achieve. If you are fairly confident in the particular area, you may feel that you do not need to concentrate on the reading and should prioritise the tasks instead. If you find the area difficult, there is no point in tackling the tasks until you have clarified your understanding by doing the reading.

If you follow the suggested approach set out in Sections G and H below you should feel confident that you are preparing well for classes and for the exams and assessments in those modules. The better prepared you are for classes the better prepared you will be for the assessments as the questions set are largely based on the kind of activities completed prior to and during SGSs. The types of preparatory activities for SGSs will vary considerably on each module and will include reading, answering questions, research and writing memoranda and letters of advice.

Reading as part of preparation

The prescribed reading for each module is primarily based on texts that you will be given or referred to when you start the LLM Legal Practice. The approach required in relation to each module is different and your module tutors will refer you to specific texts and guide you on how they should be used in the modules you will be studying on the LLM Legal Practice.

The LLM Legal Practice is a programme preparing you for practice. Therefore, where possible, we will expect you to be using practitioners' texts, and not the academic texts you used at University. Because practitioners' texts are highly specialised works, they are often the quickest and easiest route to the answer, which is why they are used in practice. The main practitioners' texts relevant to each module are referred to in the programme outlines and are referred to as part of the preparatory reading for SGSs. Some practitioner texts are not available online. You may therefore need to plan ahead to ensure you can get access to one of the hard copies in the Library.

You may be asked to familiarise yourself with and to analyse precedents in advance of your delivered sessions. This is in order to use the precedent in the SGS and there will not be time to look at these documents for the first time in the SGS itself.

Preparation of answers to pre-SGS questions

Often you will be asked to prepare answers to specific questions, which may then be discussed briefly in class. Again, the idea is to save time, in order that the subject can then be covered quickly in SGS. The time devoted in class will not allow you to consider these questions for the first time in the session itself.

Research and Memoranda

You may be asked to research a particular area and prepare a memorandum or other form of notes in advance of the SGS. The purpose of any pre-SGS research is to ensure that you have looked into an area in sufficient depth before the SGS, to enable you to participate in the session. The subsequent SGS will usually discuss the topic that has been researched, so if you have not done the task you will be unable to participate.

The time devoted to the discussion in the session will assume that everyone has looked into the area and is fairly comfortable with the basic subject matter. You should not expect in-depth tuition in the area: the idea of the discussion is to confirm understanding and to clear up any points of misunderstanding.

Drafting documents

You may also be required to draft certain documents in advance of the SGS. For example, in civil litigation you may be asked to draft a witness statement, skeleton argument, list of proposed directions, arguments etc. In Business Law & Practice, you may be asked to draft minutes or provisions of shareholder agreements etc. These pre-SGS activities will be critical to the running of the SGS. The SGS will use these documents and, again, it will not be possible to do this preparatory work in the session itself.

Active participation during the SGS

You will be expected to participate in every SGS. A student who is not ready, willing and able to undertake the necessary preparatory work and/or who is unwilling to accept the necessity of embracing a considerable measure of responsibility for their own learning is likely to struggle on the LLM Legal Practice - and, indeed, in practice. You will be required to 'sort out' quite a lot for yourself but this guide should give you an opportunity to identify the best ways to get the most out of your learning experience at BPP.

In SGSs, you will work individually or as part of a team when appropriate, reporting back on specific exercises or tasks, sometimes using the whiteboard, flip charts or PowerPoint to aid your presentation. Group work in the SGSs focuses on fresh problems, fact patterns and tasks that build on your preparatory work, so are of a more advanced nature. Teamwork and participation are crucial to SGS learning. On the LLM Legal Practice, you learn by doing – by applying the law to factual scenarios.

Consolidating your SGS learning

Consolidation is of vital importance, as adults learn best by regularly consolidating their learning and on an intensive programme like the LLM Legal Practice, revision periods are limited and so you need to check you have understood and retained information as you go along. We recommend you consolidate within 48 – 72 hours after each SGS. By 'consolidate' we mean read through the Learning Outcomes and activities alongside with your notes and/or solutions. You need to understand all the material covered in the SGS at this stage and if you find you are not clear about anything, act on it straight away. We suggest you first go to the relevant part of the online SGS and, if you are still unsure, contact your module tutor. You will not be able to cram at the end of the LLM Legal Practice. Experience has shown that students who cram their revision at the end achieve lower marks than those who have consolidated throughout the course.

G. Time management

As stated above, studying the LLM Legal Practice programme requires strict discipline and planning. It is therefore very important that you find study methods that suit you and the course and you get into good study habits from the outset.

Planning is crucial for good time management. Plan your time carefully. For example:

- Diarise all of your assessment dates, including the release and submission dates of all assignments. Use your study planner to help with this.
- Diarise the dates of all mock/formative assessments and plan when you are going to attempt them. Use your study planner to help with this.
- Make a weekly schedule identifying which sessions you will study each week. Use your study planner to help you with this.
- Allocate time to prepare in advance of each SGS, timetabled (synchronous) online tutorial, client meeting or supervision meeting.
- Plan when you are going to study your asynchronous online lecture and tutorials.
- Allocate time for independent study, as recommended in your study planner.
- Set aside time each week for consolidation.
- Review your plan at the end of each week and make any amendments for next week, if necessary.
- Remember there always seems to be more to do than you have time for. Be flexible and adjust your weekly timetable if it is not working.

Having a weekly schedule has a positive psychological effect – it encourages you to break down your modules into bite sized pieces and makes the task of studying them feel achievable. It is not a problem if you have to flex your schedule because you fall behind. It is inevitable that you will sometimes have a busy week in the law school, which sets you back a little but you can adjust your schedule and work out how to make up the time. The very fact that you are planning means you are in control of the workload, which reduces stress levels.

Your goal should be to work consistently every week for the entire duration of the programme. Treat it like a full time professional role. It may seem onerous at times, but you will be surprised how quickly it passes.

Length of preparation for SGSs

As mentioned above, most of the teaching on the LLM Legal Practice will be in SGSs. The programme has been designed so that preparation for each SGS should take students an average of three hours. Please note that this three hour period does not include the time taken to read any accompanying Chapter and/or attend or listen to any accompanying lecture.

It is important, however, to remember that this is not an absolute rule. Preparation time for some SGSs may take longer than three hours (for example, if research or preparation of a memorandum or letter is required). Others might take less than three hours, for example, on some of the PRMs. Equally, some students may take more time than others, to prepare for the same SGS. This often has less to do with variations in ability and more to do with variations in

work methods e.g. how methodical a student is in taking notes, how much is taken in on a quick read through etc.

Whilst we would encourage you to be conscientious and diligent we would not want you to spend a disproportionate amount of time on particular sessions. The 'three hours' mentioned above should therefore be taken as a rough guideline. In other words, if you are regularly spending significantly longer than three hours preparing for an SGS (e.g. spending five-six hours preparing a research memo), this is not what was intended and you should look carefully at what you are doing and seek further guidance from your tutors as appropriate. However, if you wish to spend longer on certain topics because they are of particular interest to you then we are of course happy for you to do so, provided it is not at the expense of other preparation.

Why do we give you guidance on how long to spend preparing for SGSs?

When you are in practice you will not have unlimited time for tasks such as research: you will often be asked to prepare a memorandum in (for example) a few hours or for the next morning. This will not allow you to research at leisure: the skill is in getting to the crux of the matter quickly. Also, consider how long the recipient will spend reading/discussing the points with you. The answer is probably not very long, so a 20-page memo is not what is required and will not be appreciated! A memo of between three-five pages is more likely to be appropriate (but obviously it will vary depending on the subject matter and the recipient).

Therefore, if you are asked to carry out some research in preparation for an SGS you should ensure that it does not take you a disproportionate amount of time. If it is taking you too long, you are likely to be going into more detail than is required for the SGS.

H. Module materials

Here is an indication of the likely materials that we will provide to you in the first few weeks of the programme:

1. **Chapter and SGS materials for Writing and Drafting, Practical Legal Research, Financial Services, Professional Conduct & Regulation;**
2. **Tax Workbook;**
3. **PCR Workbook;**
4. **SRA Code of Conduct and Accounts Rules ('LPC Student Edition');**
5. **BPP Solicitors' Accounts Workbook;**
6. **BPP PCR Workbook;**
7. **BPP Writing Workbook;**
8. **BPP Drafting Workbook;**
9. **BPP PLR Workbook;**
10. **Chapter and SGS materials for the CPA modules (BLP, Civil and Criminal Litigation and Property);**
11. **Butterworths Company Law Handbook (Company Law Statutes);**
12. **BPP Property Law Handbook;**
13. **Selected Civil Procedure Rules; and**
14. **Selected Criminal Law Statutes.**

You will receive the relevant Chapter and SGS materials and texts for your vocational elective modules after the last CPA exam.

The programme outlines for each of the modules will identify additional reading resources, and the Law School libraries are well stocked with electronic and paper copies of excellent academic and practitioner texts, if you wish to supplement your reading on specific areas.

The following pages contain an explanation of the reading and guidance on the preparation that will be required for a particular SGS on the Business Law & Practice module, one of the CPAs on the LLM Legal Practice. Please read this section in conjunction with the example SGS Description, which has been supplied.

BUSINESS LAW & PRACTICE ('BLP')

Reading

On the BLP module each SGS Description will direct you to some or all of the following references.

1. Company Law Statutes

You will be provided with a set of Company Law Statutes ('Butterworths') which contains all of the primary and secondary legislation that you will need to refer to throughout the BLP module. You will not be allowed to annotate your copy of Butterworths as you will be able to take it into the exam. You may however highlight and underline the text and you may also find it useful to index your copy with blank post-it notes to mark the principal provisions that you cover on the module.

All corporate lawyers use these statutory provisions as their primary source of reference. It is therefore essential that you become familiar with the provisions that you are introduced to on the BLP module and that you become accustomed to interpreting and applying these statutory provisions in the context of a given situation.

For example, when you study directors' duties, your SGS Description will require you to read section 170 Companies Act 2006. You should therefore not only read the particular provision, but ensure that you understand its practical effect, perhaps by taking a note and summarising the effect of the provision in your own words. Some of your other Pre-Programme Reading will help you with this (see below).

2. Online resources (e.g. PLC Corporate, Tolley's Company Law)

BPP subscribes to comprehensive online resources as used by practitioners. These are available for reference electronically – for example at www.practicallaw.com or (in the case of a publication such as Tolley's) in the Law School's 'online library' on the VLE as part of LexisLibrary.

The purpose of reading these additional resources is to supplement your knowledge and understanding from the chapters, the statutes and your own notes. If you already feel that you have a good understanding of the area, you should at least skim read the paragraphs set as part of your preparation, to ensure that this is the case and to pick up any additional points. If, however, you feel that you do not have a good understanding of the relevant area, you will need to read the additional resources more thoroughly and to take additional notes.

3. Other

In relation to certain sessions you will be asked to familiarise yourself with selected **case law**. The purpose of making reference to a case is as authority for a stated principle relating to the content of the session. Equally, case reports are often used as a means of demonstrating how the relevant legal principles have actually been applied in practice, by reference to real case facts. When reading the case or case notes you will therefore need to bear in mind the objectives of the session and identify and make a short note of the relevant principle(s). The activities during the SGS will usually then require you to consider the **practical** application of the principle in question to a given situation, generally relating to a fact pattern which is different to the facts

which arose in the reported case itself. This usually requires you to assess the relevance of the applicable principle(s) to your client's own situation and to state this succinctly.

You will find that most of the cases with which you will need to be familiar are summarised in Tolley's Company Law or are available through one of the other online services accessible through the BPP Law School VLE for example, Lawtel. Alternatively, bound Law Reports are available in the Law School library.

Sample: Business Law & Practice SGS 4

Approach

First read the Learning Outcomes of the session. You should bear these in mind as you complete your preparation. You should also make a note of the activities that you will be required to complete both before and during the session as these will give you some guidance as to the topics you should concentrate on.

Reading and Preparatory Work

1. Start your preparation by revisiting the required sections of the BLP Pre-Programme Reading relating to the formation of a company, and board and shareholder meetings. Then read the required paragraphs of the Chapter and the required parts of the Model Articles and the Companies Act 2006 (contained in your Butterworths Company Law Handbook).

2. Read the Pre-SGS Activity. In preparation for a discussion in the SGS on the different methods available to Ritchisons for incorporating a shelf company read the required sections of the Companies Act 2006 and familiarise yourself briefly with the contents of the form on the Companies House website then answer question 1 of Simon Turner's Memorandum. You should then answer question 2 of Simon Turner's Memorandum relating to the formation of a company, and board and shareholder meetings which you will revisit in the SGS.

3. In the SGS you will be advising Ritchisons on its choice of name for its new subsidiary and in preparation for this familiarise yourselves *briefly* with the main principles of the Companies Act 2006 required under point 9 of the preparation and if you have time look at the Companies House guidance on company names.

4. In the SGS you will be advising a company on the changes required to tailor a shelf company to Ritchisons' requirements and with that in mind read the parts of the Companies Act and Model Articles mentioned in points 11 and 12 of the preparation.

In total, the reading and preparatory work should take no more than 3 hours to complete.

When you are asked to include **statutory references** to support your preparatory work even if you obtain these references from the Pre-Programme Reading, you should locate the provisions in your copy of Butterworths Company Law Handbook to consolidate your knowledge of relevant companies' legislation.

Please note that the SGS Description which appears in this study guide is only a specimen. It is provided for illustrative purposes only. The real SGS Descriptions, which you will be given when you start the module, may differ. You should accordingly ensure that you prepare for your SGSs with the up-to-date materials, provided to you at the start of your module (and/or as available on the VLE).

BUSINESS LAW AND PRACTICE SGS 4: COMPANY INCORPORATION

BPP LAW SCHOOL

Legal Practice Course

1. Learning Outcomes

After this session you should be able to:

1. understand and distinguish between the contractual effect of pre and post-incorporation agreements;
2. advise a client on the choice of a company name;
3. discuss different methods of establishing a company for your client; and
4. identify the actions necessary to convert a shelf company.

2. Preparation & SGS Activities Preview

Note: You must bring your Butterworths Company Law Handbook ("Statutes") to the session.

	Item	**Completed ✓**
	The SGS will begin with a brief discussion of how companies are managed and governed.	
1.	From your **BLP Pre-Programme Reading** Section 1 re-read paragraph 3.5 and from Section 2, re-read paragraphs 4, 5, 9, 10 and 11 relating to the formation of a company, and board and shareholder meetings.	
2.	Re-read paragraphs 2 to 2.2 of Chapter 3.	

3.	Please read Model Articles (for private companies limited by shares) 3, 4 and 5.	
4.	Please read ss. 15, 16 and 51 CA 2006.	
5.	Please read the attached Pre-SGS Activity and answer question 1 of Simon Turner's Memorandum.	
	In **Activity 1** you will advise Ritchisons as to when the Companies Act 2006 ("**CA 2006**") deems a company duly incorporated and on the advisability of entering into agreements before that date. Your answers to question 1 of Simon Turner's Memorandum will come in useful in this activity.	
	Your SGS group will then discuss the different methods available to Ritchisons for incorporating a shelf-company.	
6.	Please familiarise yourself *briefly* with the main principles of ss. 3, 9, 10 and 112 CA 2006.	
7.	Please familiarise yourself *briefly* with the contents of form IN01 - Application to register a company (available at http://www.companieshouse.gov.uk/forms/general Forms/IN01_application_to_register_a_company.pdf)	
8.	Please answer question 2 of Simon Turner's Memorandum.	
	In **Activity 2** you will be advising Ritchisons on its choice of name for its new subsidiary.	
9.	Please familiarise yourself *briefly* with the main principles of ss. 53-55, 57, 59, 66, 67, 77, 78, 80, 81(1) and 82 CA 2006.	
10.	Locate the Companies (Trading Disclosures) Regulations 2008 SI 2008/495 and Company, Limited Liability Partnership and Business Names (Sensitive Words and Expressions) Regulations 2009 SI 2009/2615.	
	Additional preparation Below is a the web address of the useful guidance produced by Companies House on the subject of company names: http://www.companieshouse.gov.uk/about/pdf/gp1.pdf	
	In **Activity 3** you will be advising a company on the changes required to tailor a shelf company to Ritchisons' requirements.	
11.	Please read ss. 7, 86, 87, 113(1), 123(1), 270, 281, 282, 283, 323, 391(4), 392, 394, 485 and 544 CA 2006. Where appropriate, please also consider whether the relevant section is conferring power on the shareholder(s) and/or the director(s).	

12.	Please read Model Articles (for private companies limited by shares) 12, 17, 18 and 26. Where appropriate, please also consider whether the relevant article is conferring power on the shareholder(s) and/or the director(s).	

Pre-SGS Activity

You have just received the following email:

From: Simon Turner
Sent: [Date of SGS]
To: [Trainee]
Subject: Ritchisons Holdings plc – Online trading

The board of directors of Ritchisons Holdings plc ("**RHP"**) is keen to set up an online trading subsidiary. It is proposed that it either be called Ritchisons National Limited (**"RNL"**)

RNL will be run by two directors: Margaret Fletcher, who is already a director of RHP and Thom Young who has been recently recruited from Waitrose to help manage RNL.

I would like you to assist me as follows.

1. I would be grateful if you would research the following matters:
   a) Which article of the **Model Articles** gives the directors the power to run a company?
   b) Where do you find shareholders' reserve power in the **Model Articles**? How does this work along side the directors' power to run the company?
   c) List two decisions of a company that require shareholder approval.
   d) When does a company become a legal entity? Please include authority from CA 2006.
   e) Explain s. 51(1) – (2) CA 2006 in plain English.

2. There are three different methods you could use to establish RNL for our client:
   (i) incorporate RNL from scratch (i.e. either incorporate the company yourself online at Companies House: https://ewf.companieshouse.gov.uk/45f59b2e4b09c8f112c04e3c4971765c/runpage?page=welcome or, file the paper versions of the forms with all the completed required information at Companies House;

(ii) use a company (commonly called a shelf company) that has **already been incorporated** and tailor it to RHP's requirements; or

(iii) use a third party online incorporation service (an example of such a service can be found at http://www.jordans.co.uk/incorporator.html).

a) In order to help you decide which of the three methods to use, you should draw up a table that sets out the key differences that there are between them in relation to the following issues:

i) cost (www.jordans.co.uk and www.companieshouse.gov.uk will be useful here **– you only need look on the websites you do not need to call them for information**).

ii) timing; and

iii) the formalities they involve.

b) Could you also please set out some of the considerations that would be relevant in choosing from the above options.

c) Finally, on the basis of your findings, please consider whether the difference between the methods is material to our client.

Thanks.

Appendix IV

Further Assessment Information

- Level 7 Marking Criteria
- Assessment Dates

Marking Criteria

Level 7 Assessment Criteria

Criteria	Pass Grades				Fail Grades	
	High Distinction 85-100%	**Distinction 70-84%**	**Merit 60-69%**	**Pass 50-59%**	**Fail 30-49%**	**Low Fail 0-29%**
	The work displays:	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*
Knowledge & Understanding *(a) Systematic Understanding (b) Emerging Thought*	(a) Strong evidence of a comprehensive and systematic understanding of an extensive range of appropriate issues, concepts, theories and research (b) Sustained excellence in the application of thoughts and practices at the forefront of the discipline	(a) Clear evidence of a comprehensive and systematic understanding of a considerable variety of issues, concepts, theories and research (b) Precise and well-judged application of thoughts and practices at the forefront of the discipline	(a) Clear evidence of a comprehensive and systematic understanding of all major - and some minor - issues, concepts, theories and research (b) Some clear evidence of the application of thoughts and practices at the forefront of the discipline	(a) Evidence of a systematic understanding, which may contain some gaps, of all major - and some minor - issues, concepts, theories and research (b) Clear evidence of an understanding of thoughts and practices at the forefront of the discipline.	(a) Evidence of an understanding of an appropriate range of issues, concepts, theories and research but has significant gaps or misunderstandings. (b) Unclear or imprecise understanding of thoughts and practices at the forefront of the discipline.	(a) Evidence of a limited understanding of issues, concepts, theories and research either major and/or minor. (b) Significant gaps in the understanding of the debates at the forefront of the discipline.
Argument *(a) Analysis, Synthesis & Evaluation (b) Numerical Analysis (c) Argumentation*	(a) Consistently precise, accurate and reasoned analysis, synthesis and/or evaluation; addressing issues with insight or originality	(a) Consistently precise, accurate and reasoned analysis, synthesis and/or evaluation addressing all issues, some with creativity	(a) Precision, accuracy and clear reasoning throughout the analysis, synthesis and/or evaluation addressing all issues appropriately	(a) Broad levels of precision, accuracy and reasoning in analysis, synthesis and/or evaluation, and addresses all key issues	(a) Errors which affect the consistency of the analysis, synthesis or evaluation and/or key gaps in the issues addressed	(a) A lack of precision, accuracy or reasoning in analysis, synthesis or evaluation with significant gaps in the issues addressed

Criteria	Pass Grades				Fail Grades	
	High Distinction 85-100%	**Distinction 70-84%**	**Merit 60-69%**	**Pass 50-59%**	**Fail 30-49%**	**Low Fail 0-29%**
	The work displays:	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*
(d) Independent Research	(b) Numeric analysis that is complete and free from errors with application of methods that may be insightful or original (c) Extremely strong and consistent argument making a convincing whole with evidence of originality. Impressive dexterity in the use of information gathered to support the argument.	(b) Numeric analysis that is complete and mostly free from errors with fluent and appropriate application of methods. (c) Extremely strong and consistent argument that convincingly addresses issues including uncertainties and conflicts. Excellent use of information gathered which to support and further the argument	(b) Numeric analysis that is complete and mostly free from errors with relevant and effective application of methods. (c) Evidence of an argument that is generally convincing with a good internal consistency and addresses most issues. Very good use of information gathered to support the argument.	(b) Numeric analysis that is mostly complete and free from significant or critical errors with appropriate application of methods. (c) Evidence of an overall convincing argument but may have weaknesses, gaps or inconsistencies. Clear use of information gathered but may have some weaknesses in the integration into the argument.	(b) Numeric analysis that is mostly complete but contains errors with significant effect, or methods that are applied inappropriately (c) Evidence of a consistent argument but may have weaknesses, significant gaps or be unconvincing. Clear use of information gathered but may not be sufficient to sustain the argument.	(b) Numeric analysis that is incomplete or contains errors which have critical effect, or methods that are applied inappropriately (c) Lack of consistency or structure in the argument. Serious weaknesses in the integration of evidence and/or no awareness of the limitations or weaknesses of the research.
Argument (continued) *(d) Independent Research*	(d) Evidence of an innovative or original use of extensive personal research which has been thoroughly critically evaluated both	(d) Substantial research and evidence of an innovative use of a wide range of personal research with clear and consistent critical	(d) Clear evidence of considerable personal research and the use of a diverse range of appropriate sources but may contain problems with	(d) Appropriate use of a wide range of personal research which is critically evaluated for key conceptual and methodological issues although this	(d) Evidence of a range of personal research but evidence of methodological or conceptual evaluation may be	(d) Over reliance on very restricted range of personal or secondary research much of which may not be evaluated and may not be

Criteria	Pass Grades				Fail Grades	
	High Distinction 85-100%	**Distinction 70-84%**	**Merit 60-69%**	**Pass 50-59%**	**Fail 30-49%**	**Low Fail 0-29%**
	The work displays:	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*	*The work displays:*
	conceptually and methodologically	evaluation both conceptually and methodologically	consistency in the conceptual and methodological critical evaluation	may not be consistent throughout	limited, inconsistent or inappropriate	directly related to the question or area
Presentation *(a) Structure (b) Referencing (c) Use of Language*	(a) Excellent structure and presentation	(a) Excellent structure and presentation	(a) Good structure and presentation	(a) Adequate structure and presentation	(a) Adequate structure and presentation	(a) Poor structure and presentation
	(b) Precise, full and appropriate references and notes.	(b) Precise, full and appropriate references and notes.	(b) Full and appropriate references and notes with minor or insignificant errors	(b) Good references and notes with minor or insignificant errors or omissions	(b) Competent references and notes but may contain inconsistencies, errors or omissions	(b) Poor references and notes with multiple inconsistencies, errors or omissions
	(c) Subtle use of language expressing highly nuanced thought with clarity and precision to a level appropriate for submission for publication.	(c) Precise use of language expressing complex thought with clarity, accuracy and precision which furthers and enhances the argument	(c) Clear and precise use of language allowing a complex argument to be easily understood and followed	(c) Generally clear use of language sufficient for arguments to be readily understood and followed	(c) Generally understandable use of language but significant errors in expression affecting overall clarity	(c) Serious errors in the use of language which makes meaning unclear or imprecise

Assessment Dates

Please refer to your mode's study planner at Appendix III of this Handbook for details of the assessment dates. Those dates are provisional and therefore subject to change. Final versions of the assessment dates for your mode will be available in the assessments area of the Home page of your VLE once your course has started.

Appendix V

Module Outlines for:

- Core Practice Areas
- Course Skills
- Other Core Modules
- Vocational Electives
- Practice Ready Modules
  - Business Management and Strategy
  - Clinical Legal Education
  - Negotiation and Case Analysis
- Law Review and Reform Module

These are provisional and may be subject to minor changes

Business Law and Practice
General Information

School		**Law School**
Level		7
Credit Value		30 Credits
Contact Hours and Teaching methods		300 notional learning hours, broken down approximately as follows: • Pre-module reading and preparation (10 hours) • Self-study workbooks (30 hours) • Synchronous face to face small group sessions (SGSs) (44 hours) • Asynchronous on-line independent learning sessions (ILS) (4 hours) • SGS and ILS preparation and consolidation (96 hours) • Asynchronous on-line lectures (14 hours) • Chapter and background reading and consolidation (20 hours) • Revision and assessment (82 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Dimitri Vastardis and Jonathan Silverman
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general corporate team.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

This module assumes no knowledge of company law and extensive pre-reading is provided as foundational material for this module.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of company law
- To provide opportunities to practice professional skills appropriate to business law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and commercial issues that may arise when undertaking the work of a trainee solicitor in a general corporate department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of business law and practice, business accounts and business and personal taxation and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of business law and practice, business accounts and business and personal taxation including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of business law and practice, business accounts and business and personal taxation
4. Demonstrate professional skills appropriate to business law and practice, business accounts and business and personal taxation including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Business Law and Practice, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x two hour supervised mock exam
- 1 x four hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x four hour supervised written exam (split into 1 x three hour supervised written exam and 1 x one hour supervised MCQ exam).

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher overall) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 20% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and BPP Drafting, Business Accounts and Taxation Workbooks containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module:

Principal Reference Texts/Resources

1. Companies Acts 2006 (& Companies Act 1985)
2. Insolvency Act 1986
3. Financial Services and Markets Act 2000
4. PLC Corporate Law (http://corporate.practicallaw.com)

Partnership

5. I'Anson Banks, Lindley & Banks on partnership, (Sweet and Maxwell)
6. Morse, Partnership law

Company Law

7. Butterworths Company Law handbook
8. Tolley's Company Law online and looseleaf service.

9. Mayson, French and Ryan, Guide to Company Law 2008-09
10. Palmer's Company Law, Morse, Davies, Fletcher et al, (Sweet and Maxwell) looseleaf and online service
11. Boyle, Gore – Browne on Companies, (Jordans) looseleaf service.
12. Davies, Gower and Davies' Principles of Modern Company Law (Sweet and Maxwell)
13. Hannigan, Company law (LexisNexis)
14. Pennington, Pennington's Company Law (Butterworths)
15. Savage and Bradgate, Business Law (Butterworths)
16. Sealy, Cases and materials in company law (Butterworths)
17. Shearman, Shackleton on the Law and Practice of Meetings (Sweet and Maxwell) looseleaf service
18. Hannigan and Prentice: The Companies Act 2006 – Commentary (Butterworths)

Insolvency

19. Goode, Principles of Corporate Insolvency law (Sweet and Maxwell)
20. Lightman and Moss, Law of receivers and administrators of companies (Sweet and Maxwell)
21. Milman and Durrant, Corporate Insolvency (Sweet and Maxwell)
22. Pennington, Pennington's Corporate Insolvency (Butterworths)
23. Sealy and Milman, Annotated guide to the insolvency legislation
24. Totty and Moss, Insolvency, (Sweet and Maxwell) looseleaf service

Tax

25. Avery Jones (et al), Simon's Direct Tax Service, (Butterworths)
26. Vaines, Tax Law-principles and practice (Butterworths)

Competition

27. Lindrup, Butterworths Competition Law handbook (Butterworths)
28. Whish, Competition Law (Butterworths)

Financial Services

29. Blair et al, Guide to the Financial Services and Markets Act 2000
30. Perry, The Financial Services and Markets Act: a practical legal guide (Sweet & Maxwell)

Useful Websites

www.companieshouse.gov.uk

http://corporate.practicallaw.com

https://www.gov.uk/government/organisations/department-for-business-innovation-skills

www.opsi.gov.uk

www.hmrc.gov.uk

www.ft.com

http://www.fca.org.uk/

www.insolvency.gov.uk

www.lawsociety.org.uk

www.sra.org.uk

www.frc.org.uk

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Business Law and Practice

CHAPTER/LECTURE	SGS
ZONE 1: Setting up and financing a company	
1. Introduction to BLP and Commercial Awareness The BLP Module Overview of the Business Law and Practice module; and introduction to BLP simulated clients. Business Awareness Need for business-focussed lawyers; the need for businesses to be aware of the external factors that affect their decisions; and the importance of legal advice to business decision making.	
2. Partnerships, Limited Partnerships & Limited Liability Partnerships (LLPs) Formation and operation of partnerships with reference to The Partnership Act 1890, The Limited Partnerships Act 1907, The Limited Liability Partnership Act 2000 and the common law; consideration of common partnership agreement provisions; legal and practical consequences of retirement from partnerships; introduction to limited partnerships; introduction to limited liability partnerships; and business collaboration structures (joint ventures).	

CHAPTER/LECTURE	SGS
3. Introduction to Companies Introduction to fundamental and pervasive principles of company law including: • separate personality; • ownership/management of companies; • duties of directors; • constitutional documentation; • voting. Introduction to differences between private, public and listed companies; introduction to listed companies; introduction to raising capital and the concept of liquidity; listed company shareholders; and overview of the legal and regulatory framework with which listed companies have to comply.	
	1. Setting up in Business Different types of business media and their advantages/disadvantages; the process by which law firms engage new clients; the key elements of a business plan; and introduction to differences between private and public limited companies.
	2. Introduction to Ritchisons Supermarkets Structure of the Ritchisons groups of companies; strategic options for the client to develop the business; developing the required legal advice to implement the client's plans; and introduction to basic group structures; and basic company procedure.

CHAPTER/LECTURE	SGS
	3. Personal Taxation (Zone 5) Basics of income tax (savings vs non-savings income, charges on income, personal allowance) and basics of CGT (disposal price, incidental costs, base cost, Entrepreneurs' Relief, annual exemption, calculation of CGT payable).
	4. Incorporating a Company Formation of a private limited company; comparison of incorporation with conversion of shelf companies; consideration of Companies Act 2006 requirements on conversion of shelf companies including change of name, change of registered office and change of accounting reference date; pre and post-incorporation contracts; directors as agents; and consideration of the power of directors to bind the company.
	5. Company Procedure Incorporating a company using an online service; preparation of a company procedure plan to effect the appointment and resignation of directors, secretary and auditors, transfer of subscriber shares, and other changes; understanding the documentation needed to convert a shelf company; identifying the relevant statutory authority that governs company procedure; and analysing how short notice and written resolutions are used in company procedure.

CHAPTER/LECTURE	SGS
4. Considerations for shareholders The use of shareholders' agreements in the context of a limited liability company; the relationship between shareholders' agreements and the articles of association; typical provisions in shareholders' agreements, including anti-dilution provisions and restrictive covenants; consideration of the different types of vehicles used for conducting business; and additional considerations on transactions involving shareholders' agreements: including competition, employment and intellectual property law.	
	6. The Company's Constitution Analysing relevant precedent and Model Articles and CA provisions to assess the legality of articles; consideration of the commercial suitability of precedent articles for a client company; consideration of directors' conflicts of interest; and company procedure on changing articles of association on full notice and using the written resolution procedure.
	7. Drafting (1) Introduction to the anatomy of a typical commercial agreement and principles and conventions of effective drafting.

CHAPTER/LECTURE	SGS
5. Financing a Company 1 - Equity Finance (Issue and Allotment of Shares) Considering how and why a company raises finance and looking at some of the terminology involved; share capital structure of a company including showing share capital on a company's balance sheet; legal and commercial considerations on the allotment and issue of shares (including FSMA and LPDT Rules requirements); detailed consideration of the procedure for allotting and issuing shares; additional issues for public and listed companies on issuing shares; use of different types of share capital and class rights; basic financial statements of a company, namely the Profit and Loss Account and Balance Sheet; and common financial ratios that demonstrate how effectively a company is utilising its finance, including Return On Capital Employed, Earnings Per Share and the Gearing Ratio.	
	8. Financing a Company 1: Equity Finance (Issue and Allotment of Shares) Legal and commercial considerations on the allotment and issue of shares including detailed consideration of CA and Model Articles provisions on allotment; preference shares and rights contained in articles; effect of equity finance on the profit and loss account and the balance sheet; and different types of share capital and class rights.

CHAPTER/LECTURE	SGS
6. Financing a Company 2 – Debt Finance Forms of debt finance including the main documentation used; debt v. equity (commercial and balance sheet considerations); gearing/leverage, including how to calculate a gearing ratio and the effect of gearing on the return to shareholders; types of security (fixed and floating charges, pledges, mortgages, liens); guarantees; order of priority between creditors; registration, perfection and priority of security; and financial services and business accounts implications.	
	9. Financing a Company 2: Debt Finance for Companies Procedural steps on issuing debt; commercial considerations on debt financing; commercial and legal considerations on debt in group structures (excluding, for now, structural subordination); selection of appropriate security interest by reference to balance sheet assets: mortgages, fixed and floating charges; registration of security (s.859A CA); analysis of the key provisions of a short-form security document and a loan agreement; and effect of debt finance on the profit and loss account and the balance sheet.

CHAPTER/LECTURE	SGS
	10. Business Accounts Consolidation of key business accounts concepts including: Prepayments; Accruals; Bad and doubtful debts; and Explaining the effect on the Profit and Loss account and Balance Sheet of different transactions.
ZONE 2 – Directors	
7. The Roles, Responsibilities and Requirements of Directors Disclosure of directors' interests; analysis and application of the law on loans, quasi-loans, credit transactions and substantial property transactions with directors and the definitions of connected persons and associated companies; and review of CA 2006 in relation to directors' service contracts.	
	11. The Roles, Responsibilities and Requirements of Directors 1 Apply the specific statutory restrictions that govern the conduct of directors; analysis of aspects of CA 2006 on directors service contracts; common law restrictions on transactions with directors; statutory interpretation and application; directors' duties; and disclosure.

CHAPTER/LECTURE	SGS
CONSOLIDATION	
	12. Consolidation SGS (SGSs 1-13) Consolidation of BLP module SGSs 1-13: issue-spotting and answering exam style questions.
ZONE 2 – Directors (continued)	
	13. The Roles, Responsibilities and Requirements of Directors 2 Analysis and application of the law on loans, quasi-loans, credit transactions with directors and the definition of connected persons; differences in legal requirements for companies generally and public companies/private companies in same group as a public company; application of the exceptions to the legislation; and possible tax consequences of loans made by close companies.
	14. Drafting (2) Developing your drafting skills by drafting a commercial agreement using a precedent to reflect client instructions.
ZONE 3 – Shareholders	
8. Internal Disputes Analysis of the law on removal of directors by shareholders; review of the other ways in which a director's office can be terminated; consideration of issues related to the above, i.e. compensation payments for loss of office and brief outline of possible shareholder actions; and review of ratification of directors' conduct	

CHAPTER/LECTURE	SGS
9. Introduction to Employment Law Nature of the employment relationship; distinction between 'employees', 'workers' and the 'self employed'; overview of concepts of redundancy, wrongful and unfair dismissal; the impact of EU law; and an introduction to the legislative protection for employees on a business transfer.	
10. Minority shareholders Consideration of the remedies available to minority shareholders pursuant to CA and other rights available to shareholders under CA; and examination of how a shareholders' agreement might be used to protect the interests of minority shareholders.	
	15. Internal Disputes 1 Legal and practical considerations on the removal of a director by shareholders (including ability of shareholders to requisition a GM) and an analysis of ss. 168, 303 and 312 CA; and statutory derivative actions by shareholders.
	16. Internal Disputes 2 Employment considerations on the removal of a director; implications of a PILON clause and Gardening Leave clause in the director's service contract; and shareholder issues on the removal of a director who is also a shareholder.

CHAPTER/LECTURE	SGS
	17. Developing your Drafting Skills Part 2 – Consolidation of Drafting skills and use of Boilerplate Clauses (asynchronous on-line ILS) Consolidation and practice of drafting skills acquired so far; further practice of drafting skills in the context of adapting a precedent share buyback agreement to suit the needs of the client; drafting a detailed payment clause and key boilerplate clauses including confidentiality clause, notices, entire agreement and execution clauses; and understanding the purpose of common boilerplate clauses including assignment, third party rights, waiver, variation and governing law and jurisdiction.
11. Returning Value to Shareholders Review of the company law principles governing the payment and receipt of dividends (within and outside a group of companies); doctrine of maintenance of share capital; brief consideration of reductions of capital, schemes of arrangement, financial assistance; understanding the procedures relating to the purchase of own shares and redemption of redeemable shares out of distributable profits, fresh issues of shares and out of capital; and (brief) introduction to treasury shares.	
	18. Returning Value to Shareholders 1 Concept of distributable profits; own share purchase/redemption out of profits; and understanding the effect of a share buy-back and appreciation of the financing options by reference to Marine Paints' accounts.

CHAPTER/LECTURE	SGS
	19. Returning Value to Shareholders 2 Buy-back out of capital; procedure relating to redemption and purchase out of capital and distributable profits; law and procedure relating to the payment of dividends; and FSMA implications of a solicitor advising on, dealing in or arranging investments.
ZONE 4 - Acquisitions	
12. Introduction to Acquisitions Case-study-based lecture using a real life transaction; examination of the methods of purchasing different types of business; review of the basic principles relating to asset and share sales including some key factors that may influence the choice between the methods of sale; documents and parties involved in asset and share sales; and basic structure of an acquisition.	
	20. Acquisitions 1 (asynchronous on-line ILS) Shares vs assets sales – key factors influencing the deal; Heads of Terms; mechanics of a typical acquisition: documents and steps; and the due diligence process and drafting the Due Diligence Report.
	21. Acquisitions 2 The rules relating to financial assistance under CA and CA 1985; interpretation and explanation of key provisions of a simple share purchase agreement; considering the role of warranties and indemnities in relation to the Due Diligence Report and the role and purpose of vendor protection clauses.

CHAPTER/LECTURE	SGS
	22. Drafting (4) Application of skills from previous drafting sessions in the context of acquisitions-related documents; further practice in analysing a business deal and drafting suitable clauses for insertion into a share purchase agreement ('**SPA**'); obtaining an appropriate precedent clause from an on-line source and adapting it to fit with the drafting style of the SPA; selecting appropriate precedent clauses from a precedent bank and adapting them to accord with client instructions and avoid inconsistency; drafting considerations when preparing a power of attorney; and execution formalities for various types of entity: individuals, Companies Act companies, attorneys and foreign companies.
ZONE 5 – Taxation (plus SGS 3 and Introduction to Business Tax lecture)	
	23. Corporate Taxation Capital allowances; calculation of TTP (including income profits and chargeable gains) and corporation tax payable; tax effect where a company's accounting period doesn't coincide with the tax financial year; Rollover Relief; use of losses to mitigate tax liability; and post-SGS Activity: tax implications of a company receiving a dividend (group and non-group).

ZONE 6 – Insolvency	
CHAPTER/LECTURE	**SGS**
13. Introduction to Insolvency Procedures Comparison of different options available to a company facing insolvency including a negotiated settlement, administration and/or company voluntary arrangement, receivership (including administrative receivership) or liquidation (note this will not include a detailed review of procedure); and consideration of the order of priority for payment on a winding up and calculation of the amounts due to various parties in the event of a liquidation.	
	24. Insolvency Procedures Differentiation between insolvency procedures; evaluation of interests of creditors when a company is in financial difficulties; factors which affect choice of insolvency procedures; outcomes of formal insolvency procedures vs negotiated outcomes; and statutory order of priority.
14. Corporate Insolvency – investigating directors and challenging past transactions Analysis of the statutory provisions relating to challenging transactions made prior to the onset of insolvency in relation to the effect on a client as a creditor of an insolvent supplier; application of statutory provisions (and case law) relating to antecedent transactions; review of the vulnerability of floating charges given to bank, in the event of liquidation; directors' duties; and wrongful and fraudulent trading.	

CHAPTER/LECTURE	SGS
	25. Corporate Insolvency – investigating directors and challenging past transactions Application of Insolvency Act provisions for the protection of creditors of insolvent companies; voidable transactions; and practical and commercial considerations on insolvency including directors' duties and wrongful and fraudulent trading.
CONSOLIDATION	
	26. Consolidation SGS (SGSs 15-25) Consolidation of BLP module SGSs 15-26: issue-spotting and answering exam style questions.
15. REVISION LECTURE (asynchronous on-line)	
16. FORMATIVE ASSESSMENT LECTURE (asynchronous on-line)	

Appendix 1

1. SRA Learning Outcomes for Business Law and Practice

On completion of this core practice area, students should:

1. understand the nature and structure of the different business media and be able to select an appropriate medium and structure to meet the client's commercial requirements and to advise on the legal and taxation implications
2. be able to progress basic business transactions arising during the life and development of a business
3. understand the interests of different parties involved in the business including directors, shareholders and creditors of a business.

Students should also be able to:

4. interpret and apply primary source materials, constitutional documents and other relevant agreements
5. identify conduct and regulation issues, such as conflicts of interest and FSMA, as they arise in the context of relevant transactions and act within the Code of Conduct
6. draft the relevant documentation and prepare the appropriate forms and filings.

Element 1: Business media

Students should:

1. be able to advise the client as to the advantages and disadvantages of different business media including sole traders, partnership and companies
2. be able to advise on form and legal structure and on the cost, procedures, formalities and taxation implications of setting up and running the business
3. be familiar with the procedures required to incorporate a company and/or form a partnership and understand the approvals, filings and procedures to enable the business to commence operating
4. be familiar with the roles, rights, responsibilities and liabilities of the participants
5. understand the procedures to alter the constitution of a company and to appoint and remove the officers of a company
6. understand how to allot, issue and transfer shares.

Element 2: On-going operations and common transactions

Students should be able to:

1. progress common business transactions and advise and take steps relating to the business's on-going operations
2. advise on entering into contracts on behalf of the business (including issues arising from contracts in which directors have an interest)
3. advise on steps to protect the assets of the business

4. advise on issues arising from basic finance and lending
5. draft notices, agendas and minutes of meetings and complete and file routine statutory forms and maintain and up-date statutory books
6. advise on taxation of profits (income and capital) generated and distributed by the business
7. demonstrate an appreciation of the continuing duties, obligations and liabilities of the business and of its partners, directors and shareholders
8. advise on the options for and claims arising on insolvency, e.g. bankruptcy, winding up and administration
9. draft and review documentation to give effect to transactions.

Element 3: Stakeholders

Students should:

1. understand the different interests of parties involved in the business including the company, directors, shareholders and creditors of the business
2. be aware of potential conflicts between the different parties
3. understand the importance of knowing the client.

Element 4: Business accounts

Students should understand the basic principles of business accounting and should be aware of the need to interpret business accounts to ensure clients are appropriately advised. In particular, students should:

1. understand the terms used and basic accounting concepts
2. be familiar with how accounting data is used to prepare a profit and loss account and a balance sheet
3. understand the construction of and be able to analyse and interpret a simple balance sheet and profit and loss account of a sole trader, partnership and limited company
4. understand the nature of shareholders' funds.

2. SRA Learning Outcomes for Taxation

On completion of Stage 1, students should have a sufficient grasp of tax law to enable them to understand the impact of taxation on the areas covered by the course and should be able to:

1. use the legal knowledge, skills, procedures and behaviours appropriate to the client;
2. recognise conduct issues and act within the Code of Conduct;
3. identify the client's reasonable expectations as to quality and timeliness of service.

Element 1: Income Tax

On completion of Stage 1, students should:

1. understand the main features of the income tax system including: total income; personal allowances; calculation of income tax liability
2. understand the distinctions between taxation at source and direct assessment and the taxation of income from investments and interest
3. appreciate the existence of anti-avoidance legislation such as the rules relating to gifts and settlements.

Element 2: Capital Gains Tax

On completion of Stage 1, students should:

1. understand the main principles of capital gains tax, including the charge on the disposal or deemed disposal of assets and the calculation of chargeable gains
2. understand the main exemptions and reliefs from capital gains tax.

Element 3: Inheritance Tax

On completion of Stage 1, students should:

1. understand the principles relating to the charge to tax: on death; on immediately chargeable lifetime transfers; in relation to potentially exempt transfers; on gifts with the reservation of benefit
2. be familiar with: payment of tax due; exemptions and reliefs; the principle of cumulation; valuation; accountability and burden; anti-avoidance provisions.

Element 4: Corporation Tax

On completion of Stage 1, students should understand the principles relating to the charge to tax and charges on income.

Element 5: VAT

On completion of Stage 1, students should understand the basic principles of VAT including: registration of taxable persons; taxable supplies; input and output tax; standard and zero rating; exemptions.

Litigation
General Information

School		**Law School**
Level		7
Credit Value		30 credits
Contact Hours and Teaching methods		300 notional learning hours, broken down approximately as follows: • Pre-module reading and preparation (10 hours) • Self-study Workbook (15 hours) • Synchronous face to face small group sessions (SGSs) (36 hours) • SGS preparation and consolidation (100 hours) • Asynchronous on-line lectures (14 hours) • Chapter and background reading and consolidation (40 hours) • Revision and assessment (85 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Anna Corsellis and Julie Newman
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

The Litigation module covers both civil and criminal litigation. The Litigation assessment consists of separate papers in Civil and Criminal Litigation. The pass rate for Litigation is 50% calculated by an aggregate of 65% of the marks from the Civil Litigation exam and 35% of the marks from the Criminal Litigation exam.

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general civil or criminal litigation team.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

This module assumes knowledge of contact law, the tort of negligence and key criminal statutes and offences gained during a prior LLB or GDL. Pre-reading is also provided as foundational material for this module.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of civil and criminal litigation law and practice
- To provide opportunities to practice professional skills appropriate to civil and criminal litigation and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and commercial issues that may arise when undertaking the work of a trainee solicitor in a general civil or criminal litigation department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of civil and criminal litigation practice and procedure and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of civil and criminal litigation practice and procedure including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of civil and criminal litigation practice and procedure
4. Demonstrate professional skills appropriate to civil and criminal litigation practice and procedure including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Litigation, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x one hour thirty five minute supervised mock exam
- 1 x four hour fifteen minute unsupervised written exam to be self-marked against a clear model answer

Summative Element*

- 1 x four hour fifteen minute supervised written exam

* The Litigation module assessment consists of separate papers in Civil Litigation (two hours forty five minutes) and Criminal Litigation (one hour thirty minutes). The pass rate for Litigation is 50% calculated by an aggregate of 65% of the marks from the Civil Litigation exam and 35% of the marks from the Criminal Litigation exam. A candidate who fails a first or second attempt in Litigation must re-sit both the Civil Litigation and Criminal Litigation papers.

The weighted module grade counts 20% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include the Civil Procedure Rules, Appeals and Enforcement Workbook, lecture handouts and classroom materials which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module:

Civil Litigation

1. Civil Procedure (Sweet & Maxwell) ('The White Book').
2. Civil Procedure Rules (Stationery Office) Looseleaf Service.
3. Bullen, Leeke & Jacob's, Precedents of Pleadings (Sweet & Maxwell).
4. Mathews & Malek, Disclosure (Sweet & Maxwell).
5. Hollander, Documentary Evidence (Sweet & Maxwell).
6. Gee, Commercial Injunctions (FT).
7. Bean, Injunctions (Sweet & Maxwell).

8. Foskett, Law and Practice of Compromise (Sweet & Maxwell).
9. Marriott, ADR Principles and Practice (Sweet & Maxwell).
10. Chitty on Contracts (Sweet & Maxwell).
11. G.H.Treitel, Law of Contract (Sweet & Maxwell).
12. Cheshire, Fifoot & Furmston, Law of Contract (Duflewathe).
13. Clerk & Lindsell on Torts (Sweet & Maxwell).
14. Jackson & Powell on Professional Negligence (Sweet & Maxwell).
15. Charlesworth & Percy on Negligence (Sweet & Maxwell).
16. Park & Cromie, International Commercial Litigation (Butterworths).
17. Wadham, Blackstone's guide to the Human Rights Act 1998 (Blackstone).
18. Russell on Arbitration.
19. Tweedale & Tweedale, A Practical Approach to Arbitration Law.
20. Gill: The Law of Arbitration.
21. Robert Murkin, The Arbitration Act 1996.
22. Redfern & Hunter, Law & Practice of International Commercial Arbitration.
23. Mustill & Boyd, Commercial Arbitration.
24. Lew, Mistelis and Kroll, Comparitive International Commercial Arbitration.

Criminal Litigation

1. Archbold 2017 Editon
2. Blackstones 2017 Edition

Police Powers

3. Ed Cape, Defending Suspects at the Police Station 6th Edition (Legal Action Group) 2011

Sentencing

4. Roberts, Padfield and Harris - Current Sentencing Practice (Sweet and Maxwell) looseleaf service

Useful Websites

Civil Litigation

www.justice.gov.uk

uk.practicallaw.com

www.cedr.co.uk

www.lcia.org/dispute_resolution_services/lcia_arbitration.aspx

www.iccwbo.org/index_court.asp

www.kluwerarbitra#tion.com

Criminal Litigation

https://www.sentencingcouncil.org.uk

https://www.gov.uk/government/organisations/ministry-of-justice

http://cps.gov.uk

INDICATIVE SCHEME OF WORK – CIVIL LITIGATION

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Litigation (Civil)

CHAPTER/LECTURE	**SGS**
CLIENT 1	
1. Overview of litigation & pre-action considerations Overview of a civil litigation claim. Methods of resolving disputes: litigation, arbitration and ADR. Pre-action considerations. Professional conduct considerations. Initial letter/retainer letter. Costs. Pre-action protocols. Choice of court. Other pre-action considerations, including: - pre-action disclosure; and - pre-action part 36 offers. Annex to Chapter 1: Funding: legal aid, DBA's and CFA funding.	**1. Pre-action considerations** Case analysis and strategy: students will identify and consider the elements of the cause of action, identify and analyse the evidence available and consider damages and remedies. Consideration of how to evaluate the likely costs, benefits and risks of pursuing litigation and how to sue a partnership.
2. Commencing proceedings Issue. Service. Acknowledgement of service. Judgment in default and setting aside.	**2. Commencing proceedings and statements of case I** Pre-action considerations: pre-action protocols and other pre-action steps. Issue of proceedings. Counting time and deemed service of documents. Consideration of judgment in default and rules on setting aside.

CHAPTER/LECTURE	SGS
3. Statements of case Statements of case generally. Particulars of claim. Defence.	**3. Statements of case II** Consideration of the principles of drafting statements of case, in particular, particulars of claim. Consideration of the principles of drafting a defence.
4. Allocation, case and costs management Allocation and tracks. Case management conference/ directions. Case and costs management. Sanctions for non-compliance with Orders, CPRs and Practice Directions.	**4. Allocation, case and costs management** Consideration of the procedural structure of a Civil Litigation case and allocation process. Completion of a directions questionnaire. Understand the court's powers of case and costs management and agree appropriate directions. Introduction to the role of an expert in this context. Analysis of the court's powers to impose sanctions on a party for non-compliance.
5. Disclosure Disclosure. Privilege. Electronic Disclosure. Professional conduct considerations.	**5. Disclosure** Consideration of aspects of disclosure and privilege. Analysis of a number of documents: consideration of whether documents fall within standard disclosure and whether they are privileged from inspection. Discussion of the professional conduct and client care implications of the disclosure process.
6. Evidence: witness of fact and expert evidence Rules relating to evidence - in particular hearsay and CEA 1995. Witnesses of fact, form and content of witness statements, witness summonses. Experts - role and function of experts.	**6. Evidence: witness of fact and expert evidence** Consideration of the form and content of witness statements, in particular, witness statements for trial. Consideration of the role of experts, the purpose of the without prejudice meeting and the content of expert reports. Considering the role of the expert witnesses meeting once their reports have been exchanged.

CHAPTER/LECTURE	SGS
7. Part 36/preparation for trial/ trial/costs Part 36 offers and payments. Settlement and orders arising from pre-trial settlements. Preparation for trial. Trial. Costs.	**7. Part 36/preparations for trial/ trial/costs** Consideration of Part 36 offers and the resulting cost consequences. Orders arising from pre-trial settlement. Preparation for trial, trial and costs. Discussion of the effect litigation might have on a business and conducting a risk analysis.
	Appeals and enforcement workbook (which should be completed following SGS 7).
8. Interim applications General applications pursuant to CPR 23. Interim costs orders and summary assessment of costs. Security for costs. Summary judgment. Injunctions.	**8. Interim applications – summary judgment** Preparation for an interim hearing and understanding the relevant procedure. Consideration of costs generally at the end of interim hearings. Consideration of summary judgment applications, including the procedural requirements and documentation required. Planning arguments and conducting a summary judgment interim hearing, referring to written evidence and making submissions as to costs. Consideration of the possible orders which can be made following a summary judgment hearing.
	9. Injunctions Consideration of interim injunctions generally and the effect of an application for a freezing order/prohibitory injunction. Preparation of documents and drafting witness statement in support of an application for an interim prohibitory injunction.
9. Jurisdiction over foreign matters Consideration of whether the English court has jurisdiction over disputes with an international element, focusing on: 1. the common law rules; and 2. the EU Regulation on jurisdiction.	**10. Jurisdiction over foreign matters** Consideration of common law rules and the EU Regulation relating to service out of the jurisdiction with and without permission. Consideration of a number of self-contained examples and application of the rules to the case studies. Consideration of the relevant time limits where the claim is being served outside the jurisdiction.

CHAPTER/LECTURE	SGS
10. ADR & Arbitration Different types of Alternative Dispute Resolution ('ADR'). When and why to refer a dispute to mediation. The mediation process. How to draft an effective mediation clause. The meaning of "arbitration" within the context of commercial dispute resolution and why parties would choose to arbitrate. The general provisions of the Arbitration Act 1996 and how arbitration proceeds.	**11. Arbitration** Explain and compare litigation, arbitration and the principal forms of Alternative Dispute Resolution ('ADR'); Evaluate the differences between litigation, mediation and arbitration in order to decide, by reference to your client's particular case facts, which might be more appropriate to deal with your client's dispute; Understand and apply key provisions of the Arbitration Act; Summarise the basic arbitral procedure under the Arbitration Act; and Analyse the application of mandatory and non-mandatory provisions of the Arbitration Act including circumstances when the court might become involved in arbitration.
	12. Consolidation Practice exam style questions on all topics covered on the civil litigation module. Formulate approach to exam style questions.

INDICATIVE SCHEME OF WORK – CRIMINAL LITIGATION

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Litigation (Criminal)

CHAPTER/LECTURE	SGS
1. The criminal justice system, the Criminal Procedure Rules, professional conduct and funding Overview of the module. Introduction to the Criminal Justice process. The Criminal Procedure Rules, their overriding objective, and their application. The court's role in the litigation process, in particular the court's case management powers and duties Introduction to main issues of professional conduct encountered in criminal litigation. Public funding for advice at the police station.	**1. The criminal justice system, the Criminal Procedure Rules, professional conduct and funding** Pre-SGS preparation questions on the categories of criminal offences. An overview of the criminal litigation process. Activities on professional conduct. The Criminal Procedure Rules, their overriding objective, and their application. The court's role in the litigation process, in particular the court's case management powers and duties.
2. Police powers An overview of the various investigatory powers available to an investigating body such as the police under Code C of the Police and Criminal Evidence Act 1984. The role of the Custody Officer. The rights of suspects detained at the police station. Powers of detention under PACE 1984. Detention times limits under PACE 1984. The solicitor's role at the police station. Police station representative accreditation schemes.	**2. Police powers** Activity on police powers under PACE 1984. Identifying certain police powers including stop and search powers; the role of the custody officer; the rights of suspects detained at the police station; detention time limits, reviews of detention; and when and under what circumstances the powers can be exercised and the rights of a suspect detained at the police station under PACE 1984 and when the rights can be delayed. Introduction to interviews.

CHAPTER/LECTURE	SGS
3. Case analysis, police station advice and inferences from silence Elements of offences. Investigation and gathering evidence. The right to silence and inferences from silence under the Criminal Justice and Public Order Act 1994. When to advise a client whether and why he or she should exercise their right to silence. Preparing a client for interview. Protecting and advancing the client's rights. Article 6 of the European Convention on Human Rights impacts on the exercise of police powers and the right to silence.	**3. Case analysis, police station advice and inferences from silence** Introduction to case analysis Activity on advising a client on whether he should exercise his right to silence in interview. Activity on advising a client about the inferences a court could draw at trial.
4. Bail, plea before venue and allocation of trial Introduction to the Bail Act 1976 and the principle of bail within criminal proceedings. The exceptions to the right to bail. The factors that the court must consider when applying the exceptions to the right to bail. The Impact of Article 5 of the European Convention on Human Rights on bail. Bail conditions. Deciding on venue for an 'either way' offence using the allocation guidelines and sentencing guidelines.	**4. Bail, plea before venue, allocation of trial and committal proceedings** The steps involved in making or contesting a bail application Activity on the analysis of the exceptions to the right to bail, the factors the court must consider and bail conditions that the court might impose. Advocacy exercise on bail. Activity on the procedure for determining venue for an either way offence
5. Introduction to evidence The definition of evidence. The rules governing the admissibility of evidence. Advising on the admissibility and relevance of evidence and assessing the strengths and weaknesses of the prosecution and defence case. Competence and compellability of witnesses. Opinion evidence. Identification evidence. The definition of a confession under section 82 PACE 1984. Exclusion of evidence at common law and under sections 76 and 78 PACE 1984. The admissibility of bad character evidence	**5. Introduction to evidence** Activity on confessions and the exclusion of evidence at common law and under sections 76 and 78 PACE 1984. Activity on assessing the weight and admissibility of identification evidence. Identifying evidence of bad character and the gateway through which it might be admitted before the court. Activity on the competence and compellability of witnesses.

CHAPTER/LECTURE	SGS
6. Sentencing and appeals An overview of the sentencing process. The Criminal Justice Act 2003. The Powers of Criminal Courts (Sentencing) Act 2000. Sentencing guidelines. The custody threshold. Community sentences. The range of sentences available. Appeals from the magistrates' to the Crown Court and from the Crown Court to the Court of Appeal (Criminal Division).	**6. Sentencing and appeals** Activity on sentencing guidelines and identifying aggravating and mitigating factors. The sentencing guidelines and the custody threshold. Sentencing hearings based on the criminal litigation case studies. Activity on appealing from the magistrates' court to the Crown Court. Public funding. Consolidation activity.

Appendix 1

SRA Learning Outcomes for Litigation

On completion of this core practice area, students should:

1. understand the nature of civil and criminal litigation
2. be able to identify the critical steps in the process of litigation.

Element 1: Case analysis

Students should be able to analyse factual material, identify the legal context in which factual issues arise, relate the central legal and factual issues to each other and be able to:

1. identify the elements of selected causes of action and criminal charges
2. identify, analyse and, if necessary, research the propositions of fact going to the elements and be able to identify, analyse, secure and preserve evidence to support propositions of fact
3. identify, analyse and advise on the admissibility and relevance of evidence and assess the strengths and weaknesses of each side's case including, where appropriate, the opponent's evidence.

Element 2: Courses of action and funding

Students should be able to:

1. identify possible courses of action, demonstrate an awareness of the legal and non-legal consequences of selecting a course of action and advise the client on the attendant costs, benefits and risks
2. advise the client on the different ways of funding litigation, including the availability of public funding.

Element 3: Procedure

Students should be able to identify the steps and strategies that need to be taken in the preparation and conduct of litigation.

Element 4: Civil litigation and dispute resolution

Students should be able to:

1. identify the appropriate forum for the resolution of the dispute, including appropriate methods of alternative dispute resolution
2. identify possible cost consequences of different outcomes, the effect of the different costs rules and the impact of the likely costs orders on the conduct of litigation
3. demonstrate an understanding of the Civil Procedure Rules, the overriding objective, and their application
4. demonstrate an understanding of the court's role in the litigation process, in particular the court's case management powers and duties

5. identify steps to be taken prior to commencement and be able to issue, serve and respond to claim forms
6. advise on interim applications, prepare and conduct applications to the master or district judge
7. understand the steps needed to prepare the case for trial and the procedure and evidential issues arising from expert witnesses, witnesses of fact and disclosure, and demonstrate an awareness of the basic elements of trial procedure
8. demonstrate an awareness of the mechanisms which are available to enforce and appeal a judgment
9. prepare the appropriate documentation and draft claim forms, particulars of claim, defences, application notices, orders and witness statements.

Element 5: Criminal law and practice

Students should be able to:

1. demonstrate an understanding of the Criminal Procedure Rules, their overriding objective, and their application
2. demonstrate an understanding of the court's role in the litigation process, in particular the court's case management powers and duties
3. demonstrate an awareness of police station representative accreditation schemes, and the court duty solicitor scheme
4. explain the custody, review and detention limits under PACE and the role of the custody
5. identify the steps involved in making an application for a representation order
6. identify the steps involved in making or contesting a bail application
7. identify the practical and tactical considerations involved in determining the mode of trial, including an awareness of the range of sentences available, and advise the client accordingly
8. assist in the preparation and conduct of a summary trial, committal proceedings and a trial on indictment.

Property Law and Practice
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Pre-module reading and preparation (5 hours) • Synchronous face to face small group sessions (SGSs) (22 hours) • Asynchronous on-line independent learning session (ILS) (2 hours) • SGS and ILS preparation and consolidation (48 hours) • Asynchronous on-line lectures (10 hours) • Chapter and background reading and consolidation (15 hours) • Revision and assessment (48 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		As Richards and Suzanne Maguire
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general commercial property team.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

This module assumes a level of knowledge of land law gained from prior study on an LLB or GDL. Pre-reading is also provided as foundational material for this module.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of property law and practice
- To provide opportunities to practice professional skills appropriate to property law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and commercial issues that may arise when undertaking the work of a trainee solicitor in a general property department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of property law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of property law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of property law and practice
4. Demonstrate professional skills appropriate to property law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Property Law and Practice, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x one hour thirty minute supervised mock exam
- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written exam.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts and classroom materials which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module:

1. 'Textbook on Land Law' (14th Edition) by MacKenzie and Phillips
2. 'Land Law' (8th Edition) by Diane Chappelle
3. Conveyancing Handbook (16th Edition) by The Law Society
4. Landlord and Tenant Law in Context by Susan Bright
5. Drafting Business Leases by Kim Lewison Q.C.

Useful Websites

www.estatesgazette.com

www.uk.practicallaw.com

www.lexisnexis.co.uk

www.lexology.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Property Law and Practice

CHAPTER/LECTURE	**SGS**
Client 1 – Ritchisons Properties Limited	**File name - Elton Hall**
Introductory Chapter Understand the structure and content of the LPC Property Law and Practice module. Demonstrate the key elements and structure of freehold property transactions. Begin to evaluate the key issues involved in the purchase of a property. Understand the background to the property being purchased by the client for whom students will be acting in SGSs 1 – 4 inclusive.	
1. Registered land: **Title Investigation** Understand the process of the investigation of title to registered property including the need to look outside the title to get further information on issues which arise Spot and explain the issues which may arise in an investigation of title to registered property; and Appreciate the need to report to your client.	**1. Initial Stages of the transaction and investigating registered title** Complete an investigation of a registered title (including looking at relevant further documentation) with minimal supervision. Explain the purpose and process of reporting to the client.

CHAPTER/LECTURE	SGS
2. Registered land: **Planning and pre-contract searches and enquiries** Understand the requirements for Planning Permission, Building Regulations approval and Listed Building Consent and as well as the consequences of breaching them. Appreciate the importance of environmental considerations. Explain the pre-contract searches and enquiries which are undertaken in a property transaction.	**2. Planning and pre-contract searches and enquiries** Explain the purpose of pre-contract searches and enquiries. Analyse replies to pre-contract enquiries, identifying and resolving any issues arising. Explain and apply the basic principles of planning law. Analyse the results of pre-contract searches, identifying and resolving any issues arising.
3. Registered land: **Drafting the contract and exchange of contracts workbook** Understand issues relating to contracts for sale (including the Standard Conditions of Sale and Standard Commercial Property Conditions) including the contractual considerations for a sale of part. Appreciate the purpose of conditional contracts. Understand the procedural and professional conduct issues relating to pre-exchange and exchange of contracts on the sale of land.	**3. Drafting the contract and Exchange of Contracts** Analyse and apply the key conditions contained in the Standard Commercial Property Conditions (Second Edition) and the Standard Conditions of Sale (Fifth Edition). Understand the basics of VAT on commercial property transactions. Amend and add special conditions to the draft contract for the sale of Elton Hall. Appreciate why the draft certificate of title is submitted for approval to the lender's solicitors prior to exchange of contracts. Appreciate the professional conduct obligations for contract races. Understand the methods of, and undertake an, exchange of contracts. Analyse problems which can arise between exchange and completion.

CHAPTER/LECTURE	SGS
4. Registered land: **Completion and Post-Completion and Remedies** Identify and explain the steps taken by both the buyer's and seller's solicitors to prepare for completion. Understand the role of the property solicitor when acting for and reporting to lenders. Draft the TR1 for sale of whole. Describe what happens at completion. Demonstrate your understanding of the post-completion formalities that the buyer's and seller's solicitors need to carry out. Show your understanding of the remedies for late and non-completion and misrepresentation.	**4. Completion and Remedies** Distinguish between the buyer's and seller's solicitors' pre-completion tasks and carry out the necessary steps with minimal supervision. Analyse potential problems which can arise in relation to completion and take appropriate steps to resolve them. Explain what happens at completion and complete a property transaction from a buyer's solicitor's perspective. Carry out the post-completion steps with minimal supervision.
	5. PCR in a property context and sales of part Analyse some of the key professional conduct issues which might arise during a property transaction. Appreciate the need to comply with the Money Laundering Regulations 2007 in relation to a property transaction. Appreciate the issues which arise on the sale of part of a freehold property. Critique a draft contract with an attached TP1 for the sale of part of a commercial freehold property.
5. Unregistered land **Deducing, reporting and investigating an unregistered title** Understand the process of investigation of an unregistered title. Perform an investigation of a simple unregistered title with minimal supervision. Understand some of the problems which may arise in this area and advise your client how best to deal with them.	**6. Investigating title to unregistered land and first registration (Asynchronous on-line ILS)** Investigate an unregistered title. Advise on issues arising out of that investigation and on the appropriate action to take. Draft a Form TR1 in relation to the sale of an unregistered freehold title. Carry out all necessary post-completion steps.

CHAPTER/LECTURE	SGS
6. Commercial Security of Tenure Understand the premise behind Part II of the Landlord and Tenant Act 1954 (as amended). Understand and apply the 1954 Act using practical examples. Examine the rights of both the landlord and tenant upon expiry of a commercial lease.	**7. Security of Tenure** Analyse whether or not a tenancy is covered by Part II of the Landlord and Tenant Act 1954. Understand the contracting out procedure for commercial leases. Explain how tenancies may be terminated and renewed by way of service of statutory notices. Apply an understanding of a landlord's ground of opposition to the renewal of a protected lease. Advise a tenant on the availability of compensation on termination of its lease.
Client 2 – Marine Paints International Limited	**File name – Marine Paints File**
7. Contents of a Lease 1: Repair, Insurance and Landlord's remedies Understand the key consideration to bear in mind on the grant of a lease. Understand and know how and when to apply the Code for Leasing Business Premises. Appreciate the structure of a lease. Understand how the repair covenant works in a lease and appreciate both a landlord's and tenant's concerns when drafting or marking up the lease. Understand how the insurance provisions work in a commercial lease and appreciate both a landlord's and tenant's concerns when drafting or marking up the lease. Appreciate the need for an express forfeiture provision and the other remedies available to a landlord if the tenant breaches its covenants in the lease or if certain circumstances arise.	**8. Contents of a Lease 1: Repair, Insurance and Landlord's remedies** Draft and amend repair clause in a lease. Explain the key features of a repair clause and an insurance clause. By reference to the lease, statute and common law, advise a landlord on its remedies where a tenant breaches its obligations under a lease.

CHAPTER/LECTURE	SGS
8. Contents of a Lease 2: Term, Rent, Service Charge, Alterations and Use Analyse and advise upon: • the term and break clauses; • covenant to pay rent; • service charge; • alterations provisions; • use (or user) provisions; and • the need for, and key provisions in, a licence to alter and a licence to change use.	**9. Contents of a Lease 2: Term, Rent, Service Charge, Alterations and Use** Identify and explain the important features of clauses dealing with: • alterations • use • service charge Explain and apply statutory and common law rules governing these clauses. Advise both a landlord and tenant client in relation to queries concerning these provisions. Appreciate the need for a licence to alter and/or change use and to understand the key provisions in the licence(s). Prepare a checklist of the completion and post-completion steps required on the grant of a lease.
Client 3 – Anglo-Italian Limited (trading as Vento Teso)	
9. Contents of a Lease 3: Rent review and Alienation Understand the main procedural points to be considered on the: • assignment of a lease and appreciate the difference between an assignment of a lease and the sale of a freehold; • grant of a sublease and appreciate the difference between the grant of a sublease and the grant of a lease Including the need for a licence to assign/sublet and the key provisions in those documents. Review the alienation provisions in a business lease and evaluate some of the potential issues involved from either a landlord's or a tenant's perspective. Apply relevant case law / statutory provisions to the above scenarios.	**10. Contents of a Lease 3: Alienation** Analyse alienation covenants and apply relevant common law and statutory provisions in order to advise a client. Advise a client on the procedure for assignment of a lease from the point of view of each of the parties involved. Appreciate the need for a licence to assign and a licence to sublet and to understand the key clauses in each licence.

CHAPTER/LECTURE	SGS
	11. Contents of a Lease 4: Rent Review and Leasehold Consolidation Analyse the rent review provisions in a lease from either a landlord or a tenant's perspective. Then demonstrate further the ability to: Advise on leasehold issues arising in relation to: • professional conduct (in a leasehold context); • insurance provisions; • alteration provisions; • landlord's remedies; and • the Landlord and Tenant Act 1954. Carry out the post-completion steps for the grant of a registrable lease out of a registered freehold.
10. Agreements for Lease, Options and VAT Analysis of key clauses in agreements for lease including where the agreement is for pre-letting a unit in a development and the tenant is carrying out works. VAT in leasehold transactions – including contributions to fitting out costs and rent free periods. Introduction to different types of contract – conditional contract, option and pre-emption.	**12. Agreements for Lease and Options** Drafting an agreement for lease from a precedent including drafting provisions in relation to works to be carried out by the tenant in return for a rent free period/capital contribution. Considering the VAT consequences of inducements given to the tenant to take the lease. Considering the use of options. Looking at registration issues.
11. Consolidation Review and consolidation of the Property Law and Practice Module.	**13. Freehold consolidation** Demonstrate further the ability to investigate title and advise on issues arising in relation to registered land. Demonstrate further the ability to carry out post-completion steps following a transfer of registered land.

Appendix 1

SRA Learning Outcomes for Property Law and Practice

On completion of this core practice area, students should, in the context of domestic or commercial transactions or both, and in relation to freehold and leasehold property:

1. appreciate the nature of a property transaction
2. be able to identify and perform the critical steps in a transaction
3. be aware of conflicts of interest that may arise when acting for more than one party in a property transaction
4. understand the requirements of lenders and the need to consider money laundering issues
5. have a sufficient grasp of the tax aspects of a property transaction, including Stamp Duty Land Tax.

Element 1: Pre-contract stage

Students should be able to:

1. take preliminary instructions and advise on client care
2. identify the steps needed to raise and the issues arising from pre-contract enquiries and pre-contract searches
3. deduce and investigate title as appropriate to the transaction
4. report on the transaction to the client
5. decide, with the client where appropriate, what action needs to be taken and identify what action (if any) the client has to take
6. analyse and draft a contract (and constituent clauses).

Element 2: Binding contract

Students should understand when the contract becomes binding and should appreciate the need to:

1. advise the client on the terms of any offer of finance and ensure that adequate finance is available before committing the buyer to the contract
2. select a method of making the contract binding appropriate to the transaction.

Element 3: After the contract becomes binding

Students should be able to:

1. deal appropriately with the deposit, obtaining undertakings and insurances
2. prepare appropriate, clear and precise undertakings
3. draft document(s) (whether paper-based or electronic) necessary to transfer the legal estate
4. report on the title to the lender
5. prepare the mortgage documentation
6. prepare for completion and select a method appropriate to the transaction
7. carry out the completion and the relevant post-completion steps

8. complete the mortgage and protect the lender's security
9. discharge any existing mortgage over the property.

Advocacy
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours and Teaching Methods		50 notional learning hours, broken down approximately as follows: • Independent reading & preparation (26 hours) • Asynchronous on-line independent learning session (ILS) and consolidation (2 hours) • Synchronous face to face small group sessions (SGSs) (2 hours) • Assessment and preparation for assessment (20 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Jan Muller
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will be able to prepare for and carry out application and submissions based advocacy. This discrete module of advocacy training is in addition to the compulsory module of Litigation. Advocacy training is also provided within the context of the Litigation (Civil and Criminal) modules. For example in civil litigation students are taught how to make an interim application for summary judgment. In the criminal litigation students are taught the essential content of an application for bail. In this way the Advocacy module builds on the principles learned in the Litigation modules and will enable students to practice and hone the skill of carrying out submissions based advocacy to the professional standard required by a trainee solicitor. This module is not intended to cover witness handling as this is covered on the Professional Skills Course during the Period of Recognised Training (PRT) for solicitors.

Students will practice the skill of advocacy using realistic case studies in a civil litigation context and the final oral assessment will be conducted with two students playing the part of opposing advocates in a civil litigation scenario given to them in advance. This will be observed and marked by a tutor and recorded for review purposes.

Educational Aims

The principal educational aims of this module are:

- To prepare students to enter a PRT and be able to carry out submission based advocacy with appropriate supervision and guidance.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Prepare to deliver submissions effectively by identifying and mastering relevant facts and legal principles
2. Organise facts to support the argument or position
3. Present a reasoned argument in a clear, logical, succinct and persuasive way
4. Make appropriate reference to legal authority
5. Comply with all formalities
6. Respond effectively to questions from the Master or opposing arguments
7. Identify strengths and weaknesses from different parties' perspectives
8. Comply with all relevant ethical and professional codes

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Advocacy, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding			x	x	
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

<u>Formative Elements</u>

- Two, 20 minute supervised oral assessments observed by a tutor with oral and written feedback given. Peer feedback is also given and the hearing is recorded for further personal reflection and review.

Summative Element

- A 20 minute supervised oral assessment where two students play the role of advocates in a civil interlocutory hearing observed by a tutor and recorded for review purposes.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and a BPP Advocacy Guide containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

1. Civil Procedure (Sweet & Maxwell) ('The White Book').
2. Civil Procedure Rules (Stationery Office) Looseleaf Service
3. Webb, J. [et al], Lawyers' Skills (Oxford University Press 2015) Ch 8 Advocacy and the solicitor

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Advocacy

CHAPTER / LECTURE	**SGS**
The Advocacy chapter handout covers: The nature of advocacy and why it is an important skill for all solicitors, regardless of their area of specialism. The Solicitors Regulation Authority's Code of Conduct 2011 and how it will influence a solicitor's advocacy before the courts. How to prepare submissions in support of or in opposition to an interlocutory application in the civil courts Best practice in preparing a chronology. Best practice is planning how to deliver your submissions in front of a Master or District Judge How the skill of Advocacy is assessed.	**SGS 1: Asynchronous on-line ILS** Critical analysis of how certain aspects of delivery might impact upon the efficacy of oral submissions before the court. The nature of the Court's Civil Procedure Rules (the 'CPR') and explain how they will impact upon the court's ability to make an order for costs at the end of an interim application. Analysis of the SRA's Code of Conduct 2011 and how it will influence a solicitor's advocacy before the courts
	SGS 2: Deliver submissions in support of or in opposition to an interlocutory application in the civil courts. Respond to submissions made by your opponent. Deal with interruptions from the Master /District Judge. Reflect on and learn from your performance (and the feedback received from your tutors and, where applicable, your peers). Deliver constructive, oral, feedback to your colleagues on their submissions.
	SGS 3 Advocacy SGS 3 provides you with a further opportunity to practice and consolidate upon the learning outcomes from SGS 1 and 2.

Appendix 1

SRA Learning Outcomes for Advocacy

On completion of this area, students should:

1. understand the importance of preparation and the best way to undertake it
2. understand the basic skills in the presentation of cases before courts and tribunals
3. be able to formulate and present a coherent submission based upon facts, general principles and legal authority in a structured, concise and persuasive manner.

Element 1: Case analysis and preparation

Students should be able to:

1. identify and analyse the relevant facts, the legal context in which the factual issues arise, and how they relate to each other
2. summarise the strengths and weakness of the case from each party's perspective
3. prepare the legal framework of the case, and a simple narrative outline of the facts
4. prepare the submission as a series of propositions based on the evidence
5. identify, analyse and assess the purpose and tactics of examination, cross-examination and re-examination to adduce, rebut and clarify evidence.

Element 2: Oral presentations

Students should be able to:

1. identify, analyse and assess the specific communication skills and techniques employed by a presenting advocate
2. demonstrate an understanding of the ethics, etiquette and conventions of advocacy.

Drafting
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours and Teaching methods		50 notional learning hours, broken down approximately as follows: • Self-study workbook (20 hours) • Synchronous face to face small group sessions (SGSs) (6 hours) • Asynchronous on-line independent learning session (ILS) (2 hours) • SGS and ILS preparation and consolidation (12 hours) • Revision and assessment (10 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Alex Harmat
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will be able to draft a variety of legal documentation to the professional standard required of a trainee solicitor and will adopt a critical approach when reviewing existing drafting in different legal documents.

This discrete module is embedded and contexualised using the Business Law and Practice module, however drafting is also a pervasive subject and students will encounter drafting tasks on the Property Law and Practice and Civil Litigation courses. Drafting of property related documents (e.g. land registry forms, sale contracts) and civil litigation related documents (e.g. a particulars of claim) are integral to those courses and will only be assessed in the exams for those subjects.

Students will be assessed on their drafting skills by a separate written examination. In the examination students will be provided with document extracts (either several short extracts or one longer one).

Students will be required to carry out various drafting tasks in relation to such extract(s), to test their ability to do any of the following:

1. Free draft new clauses to reflect the client's instructions
2. Amend or appraise some existing drafting which may not fully reflect the client's instructions or may be poorly drafted and suggest improvements
3. Demonstrate attention to detail by spotting things such as typographical errors, grammar errors inconsistencies
4. Explain the purpose and effect of certain clauses in a commercial agreement

The module will make use of realistic case studies to ensure that students apply their drafting skills in the context of realistic client case studies, selecting techniques appropriate to their client's specific instructions taking into account their legal, personal and commercial goals and circumstances.

Educational Aims

The principal educational aims of this module are:

- To prepare students to draft effective legal documents both from precedents and free drafting
- To critique their own and other's drafting to identify and correct omissions, errors and unnecessary provisions

when conducting the work expected of a trainee solicitor in a range of legal contexts.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. draft legally effective documents that accurately reflect the client's instructions
2. free draft some clauses as well as making appropriate use of precedents and boilerplate clauses
3. draft documents that address all relevant legal and factual issues
4. produce drafts that use appropriate formalities and clear, accurate and succinct language
5. review and edit their own and others' drafting to identify and correct omissions, errors and unnecessary provisions
6. Comply with all relevant ethical and professional codes

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Drafting, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding			x	x	
Cognitive Skills	x				
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x two hour unsupervised written mock exam to be self-marked against a clear model answer / marking scheme with further tutor intervention if requested.

Summative Element

- 1 x two hour supervised written exam consisting of problem based questions set around a commercial case study requiring proof-reading, clause interpretation and free drafting.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and a BPP Drafting Workbook containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module:

1. Ramage, R. W, Kelly's Legal precedents (formally Kelly's Draftsman) (21st edn LexisNexis Butterworths)
2. Christou, R, Boilerplate: practical clauses (Thomson Reuters 2010)
3. Butt, P, Modern legal drafting (Cambridge University Press 2013)

4. Stark, T. L, Drafting contracts, how and why lawyers do what they do (Wolters Kluwer Law and Business 2014)
5. Webb, J. [et al], Lawyers' Skills (Oxford University Press 2015), Ch 4 Drafting legal documents
6. Emmet, D, Drafting (Oxford University Press 2016)

The following may be used for reference either during the course or in subsequent professional roles:

1. Practical Law Company – www.practicallaw.com.
2. Butterworths Corporate Law Service- also available on LexisNexisButterworths (LNB).
3. Practical Commercial Precedents.
4. Butterworths Property Law Service - also available on LNB.
5. Ross: Commercial Leases -also available on LNB.
6. Parker's Modern Conveyancing Precedents.
7. Atkin's Court Forms -also available on LNB.
8. Butterworths Civil Court Precedents -also available on LNB.

Useful Websites

www.companieshouse.gov.uk

http://corporate.practicallaw.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Drafting

<table>
<tr><th>Drafting Workbook</th><th>SGS</th></tr>
<tr><td rowspan="4">You are provided with a comprehensive drafting workbook setting out the various drafting techniques you will be expected to demonstrate in the drafting assessment and which you will practice in the drafting SGSs.

Throughout the workbook there are a number of practice and consolidation exercises which give you an opportunity to practice the drafting skills covered in this workbook.

Check your BLP Descriptions for detail of when these exercises need to be completed.</td><td>Drafting 1 (BLP SGS 7)

Introduction to the anatomy of a typical commercial agreement and principles and conventions of effective drafting.</td></tr>
<tr><td>Drafting 2 (BLP SGS 14)

Developing your drafting skills by drafting a commercial agreement using a precedent to reflect client instructions.</td></tr>
<tr><td>Drafting 3 (Asynchronous on-line ILS (BLP ILS 17))

Consolidation of Drafting skills and use of Boilerplate Clauses

Consolidation and practice of drafting skills acquired so far;

further practice of drafting skills in the context of adapting a precedent share buyback agreement to suit the needs of the client;

drafting a detailed payment clause and key boilerplate clauses including confidentiality clause, notices, entire agreement and execution clauses; and

understanding the purpose of common boilerplate clauses including assignment, third party rights, waiver, variation and governing law and jurisdiction.</td></tr>
<tr><td>Drafting 4 (BLP SGS 22)

Application of skills from previous drafting sessions in the context of acquisitions-related documents;

further practice in analysing a business deal and drafting suitable clauses for insertion into a share purchase agreement (‘SPA’);

obtaining an appropriate precedent clause from an on-line source and adapting it to fit with the drafting style of the SPA;</td></tr>
</table>

	selecting appropriate precedent clauses from a precedent bank and adapting them to accord with client instructions and avoid inconsistency; drafting considerations when preparing a power of attorney; and execution formalities for various types of entity: individuals, Companies Act companies, attorneys and foreign companies.

Appendix 1

SRA Learning Outcomes for Drafting

On completion of this area, students should:

1. understand the content and requirements of formal legal documents in the core practice areas
2. understand the principles of good drafting and editing
3. be able to explain their own and others' drafting.

Element 1: Drafting and amending documents

Students should be able to draft and amend basic documents or provisions that:

1. demonstrate an understanding of the relevant legal, factual and procedural issues
2. meet all formal legal or other requirements
3. demonstrate a considered choice, use and adaptation of templates or precedents
4. are in prescribed or generally accepted form.

Element 2: Style of drafting and amending

Students should be able to draft and amend documents that:

1. use accurate, straightforward and modern language
2. use correct spelling, grammar, syntax and punctuation
3. are easy to follow, internally consistent and free of ambiguity
4. use recitals, definitions and boilerplate correctly and appropriately
5. have a clear, logical, consistent and appropriate structure, layout and use of numbering and schedules.

Element 3: Explaining and editing

Students should be able to:

1. explain in clear and simple terms the meaning and effect of basic documents and the possible implications for the client
2. review and edit their own and others' drafting to identify and correct omissions, errors and unnecessary provisions.

Interviewing and Advising
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours and Teaching Methods		50 notional learning hours, broken down approximately as follows: • Asynchronous on-line lecture and video demonstration (3 hours) • Synchronous face to face small group sessions (SGSs) (3 hours) • SGS preparation and consolidation (12 hours) • Independent learning and reflection (22 hours) • Revision and Assessment (10 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		David Chantry
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will be able to prepare for and carry out a client interview assisting a client to select the most appropriate course of action.

Students will practice this skill using realistic case studies in a property or business context and the final assessment will be conducted with an actor playing the role of a client. This way students will apply their interviewing and advising skills selecting techniques appropriate to their client's specific instructions taking into account their legal, personal and commercial goals and circumstances.

Educational Aims

The principal educational aims of this module are:

- To prepare students to enter a period of recognised training and be able to carry out a client interview giving initial advice based on the client's goals with appropriate supervision.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. prepare effectively for an interview
2. identify the client's problems, concerns and goals and help the client reach priorities among those goals
3. elicit relevant facts, analyse and synthesise information from the client and distinguish between relevant and irrelevant information
4. use appropriate listening and questioning techniques
5. determine what further information is required
6. identify possible courses of action and the legal and non-legal consequences of selecting a particular programme of action
7. assist the client to make a decision regarding the best course of action, including the costs, benefits and risk of that course of action
8. agree the action to be taken by both parties subsequent to the interview and an appropriate timeframe for such action
9. accurately record the interview, confirm instructions and confirm the action that needs to be undertaken
10. comply with all relevant ethical and professional codes
11. establish a professional relationship with the client and deal with any client care or professional conduct issues that may arise when advising the client

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Interviewing and Advising, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding			x	x	
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- A 20 minute supervised oral interview where students interview another student observed by a tutor. The interview is recorded and provided to the student for further personal reflection and review. Oral and written feedback is given by an observing tutor.

Summative Element

- A 20 minute supervised oral interview where students interview an actor observed by a tutor. The interview is recorded and assessed by an observing tutor.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and a BPP Interviewing and Advising guide containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

1. Sherr, A, *Client care for lawyers: an analysis and guide* (Sweet & Maxwell 1999)
2. Webb, J. [et al], *Lawyers' Skills* (Oxford University Press 2015) Ch 2 Interviewing and Advising
3. Soanes, M, *Conference skills* (Oxford University Press 2016)

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Interviewing and Advising

LECTURE	SGS
How to conduct an interview Introduction to the Interviewing and Advising Guide and the structure of the interview. Video of an interview demonstrating the skill with interactive exercises. SRA Code of Conduct 2011 (Chapter 1)	**Interview SGS 1** A one hour session looking at the skill of interviewing in practice and then a coverage of the Guide to ensure the students understand how the skill is assessed.
	Interview SGS 2 Tutor led recap on certain elements of the skill and analysis of areas identified by students as areas for improvement. Role plays in pairs (solicitor, client; client also acting as observer): two scenarios. Each student takes a different role for each scenario. Tutor provides feedback on areas identified by students at start of SGS 2 as areas for improvement Summary of mock and actual assessment procedures. Plenary and "any questions" session to conclude.
	Mock assessment Roleplays in pairs (solicitor, client): two scenarios. A tutor is present and interviews are recorded. The recording is given to students to be reviewed as part of the learning process. Written and oral feedback given to each student on an individual basis.

Appendix 1

SRA Learning Outcomes for Interviewing and Advising

On completion of this area, students should demonstrate an understanding of the principles and techniques of the skills of interviewing and advising.

Element 1: Interviewing

Students should be able to:

1. choose an appropriate way to obtain relevant information
2. plan, prepare for and identify the objectives of an interview
3. understand how to conduct an effective interview that elicits the relevant information, allows the client to explain any concerns, anticipates the client's questions and has clear outcomes
4. listen actively and use appropriate questioning techniques
5. establish a professional relationship.

Element 2: Advice and follow up

Students should be able to:

1. advise the client taking into account the client's objectives, priorities and constraints and addressing all relevant factual, practical and legal issues
2. identify possible courses of action, the legal and non-legal consequences of a course of action (including the costs, benefits and risks) and assist the client in reaching a decision
3. identify any further decisions to be made or steps to be taken and manage the client's expectations including likely outcomes and timescales
4. accurately record an interview, advice given orally, decisions made by the client and follow-up steps and, where appropriate, confirm instructions in each case in accordance with the outcomes for Writing
5. identify the circumstances in which to take instructions or seek advice from a supervising solicitor.

Practical Legal Research ('PLR') and Writing
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours		50 notional learning hours, broken down approximately as follows: • Self-study workbook (16 hours) • Synchronous face to face small groups sessions (SGSs) (6 hours) • SGS preparation and consolidation (12 hours) • Independent learning and reflection (6 hours) • Revision and assessment (10 hours)
Programme		Post Graduate Diploma in Legal Practice
Module Leader		Lorraine Jeffery and Mechelle Duffy
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of how to conduct legal research and the range of techniques and methodologies available, and be able to communicate effectively in writing to a variety of legal audiences (clients, supervisors, third parties).

The module will provide opportunities for students to carry out and present the results of legal research based around realistic case scenarios to ensure that students can apply the research techniques learned, by reference to their client's specific instructions and their legal, personal and commercial goals.

Students will be assessed on their application of the skills covered in the PLR and Writing module by way of separate assessments in each of PLR and Writing.

Educational Aims

The principal educational aims of this module are to:

- Enable students to confidently undertake systematic and comprehensive legal research.
- Enable students to present the results of their research to inform practical solutions to client problems.
- Prepare students to communicate effectively in writing when conducting the work expected of a trainee solicitor in a range of legal contexts.
- Enable students to select and use the most appropriate communication method and style in a professional legal context.

Learning Outcomes

Upon successful completion of the PLR elements of this module, students should be able to:

1. Recognise when legal research is required.
2. Use appropriate methods and resources to undertake legal research.
3. Identify and assess the relevance of different sources of law.
4. Interpret, evaluate and apply the results of the research to solve client's legal problems.
5. Record and presenting the findings accurately and clearly.
6. Comply with all relevant ethical and professional codes.
7. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development.

Upon successful completion of the Writing elements of this module, students should be able to produce written communication which:

1. Communicates clearly and effectively dealing with complex issues systematically and creatively to meet the client's intended objectives.
2. Responds to and addresses individual characteristics effectively and sensitively.
3. Uses the most appropriate method and style of communication for the situation and the recipient(s).
4. Uses clear, succinct and accurate language avoiding unnecessary technical terms.
5. Uses formalities appropriate to the context and purpose of the communication.
6. Maintains the confidentiality and security of communications.
7. Imparts any difficult or unwelcome news clearly and sensitively.
8. Comply with all relevant ethical and professional codes.

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Practical Legal Research and Writing, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes			
Programme Outcomes	**1**	**2**	**3**	**4**
Knowledge and Understanding			x	x
Cognitive Skills	x	x		
Professional Skills and Attitudes	x	x	x	x
Transferable skills	x	x	x	

Mode of Assessment

Formative Elements

- A takeaway mock assessment on a research case study presented as a research trail and letter of advice for legal practice.
  - The PLR activity will be framed around specific client/supervisor instructions and requires students to submit a record card of no more than 1400 words.
  - The Writing activity will require students to write a letter of advice, based on their research to the PLR problem, in accordance with Price Prior's 'house style'. The maximum word count for the letter is 1000 words. It must also be a minimum of 600 words.
- The time limit for completion of both tasks is from 9.00am on day 1 to 5.00pm on day 2.

Summative Element*

- A takeaway assessment on a research case study presented as a record card detailing the research trail and letter of advice for legal practice.
  - The PLR activity will be framed around specific client/supervisor instructions and requires students to submit a record card of no more than 1400 words.
  - The Writing activity will require students to write a letter of advice, based on their research to the PLR problem, in accordance with Price Prior's 'house style'. The maximum word count for the letter is 1000 words. It must also be a minimum of 600 words.
- The time limit for completion of both tasks is from 9.00am on day 1 to 5.00pm on day 2.

*PLR and Writing are separately assessed. To pass the module, students are required to be adjudged competent in both of them, by attaining 50% or higher in each assessment.

In the event that the Writing assessment is passed but PLR is failed, any second or third attempt of PLR will take the form of a takeaway assessment on a research case study presented as a record card detailing the research trail.

In the event that the PLR assessment is passed but Writing is failed, any second or third attempt of the Writing assessment will take the form of a discrete supervised assessment and will not be set in the context of PLR.

In the event that both PLR and Writing are failed at the same attempt, the next attempt will be in the form of the combined assessment described above.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and a Practical Legal Research Workbook. The workbook contains examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

PLR

1. Clinch, P, *Legal research: a practitioner's handbook* (Simmonds & Hill Publishing 2013)
2. Knowles, J, *Effective legal research* (Sweet & Maxwell 2016)
3. Salter, M, *Writing law dissertations : an introduction and guide to the conduct of legal research* (Pearson Education 2007)
4. Webb, J [et al], *Lawyers' Skills* (Oxford University Press 2015), Ch. 5 Legal Research

Writing

1. Adler, M, *Clarity for lawyers: effective legal writing* (Law Society 2007)
2. Rylance, P , *Writing and drafting in legal practice* (Oxford University Press 2012)
3. Higgins, E, *Successful legal writing* (Sweet & Maxwell 2015)
4. Webb, J [et al], *Lawyers' Skills* (Oxford University Press 2015), Ch. 3 Legal Writing

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Practical Legal Research and Writing

Practical Legal Research

<table>
<tr><th>Chapters / Workbook</th><th>SGS (combined with Writing module)</th></tr>
<tr><td rowspan="3">You are provided with a comprehensive Practical Legal Research workbook setting out the various techniques you will be expected to master to make effective use of hard copy and online resources

There is an online lecture taking you through how to research using online resources

Throughout the workbook there are a number of practice and consolidation exercises which give you an opportunity to practice the research skills covered in this workbook.</td><td>SGS 1 (PLR)

You will analyse a client’s problem to identify material facts and search terms; conduct methodical and careful research in order to answer the problem using secondary and primary sources. You will then

check and correct your own research; and

plan an outline letter of advice.</td></tr>
<tr><td>SGS 2 (Writing)

You will critically explore the five writing criteria for the writing assessment of spelling/ punctuation/grammar; clarity; brevity; structure; and register. You will consider what contributes to clear writing (and be able to utilise these principles in your own writing).

You will draft an attendance note recording relevant information from a client meeting; proofread and critique a poorly written letter.

You will critique your own writing to identify and improve any weaknesses; and draft a letter in response to instructions from a client.</td></tr>
<tr><td>SGS 3

You will analyse further client instructions; identify the objectives of the research and address all relevant legal and factual issues. You will then undertake methodical and accurate research using appropriate legal resources. You will demonstrate the research undertaken in the form of a record card. You will then critically analyse best practice when drafting a letter of advice to a client.

You will then respond to further instructions, clarifying points of law and/or providing additional information as required.</td></tr>
</table>

Writing

<table>
<tr><th>Chapters / Workbook</th><th>SGS (combined with PLR module)</th></tr>
<tr><td rowspan="3">You are provided with a comprehensive Writing workbook setting out the assessment criteria and various techniques you will be expected to master to communicate effectively to the professional standard required of a trainee solicitor.

Throughout the workbook there are a number of practice and consolidation exercises which give you an opportunity to practice the writing skills covered in this module.</td><td>SGS 1 (PLR)

You will analyse a client's problem to identify material facts and search terms; conduct methodical and careful research in order to answer the problem using secondary and primary sources. You will then

check and correct your own research; and

plan an outline letter of advice.</td></tr>
<tr><td>SGS 2 (Writing)

You will critically explore the five writing criteria for the writing assessment of spelling/ punctuation/grammar; clarity; brevity; structure; and register. You will consider what contributes to clear writing (and be able to utilise these principles in your own writing).

You will draft an attendance note recording relevant information from a client meeting; proofread and critique a poorly written letter.

You will critique your own writing to identify and improve any weaknesses; and draft a letter in response to instructions from a client.</td></tr>
<tr><td>SGS 3

You will analyse further client instructions; identify the objectives of the research and address all relevant legal and factual issues. You will then undertake methodical and accurate research using appropriate legal resources. You will demonstrate the research undertaken in the form of a record card. You will then critically analyse best practice when drafting a letter of advice to a client.

You will then respond to further instructions, clarifying points of law and/or providing additional information as required.</td></tr>
</table>

Appendix 1

SRA Learning Outcomes for Practical Legal Research and Writing

Practical Legal Research

On completion of this area, students should:

1. understand the need for thorough investigation of all relevant factual and legal issues involved in a transaction or matter
2. be able to undertake systematic and comprehensive legal research
3. be able to present the results of their research.

Element 1: Legal and factual issues

Students should be able to investigate legal and factual issues and:

1. determine the scope and identify the objectives of the research
2. determine whether additional information is required and identify appropriate sources for factual investigation
3. identify the legal context(s) and analyse the legal issues
4. address all relevant legal and factual issues.

Element 2: Research

Students should be able to undertake systematic and comprehensive research and:

1. identify and apply current case law, statute law, statutory instruments, regulations and rules to the research problem
2. identify, prioritise and use relevant primary and secondary sources
3. locate and update cases and statutes, and use indices and citators
4. use periodicals, digests and standard practitioner texts
5. select and use appropriate paper and electronic research tools.

Element 3: Presentation of results

Students should be able to:

1. keep a methodical, accurate and complete record of the research undertaken
2. draw clear conclusions and identify courses of action
3. present the results of their investigation and research in a way which meets the Course Skills outcomes.

Writing

On completion of this area, students should be able to communicate effectively in writing and should:

1. understand and be able to choose the appropriate method of communication
2. understand and be able to apply the principles of good writing.

Element 1: Appropriate use of media

Students should:

1. understand the appropriate uses of emails, letters, memoranda and other forms of written communication
2. be able to choose the appropriate medium, form and style
3. be able to tailor the written communication to suit the purpose of the communication and the needs of different clients or recipients.

Element 2: Writing style

Students should be able to produce written work which is appropriate for the chosen medium and the recipient and which:

1. uses accurate, straightforward and modern language
2. uses correct spelling, grammar, syntax and punctuation
3. has a clear, logical, consistent and appropriate structure and format
4. has been checked and edited.

Element 3: Content

Students should be able to produce written work which:

1. forms a coherent whole and, where appropriate, advances the matter;
2. addresses accurately and correctly all the relevant legal and factual issues and, where appropriate, identifies practical options including the costs, benefits and risks of those options
3. identifies clearly clients' objectives and priorities, addresses their concerns and carries out their instructions
4. accurately and systematically records a meeting or presentation and its outcomes.

Professional Conduct and Regulation ('PCR') (including Solicitors' Accounts 'SA')
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours and Teaching methods		50 notional learning hours, broken down approximately as follows: • Self-study workbooks (18 hours) • Synchronous face to face small group sessions (SGSs) (8 hours) • Asynchronous on-line lectures (3 hours) • SGS preparation and consolidation (5 hours) • Revision and assessment (16 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		PCR: Alison Slack and Jill Phillips SA: Amreena Zaidi
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the regulatory framework that applies to the legal profession and be able to apply that knowledge to the professional standard required of a trainee solicitor.

This module focuses in particular on the following:

- The SRA Code of Conduct 2011 – i.e. professional conduct
- Money Laundering and the Proceeds of Crime
- Financial Services
- SRA Accounts Rules 2011

Students will be assessed on their knowledge and application of the law and regulations covered in the PCR and SA module by way of separate assessments.

PCR is assessed by way of an unseen MCQ assessment which tests students' knowledge and application of the regulatory framework. PCR is a pervasive topic and is introduced during the CPA module teaching and is also assessed within each of the Core Practice Area ('CPA') module assessments, with at least 5% of the marks in each CPA module assessment allocated to PCR. However, competence in PCR is assessed at 50% of the total marks available from the discrete assessment only. There is no aggregation with the marks achieved within the CPA module assessments.

SA is assessed by way of an unseen written assessment in which students are required to do any of the following:

1. explain how they would apply and comply with the Solicitors' Accounts Rules when recording transactions on client and office accounts
2. complete multiple ledger entries on a double entry book keeping basis
3. prepare a financial statement and the relevant client ledger entries for a property transaction

The module will make use of practical case studies to ensure that students apply the regulatory framework to realistic client focussed scenarios.

Educational Aims

The principal educational aims of this module are:

- To prepare students to work within and comply with the regulatory framework for the legal profession including the rules on handling client money
- To provide students with a comprehensive understanding of how the applicable regulatory framework affects solicitors in their day to day work

when conducting the work expected of a trainee solicitor in a range of legal contexts.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of the SRA Solicitors' Accounts Rules with particular emphasis on handling client money and the current professional codes and ethics of the legal profession including how money laundering and financial services regulation must be implemented in current professional legal practice
2. Recognise and act appropriately when faced with ethical and professional conduct issues
3. Demonstrate professional skills appropriate to a trainee solicitor in a range of legal contexts including recognising the limits of personal competence and seeking supervision where required
4. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Professional Conduct and Regulation (including Solicitors' Accounts), which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding			x	x	
Cognitive Skills	x				
Professional Skills and Attitudes		x	x	x	
Transferable skills	x		x		

Mode of Assessment

Formative Elements

- 1 x two hour unsupervised MCQ exam for PCR and 1 x two hour unsupervised written exam for SA to be self-marked against a solution (PCR) and a clear model answer (SA).

Summative Element*

- 1 x two hour supervised MCQ exam for PCR
- 1 x two hour supervised written exam for SA

*PCR and SA are separately assessed. To pass the module, students are required to be adjudged competent in both of them, by attaining 50% or higher in each assessment.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and BPP PCR and SA Workbooks containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module:

1. SRA Code of Conduct 2011
2. SRA Accounts Rules 2011
3. SRA handbook, Solicitors Regulation Authority (The Law Society, October 2012 edition)
4. Companion to the Solicitors' Code of Conduct 2007, Peter Camp (The Law Society, 2nd edition)
5. Solicitors' accounts manual, Solicitors Regulation Authority (The Law Society, 2011)

6. Financial services law guide, general editor Professor Andrew Haynes (Bloomsbury Professional, 2014)
7. Encyclopedia of financial services law, edited by Eva Z. Lomnicka and John L. Powell (Sweet & Maxwell, Loose Leaf 1987-)
8. Accounts for Solicitors, Richard Halberstadt (Sweet & Maxwell, 1995)
9. Legal Ethics, Jonathan Herring (OUP, 2014)
10. The Law as a Profession, Anthony Kronman (an article in "Ethics in Practice" edited by Deborah L. Rhode, OUP 2000)
11. 'What's a Lawyer Doing in a Nice Place Like This? Lawyers and Applied Ethics', Charles Sampford (Legal Ethics 1, 1998)

Useful websites

Solicitors Regulation Authority – www.sra.org.uk

The Law Society – www.lawsociety.org.uk

The Financial Conduct Authority – www.fca.org.uk

HMRC – www.gov.uk/hmrc-internal-manuals

National Crime Agency – www.nationalcrimeagency.gov.uk

Practical Law Company – www.practicallaw.com

Lexis Library – www.lexisnexis.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Professional Conduct and Regulation (including Solicitors' Accounts)

Professional Conduct and Regulation

PCR Workbook	
You are provided with a comprehensive PCR Workbook. Throughout the workbook there are a number of practice and consolidation exercises which give you an opportunity to apply the material covered in this workbook. Check your SGS Descriptions for detail of when these exercises need to be completed.	
PCR Chapter/Lecture	**PCR SGS 1**
1. Money Laundering and the Proceeds of Crime Money laundering - MLR 2007 Offence and defences under the Proceeds of Crime Act 2002 **2. Professional Conduct** The SRA Code of Conduct 2011 (the 'Code'); the SRA Principles; pervasive nature of conduct; how the Principles affect prospective solicitors; how conduct might affect a solicitor in day-to-day life	**1. Professional Conduct, Money Laundering and the Proceeds of Crime** identification of professional conduct issues from a given set of facts and application of the Code to those facts; analysis of key Outcomes in the Code to see whether or not they have been achieved and recommend any steps which may be required to comply with the Code with reference to the relevant Outcomes, Indicative Behaviours and Principles; application of the MLR 2007 to identify the relevant customer due diligence which may be required when taking on a client; application of the PoCA 2002 to given scenarios; recognising suspicious attributes, suspicious activities and circumstances in relation to clients and/or their transactions, and advising on offences which a solicitor might be at risk of committing. Identifying any relevant defences.

PCR Chapter/Lecture	PCR SGS
3. Financial Services Financial Services and Markets Act 2000 ('FSMA'); FSMA (Regulated Activities Order) 2001 ('RAO'). explanation of what financial services are and why and how financial services are regulated in the UK – application of the RAO (what specified investments are; what specified activities are; exclusions from FSMA); what a solicitor must do if FSMA applies; explanation of what exempt regulated activities are; application of the SRA Financial Services (Scope) Rules 2001 (the 'Scope Rules'); application of the SRA Financial Services (Conduct of Business) Rules 2001 (the 'SRACOB Rules');	**3 Financial Services** the practical application of FSMA and the RAO to different types of legal work; exempt regulated activities; the regulations that apply to solicitors undertaking either non-mainstream or exempt regulated activities (including the Scope Rules and the SRACOB Rules

Solicitors' Accounts

SA Workbook	SGS
You are provided with a comprehensive SA Workbook. Throughout the Workbook there are a number of practice and consolidation exercises which give you an opportunity to apply the material covered in this Workbook. Check your SGS Descriptions for detail of when these exercises need to be completed.	**1. Client Money** Distinguish between office money and client money; Identify the circumstances in which money can or must be paid into the office bank account or client bank account; Record basic transactions involving office money and client money
	2. Financial Statements Analysing and interpreting client and office ledger entries relating to property transactions; Accounting for deposit interest paid to clients; Accounting for VAT; Preparing financial statements for the client in sale and purchase scenarios.

Appendix 1

SRA Learning Outcomes for Professional Conduct and Regulation (including Solicitors' Accounts)

On completion of Stage 1 students should be able to identify and act in accordance with the core duties of professional conduct and professional ethics which are relevant to the course.

1. The Principles

By the end of Stage 1, a successful student should be familiar in general with the concept of outcomes focused regulation as applied to the solicitors' profession, and in particular with the mandatory SRA Principles, including the requirements imposed on solicitors to:

1. uphold the rule of law and the proper administration of justice
2. act with integrity
3. not allow their independence to be compromised
4. act in the best interests of each client
5. provide a proper standard of service to their clients
6. behave in a way that maintains the trust the public places in them and in the provision of legal services
7. comply with their legal and regulatory obligations and deal with their regulators and ombudsmen in an open, timely and co-operative manner

8 run their business or carry out their role in the business effectively and in accordance with proper governance and sound financial and risk management principles

9. run their business or carry out their role in the business in a way that encourages equality of opportunity and respect for diversity
10. protect client money and assets.

2. The Code of Conduct

By the end of Stage 1, a successful student should be able to demonstrate an understanding of and ability to apply the Principles and the Code of Conduct to issues and situations relating to work likely to be encountered by trainee solicitors including:

(a) Duties and responsibilities owed to clients:
Client care
Equality and diversity
Conflicts of interest
Confidentiality and disclosure
The client and the court
The client and introductions to third parties

By the end of Stage 1, a successful student should understand the organisation, regulation and ethics of the profession and in particular should be familiar with the requirements of the Principles and the Code relating to:

(b) Running of the business:
The management of the solicitor's business
Publicity
Fee sharing and referrals

(c) By the end of Stage 1, a successful student should have knowledge of the requirements imposed by the Principles and the Code regarding the solicitor's relationship with the Regulator.

(d) By the end of Stage 1, a successful student should understand the responsibilities imposed by the Principles and the Code with regard to dealing with others, and in particular:
The solicitor's relations with third parties
The provision of services by a solicitor through separate businesses.

3. Money Laundering

By the end of Stage 1, a successful student should:

1. be familiar with the legislation, including the international context;
2. be able to recognise circumstances encountered in the course of practice where suspicion of money laundering should be reported in accordance with the legislation, with particular reference to those types of legal work covered by Stage 1.

4. Financial Services

By the end of Stage 1, a successful student should:

1. understand the purpose and scope of financial services regulation
2. understand the financial services regulatory framework in general (including authorisation), and how it applies to solicitors' firms
3. recognise when relevant financial services issues arise
4. be able to apply financial services provisions to the types of work covered by the course
5. be able to identify and find appropriate sources of information on financial services.

5. Solicitors' Accounts

By the end of Stage 1, a successful student should understand the way in which the SRA Principles apply to the handling of client money, with particular regard to the requirements for solicitors to:

1. protect client money and assets;
2. act with integrity;
3. behave in a way that maintains the trust the public places in the solicitor and in the provision of legal services;

4. comply with their legal and regulatory obligations and deal with their regulators and ombudsmen in an open, timely and co-operative manner; and
5. run their business or carry out their role in the business effectively and in accordance with proper governance and sound financial and risk management principles.

By the end of Stage 1, a successful student should have a basic understanding of the Solicitors Accounts Rules 2011, including the requirements to:

(a) keep other people's money separate from money belonging to the solicitor or the solicitor's firm

(b) keep other people's money safely in a bank or building society account identifiable as a client account

(c) use each client's money for that client's matters only

(d) use money held as trustee of a trust for the purposes of that trust only

(e) establish and maintain proper accounting systems and proper internal controls over those systems to ensure compliance with the rules

(f) keep proper accounting records to show accurately the position with regard to the money held for each client and trust

(g) account for interest on other people's money in accordance with the rules

(h) co-operate with the SRA in checking compliance with the rules

(i) deliver annual accountant's reports as required by the rules.

And should be able to:

1. Recognise, record and interpret receipts into and payments from office and client accounts as well as transfers between office and client accounts and between two client accounts
2. Prepare a simple statement for clients on completion of a matter.

Wills and the Administration of Estates
General Information

School		**Law School**
Level		7
Credit Value		5 Credits
Contact Hours and Teaching Methods		Self-study module. Student initiated tutor support available. 50 notional learning hours, broken down approximately as follows: • Self-study workbook (35 hours) • Independent learning and reflection (5 hours) • Revision and assessment (10 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Alison Adams
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law relating to the drafting and execution of wills, inheritance tax and the work involved in the administration of estates.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

The module covers the core area of wills and the administration of estates which is a reserved area for solicitors but students are expected to demonstrate the ability to study this area of law autonomously, developing the skills of self-direction required for continued professional development later in their legal careers.

Educational Aims

The principal educational aims of this module are:

- To apply some of the relevant knowledge and principles of equity law (as derived from both the common law and statute
- To equip students with a level of understanding to enable them to understand the principal legal, procedural and commercial issues that may arise when drafting a will or administering an estate as part of the trainee's work in a private client department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of the practice area of wills and the administration of estates and personal taxation and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of wills and administration of estates including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of wills and the administration of estates
4. Demonstrate professional skills appropriate to the practice area of wills and the administration of estates and personal taxation including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for Wills and the Administration of Estates, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x		x		

Mode of Assessment

Formative Elements

- On-line unsupervised high level multiple choice questions based around realistic scenarios

Summative Element

- 1 X 90 minute on-line assessment comprising high level multiple choice questions based around realistic scenarios

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark 50% or higher) to pass the module.

Key Reading

The core materials for this module will be provided by BPP. This will include lecture handouts, classroom materials and a BPP Wills and the Administration of Estates Handbook (containing the primary sources and codes required for the module). Each section contains examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment. Students are expected to self-assess using the solutions and detailed explanations in the final section of the workbook. There are supplementary online materials to provide additional explanation if required, and further opportunity to practice the application of the material to scenario based questions in preparation for the assessment

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

1. CLP: Cousal and King, Private Client: Wills, Trusts and Estate Planning: 2016 (2017 edition due February 2017)
2. The Encyclopaedia of Forms and Precedents: 5th ed., plus loose-leaf updater
3. Sherrin et al Williams on Wills: 10th ed., 2014
4. Yeldham et al Tristram and Coote's Probate Practice: 31st ed., 2015
5. Butterworths Wills Probate & Administration Service: loose-leaf
6. Simon's Direct Tax Service: loose-leaf

Useful Websites

HMRC www.gov.uk/government/organisations/hm-revenue-customs
Probate Service www.gov.uk/wills-probate-inheritance/overview

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Wills and the Administration of Estates

Syllabus

- Pre grant practice
  - validity, revocation and alteration of wills and codicils
  - total and partial intestacy
  - identification of property passing by will, intestacy or outside of the estate
  - valuation of assets and liabilities and the taxable estate.
- Grants of representation
  - the necessity for and main types of grant
  - the powers and duties of personal representatives and their protection
  - the main types of oath for executors or administrators
- Post-grant practice including
  - collection and realisation of assets, and claims on the estate
  - raising funds and the payment of inheritance tax and debts
  - pecuniary legacies, vesting of gifted property in the beneficiaries entitled and distribution of the residuary estate.
- Inheritance tax
  - the principles relating to the charge to tax: on death; on immediately chargeable lifetime transfers; in relation to potentially exempt transfers; on gifts with the reservation of benefit.
  - payment of tax due; exemptions and reliefs; the principle of cumulation; valuation; accountability and burden; anti-avoidance provisions.
- Professional conduct issues

WILLS AND ADMINISTRATION OF ESTATES WORKBOOK	
Section A	Distribution of a person's property on death: - identification of property passing under the intestacy rules or outside of the succession estate - consideration of the entitlement under the intestacy rules - requirements for creating a valid will - entitlement under a will and partial intestacy - effect of a codicil - effect of alterations to and revocation of a testamentary disposition.
Section B	Inheritance tax: - principles relating to the taxation of lifetime gifts and the effect of death on lifetime transfers - main exemptions and reliefs available for inheritance tax purposes - identify and value assets included in the inheritance tax estate - calculate the inheritance tax due in respect of lifetime gifts and on death.

Section C	Administration (pre-grant steps): - obtaining a grant of representation - requirement for a grant and types of grant - main types of oaths and their general structure - distinguishing between excepted and non-excepted estates for inheritance tax purposes - general structure and content of the IHT 400 and IHT 205 and when each form is used.
Section D	Administration (post grant practice): - overview of the administration of an estate following the issue of a grant of representation - duties and powers of the personal representatives and protection available for them - overview of the structure of estate accounts and the contents of each component part.
Section E	Forms: - Death certificate and grant of probate - Oaths - HMRC inheritance tax forms (IHT 400 and IHT 205) This section is supplemental to Sections C and D and students will refer to it as they complete the corresponding parts of the workbook.
Section F	Solutions to workbook activities.

Appendix 1

SRA Learning Outcomes for Wills and Administration of Estates

On completion of Stage 1, students should have a general overview of the content, format and validity of wills, obtaining grants of representation and administration of an estate and should be familiar with the purpose and general structure of the relevant documents and should be able to:

1. use the legal knowledge, skills, procedures and behaviours appropriate to the client
2. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
3. recognise conduct issues and act within the Code of Conduct
4. identify the client's reasonable expectations as to quality and timeliness of service.

Element 1: Pre-grant practice

Students should understand:

1. validity, revocation and alteration of wills and codicils
2. total and partial intestacy
3. identification of property passing by will, intestacy or outside of the estate
4. valuation of assets and liabilities and the taxable estate.

Element 2: Application for a grant of representation

Students should understand:

1. the necessity for and main types of a grant
2. the powers and duties of personal representatives and their protection
3. the main types of oath for executors or administrators.

Element 3: Post-grant practice

Students should understand:

1. collection and realisation of assets, and claims on the estate
2. raising funds and the payment of inheritance tax and debts
3. pecuniary legacies, vesting of gifted property in the beneficiaries entitled and distribution of the residuary estate.

Advanced Commercial Litigation
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Ashley Lawson
Related Modules	Pre-requisites	Core Practice Area: Litigation (Civil and Criminal)
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general commercial litigation department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To advance and consolidate students' understanding of the learning undertaken in the Civil Litigation core practice area

- To practically apply the knowledge and principles of commercial litigation
- To provide further opportunities to practice professional skills appropriate to commercial litigation law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general commercial litigation department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of commercial litigation practice and procedure and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of commercial litigation practice and procedure including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of commercial litigation practice and procedure
4. Demonstrate professional skills appropriate to commercial litigation practice and procedure including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Civil Procedure (Sweet & Maxwell) ('The White Book').
2. Disclosure (4th edition); Matthews & Malek (Sweet & Maxwell, 2012).
3. Commercial Injunctions (5th edition); Gee (FT, 2006).
4. International Commercial Disputes in English Courts (4th edition); Hill (Hart Publishing, 2010).
5. Conflict of Laws (15th edition); Dicey, Morris & Collins (Sweet & Maxwell, 2015).
6. Private International Law (14th edition); Fawcett, Carruthers & North (Oxford University Press, 2008).

Useful Websites

http://www.justice.gov.uk/

https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Advanced Commercial Litigation

CHAPTER / LECTURE	SGS
1. Conflict of Laws I (Contract) Consideration of choice of law - the extent to which parties can choose the governing law of an international commercial contract (and what happens in the absence of such a choice). Consideration of the Rome I Regulation and how it operates in practice.	**1. Conflict of Laws I (Contract)** Exercises on the governing law in relation to international contracts.
2. Conflict of Laws II (Tort) & Forum Shopping Consideration of the governing law in relation to a tort that has been committed abroad. Consideration of the Rome II Regulation, how it operates in practice and how it contrasts with the English common law rules. A consideration of 'forum shopping' and the factors which a claimant might take into account when deciding where to issue proceedings.	**2. Conflict of Laws II (Tort)** Exercises on the governing law in relation to international torts.
	3. International Aspects of Dispute Resolution Considering various international aspects of dispute resolution – including forum shopping and anti-suit injunctions. Consideration of law and jurisdiction clauses in commercial contracts. Consideration of the way in which foreign law will be proven before an English court. Expert evidence and tactical issues relating to its use.

CHAPTER / LECTURE	SGS
3. Advanced Statements of Case Overview of statements of case (particulars of claim and defences). Counterclaims and Replies. Part 20 claims (against additional parties). Amending statements of case.	**4. Advanced Statements of Case** Case Analysis. Considering the nature of Counterclaims and Replies. Considering the nature and types of Part 20 claim. Considering and applying the rules on the amendment of statements of case, including consideration of whether (and how) the court's permission will be required. Requests for Further Information pursuant to CPR 18.
4. Advanced Disclosure Conducting a disclosure exercise – the search for documents, documents which have never been under the disclosing party's control, listing the documents. Failure to give proper disclosure – specific disclosure, other sanctions. Failure to allow proper inspection – specific inspection, other sanctions. Privilege – issues arising in relation to copy documents and translations, accidental disclosure of privileged documents, waiver of privilege. Applications for pre-action disclosure, non-party disclosure and 'Norwich Pharmacal' orders.	**5. Advanced Disclosure I** Conducting an application for specific disclosure and specific inspection.
	6. Advanced Disclosure II Consideration of both pre-action and non-party disclosure in large, complex cases. Consideration of difficult examples of privilege, including detailed research into case law in order to solve specific problems.

CHAPTER / LECTURE	SGS
5. Advanced Disclosure: Regulatory Disputes Looking at the practical and legal issues to be considered by a firm when dealing with a regulatory problem. Comparing the common law rules on privilege with (i) the rules on 'protected items' under FSMA 2000 in the context of FCA investigations and (ii) privilege in the context of CMA and European Commission competition law investigations. Considering the investigatory powers available to certain regulators, including 'dawn raids' by the CMA and the European Commission (and advising a client on the practical steps which might be adopted when such a raid is being effected).	**7. Advanced Disclosure III: Regulatory Disputes** Activities focussing on the roles of certain regulators (the FCA and the CMA), the ways in which they deal with regulatory problems and the ways in which a client might respond to any regulatory investigation and/or a request by a regulator to inspect particular documents.
6. Pre-emptive remedies Consideration of the nature and scope of anti-suit injunctions. Consideration of search orders – applying for a search order, privilege issues that may arise, applying to vary, maintain or discharge a search order.	**8. Search Orders** Preparing a search order application. Conducting a search. Applying for the variation / discharge / maintenance of the order. Applying for damages in the light of procedural irregularities that arose when the search order was being executed.
7. The Administrative Court and Judicial Review Considering the rules and procedure relating to claims for judicial review within the Administrative Court.	**9. The Administrative Court and Judicial Review** Considering the rules on judicial review, how to commence a judicial review claim and looking at various exercises on the practical issues surrounding applications for judicial review.

CHAPTER / LECTURE	SGS
[*Note: Whilst this SGS is not accompanied by an ACL chapter, you are referred to the Commercial Court Appendix provided as part of your Civil Litigation (Core Practice Area) module materials. That Appendix was non-examinable in your Civil Litigation module but is examinable as part of your ACL module.*]	**10. Commercial Court Practice and International Aspects of Litigation** The nature and jurisdiction of the Commercial Court. Exercises on Commercial Court procedure. Consideration of how an English court will deal with complex international claims (e.g. how the court will deal with documents in a foreign language, witnesses who are based abroad etc.)
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Advanced Commercial Property
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Camilla Brignall
Related Modules	Pre-requisites	Core Practice Area: Property Law and Practice
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general commercial property department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To advance and consolidate students' understanding of the learning undertaken in the Property Law and Practice core practice area

- To practically apply the knowledge and principles of commercial property law and practice
- To provide further opportunities to practice professional skills appropriate to commercial property law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general commercial property department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of commercial property law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of commercial property law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of commercial property law and practice
4. Demonstrate professional skills appropriate to commercial property law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Commercial Property by Anne Rodell
2. Woodfall Landlord and Tenant.
3. Ross on Commercial Leases
4. Estates Gazette magazine

Useful Websites

www.landregistry.gov.uk

www.bpf.org.uk

http://uk.practicallaw.com/

www.hmrc.gov.uk

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Advanced Commercial Property

CHAPTER/LECTURE	SGS
1. Commercial property in practice Overview and introduction to the module, the assessment process, the use of materials and approach to the module. An introduction to the commercial property market: investors and developers in the public and private sector. An introduction to a development transaction: the parties; an overview of the issues involved (e.g. rights to light); the use of options, conditional contracts and rights of pre-emption; understanding the different ways in which funding can be structured. Introduction to the case study. Introduction to the role of property in a corporate transaction including key considerations in both asset and share sales.	**1. Acquisition and Development – initial considerations** Consideration of the different issues which might impact on the property developer and analysis of the various parties involved in a development transaction. Detailed investigation of a commercial property title and drafting sections of a report on title to a developer client. Consideration of advice and action necessary to deal with problems identified at the property.
2. Planning and Environmental law The planning process from application to decision, appeal and enforcement. The involvement of the public sector in development. Investigating the planning 'titles' of development sites, the use of planning agreements, planning conditions and the Community Infrastructure Levy. An overview of the statutory framework relating to environmental matters concerning land and buildings: the Environment Act 1995, 'appropriate persons' and the use of remediation notices. Drafting considerations in relation to the sale, purchase or lease of contaminated land – the use of conditional contracts, indemnities, warranties and relevant key leasehold clauses.	**2. Planning and Environmental Issues** Investigation of planning 'titles' for new and existing buildings and examining the appropriate use of Certificates of Lawfulness of Existing Use and Development and reviewing different use classes. Recognising planning issues arising from the consideration of documentation and advising on implications and also identifying issues surrounding an existing s.106 Agreement. Advising on clients' future planning requirements. Considering the impact of environmental issues. Advising clients on the possible contractual solutions to contamination and considering from the seller's perspective how to deal with issue of contamination.

CHAPTER/LECTURE	SGS
3. Tax VAT treatment of a range of commercial property transactions. The use of the option to tax. Drafting considerations for commercial sale and purchase contracts. VAT in leasehold transactions – including surrenders, reverse premiums, contributions to fitting out costs and rent free periods. Stamp duty land tax.	**3. Contractual matters: satisfying contractual conditions and VAT** Drafting and negotiating a commercial contract conditional on planning and environmental issues. Considering a draft planning permission and advising client whether it is satisfactory under the conditional contract. Advising the client on the VAT issues in sale and purchase contracts. Consideration of the terms of an Option Agreement. Registration of documents at the Land Registry
4. Construction and development issues An introduction to the key issues and legal documentation relating to construction procurement including the use and purpose of collateral warranties. Analysis of key clauses in agreements for lease including where the agreement is for pre-letting a unit in a development and the landlord is carrying out major construction works.	**4. Construction** Construction issues on site development. Analysis of the different ways to procure the professional team – traditional or design and build. The use and content of deeds of appointment and collateral warranties. The defects liability period, practical completion and retentions.
	5. Agreements for lease in development transactions Considering an Agreement for Lease which contains construction obligations for the Landlord. Considering tenant's protections under the Agreement for Lease. Looking at the landlord's and tenant's aims when drafting clauses relating to rent provisions which are linked to the size of the property. Considering the VAT consequences of inducements given to the tenant to take the lease

CHAPTER/LECTURE	SGS
5. Introduction to leases and landlord and tenant amendments to the commercial lease workbook Factors influencing a lease negotiation. The anatomy of the commercial leasehold marketplace and an overview of the key clauses and issues arising in a commercial lease. Common landlord and tenant amendments to key clauses in the draft lease (incorporating the Code on Leasing Business Premises) including: General amendments; Repair / insurance; Alterations; Service charge; Rent review; Use; and Alienation. Common landlord and tenant amendments to key clauses (incorporating the Code on Leasing Business Premises) in the draft lease.	**6. Key clauses in the commercial lease - Alterations** Advising on the substantive and procedural issues relating to the granting of consent to alterations. Drafting and negotiating a licence for alterations.
	7. Key clauses in the commercial lease – Repair, Insurance and Service Charge Identifying and understanding the procedures on the grant of a lease and the main terms to be included in the lease. Consideration of repairing and insuring covenants from a landlord and tenant perspective and looking at how tenants can protect themselves from latent defects in buildings. Analysing the service charge provisions in a draft lease.
	8. Key clauses in the commercial lease – Rent Review Analysing and evaluating a draft rent review clause. Understanding the effect of assumptions and disregards. Identifying amendments to be made when acting for a Tenant.

CHAPTER/LECTURE	SGS
	9. Key clauses in the commercial lease – Alienation Negotiation between the landlord/tenant's advisors relating the assignment provisions in a new lease of office premises. Carrying out a basic underletting and obtaining landlord's consent. Includes a consideration of a tenant's possible amendments to a draft licence to underlet. Advising on the substantive and procedural issues in relation to alienation generally.
6. Property Management An overview of the key clauses and issues arising in property management documentation including licences to assign, underlet, alter and change use. Bringing the lease to an end: the use of break clauses, agreements and deeds of surrender and a reminder of the protection and procedures required by the Landlord and Tenant Act 1954. A reminder of the range of remedies for landlord and tenant breaches of covenant and condition - including damages, injunction, forfeiture, relief against forfeiture and waiver and the use of guarantors and rent deposit deeds. The Commercial Rent Arrears Recovery legislation. The impact of tenant insolvency on the commercial lease to include relevant statutory framework, the LPA receiver, administration, liquidation and bankruptcy.	**10. Property Management: Surrender, landlord and tenant default and termination of leases** Termination of tenancies including consideration of: key terms of an agreement for surrender and deed of surrender (including any VAT consequences); and operation of conditional break clauses. Advising on the substantive and procedural issues in relation to tenant default considering in particular use, alteration and non-payment of rent. Advising on the range of remedies available in relation to a series of fact patterns. Advising landlords on the impact of tenant insolvency on the commercial lease.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Advanced Criminal Litigation
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Clair McCarthy
Related Modules	Pre-requisites	Core Practice Area: Litigation (Civil and Criminal)
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Insurance Law and Practice elective
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a specialist criminal litigation department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To advance and deepen students' understanding of the learning undertaken in the Criminal Litigation core practice area

- To practically apply further knowledge and principles of criminal litigation practice and procedure
- To provide further opportunities to practice professional skills appropriate to criminal litigation law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general criminal litigation department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate further comprehensive and systematic knowledge of criminal litigation practice and procedure and its application to current professional legal practice
2. Apply critical thinking and analysis of further areas of criminal litigation practice and procedure including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting further areas of criminal litigation practice and procedure
4. Demonstrate professional skills appropriate to criminal litigation practice and procedure including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Blackstone's Criminal Practice
2. Archbold's Criminal Practice
3. Defending the Suspect at the Police Station, Ed Cape 6th edition
4. Criminal Defence – Good Practice in the Criminal Courts – Ede and Edwards

Useful Websites

www.cps.gov.uk

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Advanced Criminal Litigation

CHAPTER / LECTURE	SGS
1. Active Defence and Public Funding Police investigation techniques Advanced techniques for defending the suspect at the police station. Police powers Appropriate Adults Searches and samples Consideration of police evidence. Conduct of interview. Forensic issues. Funding Professional Conduct/Ethics	**1. Active defence : Representing the suspect at the police station** Police powers Professional conduct Active defence techniques Police Disclosure Joint enterprise Confessions Co-defendants evidence Searches of premises Identification procedure (VIPER)
2. The Role of the Prosecutor, Disclosure and Hearsay The Code for Crown Prosecutors. Disclosure Defence statement Hearsay Special measures	**2. Active Defence :Interviews under caution** PACE and the Code of Practice. Appropriate Adults. Role of Solicitor in interview Requirement for ID procedures Advising on interview options Conduct of interview and breaches of PACE Active defence techniques Professional Conduct/Ethics Applying for public funding
3. Representing Youths Youth Courts – the legislative framework Bail of Youths Jurisdiction of the Youth Court Youth Sentencing	**3. Disclosure, Hearsay** The Disclosure regime for the prosecution and the defence. Drafting a defence statement. Applying the law on hearsay.

CHAPTER / LECTURE	SGS
4. Road Traffic Act Offences and Procedure Common RTA offences. General and Statutory defences. Sentencing. Disqualification from driving. The penalty points procedure. Exceptional hardship and its application. Special reasons and its application	**4. CPS and the role of the prosecutor** The role of the prosecutor Applying the threshold test and Full Code Test. Applying CPS charging standards Prosecuting cases of domestic violence The prosecution case and witness evidence Prosecution duties and disclosure Out of Court Disposals
5. Sentencing Including life sentences and non-custodial sentences and appeals Provisions relating to 'Dangerous Offenders' Calculating periods of detention Licence and supervision provisions Breach of licence	**5. Representing Youths** Bail Jurisdiction Grave Crimes Jointly charged with an adult
6. Ancillary Orders on Conviction Ancillary orders on sentence including: Restraining orders Registration on the sexual offences register POCA Deportation Extradition	**6. Road Traffic Act Offences and Procedure 1** RTA common substantive offences CPS charging careless and dangerous driving.
7. Prison Law	**7. Road Traffic Act 2** **Disqualification** Different types of disqualification Alcohol related offences Sentencing Advising the 'totter' Special reasons and exceptional hardship.
	8. Sentencing Different types of determinate and indeterminate sentences

CHAPTER / LECTURE	SGS
	9. Ancillary orders on sentence Ancillary orders on sentence including: Restraining orders Registration on the sexual offences register POCA Deportation Extradition
	10. Prison law Disciplinary hearings Release and parole Sentence calculation Licence conditions and breaches
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Commercial Law and Intellectual Property
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Emma Hayward and Catherine Shaw
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	International Trade and Transactions elective
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general commercial or intellectual property department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of commercial and intellectual property law and practice
- To provide further opportunities to practice professional skills appropriate to commercial and intellectual property law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general commercial or intellectual property department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of commercial and intellectual property law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of commercial and intellectual property law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of commercial and intellectual property law and practice
4. Demonstrate professional skills appropriate to commercial and intellectual property law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Commercial Contracts PLC.
2. Annand and Norman: Blackstone's Guide to the Trade Marks Act 1994.
3. Atiyah: Sale of Goods, Longman, 12e.
4. Bainbridge: Intellectual Property (available online via Dawsonera)
5. Davis: Intellectual Property, Core texts series, 3e.
6. Current editions of standard practitioner textbooks on intellectual property topics, e.g. Laddie on copyright (Available online via Lexis Library), Kerly on trade marks, Terrell on patents (both available online via Westlaw).
7. Chitty on Contracts, Sweet and Maxwell 2008, 30e.
8. Goode: Commercial Law, Penguin Books 2010, 4e.
9. Whish: Competition Law, Oxford University Press 2008, 6e.

Useful Websites

www.practicallaw.com

www.gov.uk/government/organisations/intellectual-property-office

https://euipo.europa.eu/ohimportal/en

www.wipo.int

www.cipa.org.uk/pages/advice

www.bl.uk/bipc/dbandpubs/intpropres/index.html

www.itma.org.uk

www.gov.uk/government/organisations/department-for-business-innovation-skills

www.gov.uk/government/organisations/competition-and-markets-authority

www.ec.europa.eu/comm/competition/index_en.html

www.iccwbo.org

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Commercial Law and Intellectual Property

CHAPTER/LECTURE	SGS
1. Copyright Copyright protection under the Copyright Designs and Patents Act 1988 ('CDPA') and related case law: overview of the subsistence and infringement of copyright. Existence of moral rights, database right and performers' rights.	**1. Copyright** Identification of the requirements for copyright protection of works. Problem solving using a practical scenario to consider ownership and duration of copyright, tests for infringement and the remedies available. Exploration of infringement risk in relation to third party copyrights.
2. Rights protecting designs Requirements for registration of designs and their protection under the Registered Designs Act 1949 ('RDA'). Provisions of the CDPA relevant to the unregistered design right and removal of its overlap with copyright. Existence of Community design rights (registered and unregistered).	**2. Registered and unregistered designs** Identification of the requirements for the protection of registered and unregistered designs. Consideration of ownership and duration of the rights, the tests for infringement and the inter-relation of the two design rights with copyright.
3. Trade marks and passing off Trade Marks Act 1994 ('TMA'): criteria for the registration of trade marks and infringement of registered trade marks. Existence of the Community Trade Mark. Elements of the common law tort of passing off.	**3. Registered trade marks** Advising on issues of trade mark registration (including the criteria for registration and advice on registrability), infringement and remedies.

CHAPTER/LECTURE	SGS
4. Patents and the law of confidentiality Principles of the Patents Act 1977 ('PA'): criteria for patentability and infringement of a patent. Introduction to the law relating to breach of confidence. Contrast between the effects of patent protection and reliance on rights to confidentiality.	**4. Passing off and confidentiality** Consideration of the requirements for establishing a claim in passing off, evidence generally required and remedies available. Consideration of the inter-relation of rights in passing off and registered trade marks and the benefits of registration. Analysis of a scenario to identify elements of the equitable claim for breach of confidence. Considering key terms of a confidentiality agreement and the interrelation of equitable and contractual rights to protect confidential information.
	5. Patents and infringement of IP rights Understanding the statutory requirements for the grant of a patent through analysis of a developing fact pattern. Consideration of a claim for patent infringement. Problem solving in a scenario to compare and contrast infringements of multiple IP rights and apply understanding of infringement claims.
5. Intellectual property in practice (asynchronous on-line independent learning session) Exploitation of IP rights, in particular through licensing. Key terms of a trade mark licence. Consideration of the basics of IP portfolio management, including IP audit and factors influencing choice of what to register, with examples from practice.	**6. Exploitation of IP rights** Considering the different contractual options open to a client who wishes to exploit IP by making it available for use by a third party. Considering proposed terms of a copyright licence. Application of statutory provisions relating to assignments of copyright and registrable transactions in relation to trade marks. Applying understanding of IP rights generally, by identifying IP rights which may subsist in selected consumer products.

CHAPTER/LECTURE	SGS
6. Sale of goods Consideration of supply of goods contracts, in a business-to-business context, in particular: • Key provisions of the Sale of Goods Act 1979 ('SGA'), particularly in relation to the statutory implied terms and of the Unfair Contact Terms Act 1977 ('UCTA'), in relation to exclusion and limitation of liability provisions. • Key issues arising in cross-border sale of goods contracts, introducing, in particular, issues of law and jurisdiction use of customary price and payment terms (including Incoterms) relating to delivery and letters of credit as a payment mechanism. • Key issues arising in the sale of goods online, including in particular provisions of the Electronic Commerce (EC Directive) Regulations.	**7. Negotiating commercial contracts** Consideration and negotiation of terms of a typical commercial contract by reference to both commercial and legal considerations. To include examination of exclusion clauses and limitations of liability. Applying SGA/UCTA within a problem scenario dealing with a limitation of liability.
	8. International sales Consideration of delivery terms in a sale of goods contract, including ancillary clauses such as liquidated damages and force majeure. Discussion of particular concerns arising where a sale of goods contract has a 'foreign element', including transport, payment, allocation of risk of damage in transit and the applicability of UCTA.
	9. Commercial contracts online Problem-solving in a practical context in relation to transactions conducted online with an emphasis on applying common law, certain E-Commerce Regulations and regulations relating to applicable law and jurisdiction.

CHAPTER/LECTURE	SGS
7. Distribution Distribution agreements in practice, including a consideration of the commercial rationale behind them and common provisions. An introduction to UK competition law, the Competition Act 1998 ('CA'), and an overview in applying the general prohibition of anti-competitive agreements (s.2 CA) in relation to vertical agreements. Analysis of the vertical agreements block exemption.	**10. Distribution Agreements** Consideration of a draft short form distribution agreement between a manufacturer and a distributor. Testing in detail the application of s.2 CA, and in particular the vertical agreements block exemption through the use of a structured approach. Brief consideration of powers of investigation of national competition authorities. Consideration of key commercial aspects of the distribution agreement.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Corporate Finance
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Abigail Flack
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Debt Finance, Equity Finance, Family Law
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general corporate finance department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of corporate finance law and practice

- To provide further opportunities to practice professional skills appropriate to corporate finance law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general corporate finance department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of corporate finance law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of corporate finance law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of corporate finance law and practice
4. Demonstrate professional skills appropriate to corporate finance law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Stoakes, Know the City
2. James Dakin, Loan and security documents: a negotiating handbook (Jordans)
3. Fuller, Corporate borrowing: law and practice (Jordan)
4. Brett, How to read the financial pages (Random House)
5. Cranston, Principles of banking law (OUP)
6. Valdez, An introduction to global financial markets (Macmillan)
7. Goode, Legal problems of credit and security (Sweet and Maxwell)
8. Perry, The Financial Services and Markets Act : a practical legal guide (Sweet & Maxwell)

Useful Websites

The London Stock Exchange website **www.londonstockexchange.com** and its Regulatory News Service **www.londonstockexchange-rns.com**

The FCA website **www.fca.gov.uk**

The Takeover Panel website **www.thetakeoverpanel.org.uk**

The Companies House website **www.companieshouse.org.uk**

The business sections of national newspapers and their websites e.g. the Financial Times (**www.ft.com**) and The Times (**www.thetimes.co.uk**)

Practical Law Company available through online library: http://uk.practicallaw.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Corporate Finance

CHAPTER / LECTURE	**SGS**
1. Flotations Introduction to raising capital – equity finance and liquidity. Reasons for 'going public' and implications of listing on the Main Market. The role of a sponsor and other advisers. Preparation for listing including consideration of conditions for listing contained in the Listing Rules ('**LRs**') and compliance with the Listing Principles ('**LPs**'). Corporate Governance – the Corporate Governance Code and how this affects a company preparing to list. Comparison of the flotation structures – focusing on public offer structures; offer for sale/subscription and non-public offers such as placings. The timetable for an offer.	
2. AIM Introduction to AIM. Reasons to seek an admission to AIM. Preparation and process for admission to AIM. Corporate Governance and how this affects a company on AIM. A review of the flotation structures public offer structures and non-public offer structures. The timetable for an offer. An overview of some of the tax advantages of AIM.	**1. Flotations I** Following appointment by Marine Paints International plc ('MP') in relation to its proposed flotation: (a) analysis of the commercial impact of flotation on a prospective applicant for listing; and (b) analysis of the key admission criteria and continuing obligations of the Main Market of the London Stock Exchange; Conduct of a legal due diligence exercise in relation to MP to ensure that: (a) it is an appropriate applicant for listing under the LRs; and (b) its management and corporate structure comply with the LPs and the UK Corporate Governance Code.

CHAPTER / LECTURE	SGS
	2. Flotations II As a preparatory exercise, and during the SGS, using a market case study and prospectus (given to students in advance) to consider, in detail: (a) the requirement, format and contents requirements of a prospectus; (b) the key stages in the offer and listing application process on a flotation; and (c) the use and purpose of bookbuilding. All exercises will involve students familiarising themselves with and interpreting and applying provisions of the LRs and PRs.
3. Common principles of primary and secondary share issues. The requirement for a prospectus. Regulation of contents of prospectuses under the Prospectus Rules (‘**PRs**’), and FSMA. Purpose of due diligence and verification in the preparation of a prospectus. Potential liabilities of ‘persons responsible’ for a prospectus. Consideration of supplementary prospectuses and corrections. Approval of financial promotions pursuant to section 21 FSMA. The advertisement regime.	**2. Alternatives to a Premium Listing** Comparing the differences between a standard listing, a premium listing and AIM. Consideration of the effect of Listing Rule requirements on a premium listed company compared to those on a standard listed company at different stages of their listed life (for example, the requirement for sufficient shares in public hands at the moment of admission through to continuing obligations regarding related party and significant transactions). Understanding the differences in regulation and terminology between AIM and the Main Market. Identify and explain the admission requirements and timetable for an admission. Review a case study Admission Document.

CHAPTER / LECTURE	SGS
4. Continuing Obligations Explanation of the Pre-Emption Group Statement of Principles and Treasury Shares. Consideration of communications with listed company shareholders. Consideration of matters to be addressed at a listed company's AGM. Regulation of circulars under Chapter 13 of the LRs. Disclosure obligations of listed companies under the LRs, the Market Abuse Regulation ('**MAR**') MAR and the Disclosure Guidance and Transparency Rules Sourcebook ('**DTRs**').	**4. Liabilities for share issues** Identification and explanation of statutory and regulatory controls on financial promotions to be produced in the context of MP's flotation including s.21 FSMA and PR 3.3. Provision of advice to MP on the range of potential liabilities arising from the preparation and publication of a prospectus. Understanding the need to conduct effective verification and analysing and verifying a brief selection of potentially misleading statements from MP's prospectus. Advising MP of its potential liability for matters arising after Impact Day and before or after commencement of trading. Consideration of supplementary prospectuses.
5. Secondary share issues The contractual relationships within secondary share issues. Methods: placings, rights issues and open offers. Dilution of shareholdings (Companies Act 2006, LRs implications and Pre-Emption Group Statement of Principles). Role of brokers, underwriters and sub-underwriters, the contractual relationships and the allocation of risk in secondary share issues.	**5. Secondary share issues I** Review of the key resolutions in an AGM notice in relation to authority to allot and disapplication of pre-emption rights. Advising on the principal differences between a rights issue, a placing and an open offer. Analysis of the impact of statutory and regulatory pre-emption rights and the influence of institutional investors on the type of secondary issues undertaken by listed companies.
	6. Secondary share issues II Assessment of the key issues involved in the client trying to raising equity finance of a specific amount by way a rights issue, a placing and an open offer. Review of the documentation and key issues involved in a rights issues rights issue timetable.

CHAPTER / LECTURE	SGS
6. Share dealings Regulation of share dealings in listed companies including Market abuse under MAR. Insider dealing under the CJA 1993. Criminal liability under the FS Act 2012. Potential liability under the Fraud Act 2006.	**7. Continuing Obligations** Advising Ritchisons on the sources of law and regulation that impose disclosure obligations on listed companies and those connected with them. Analysis of the obligations contained in MAR, CA 2006 and the DTRs and advising whether compliance with these obligations is required. Review of the key legislation and regulations that impose continuing obligations on listed companies to control and monitor the disclosure of inside information (including the requirement for insider lists). The application of the insider dealing offences to share trading and related professional conduct considerations.
7. Introduction to Loans Examination in detail of different forms of debt including overdrafts, term loans, revolving credit facilities. Overview of the regulation of banks and the relevance of the capital adequacy regime. Overview of the anatomy of a loan transaction. Understanding in overview the role of due diligence and legal opinions. Understanding the structure of a loan agreement. Review of a term sheet and its main terms.	**8. Introduction to Loan agreements** Discussion of the stages of a simple loan transaction, including the consideration of a term sheet to highlight key terms and commercial issues. Based on a series of exercises, review of the purpose and function of the representations and undertakings clauses. Highlighting some common concerns and negotiation points for lenders and borrowers in relation to these clauses.
8. Bonds Introduction to bonds and the capital markets. Overview of the main characteristics of a bond and comparison with a loan. Review of how the capital markets work (including credit rating and clearing systems) and the types of bonds issued. Review of the main parties (investors, issuer, lead manager, trustee and fiscal agent). An overview of the regulations applicable to the admission to trading or public offer of debt instruments.	**9. Introduction to Bonds** Assess the differences between financing a company either through a bond issue or a loan and be able to advise a client on the advantages and disadvantages of each. Appreciate the content of some key bond issue documents and the factors that can affect the timetable for a typical bond issue. Understand the procedure and regulatory framework for issuing a listed bond and, in particular, identify the relevant disclosure requirements for a listed bond issue.

CHAPTER / LECTURE	SGS
9. Security Review of the basic elements of security and understanding of its purpose. Examining and contrasting different forms of security including mortgages and charges. Identifying key considerations and issues to consider relating to security over specific assets. Understanding the concepts of fixed and floating charges. Types of assets used as security. Perfection and priority of charges including review of perfection methods.	**10. Security** Discussion of Events of Default clause and then identifying the appropriate form of security over a company's assets. Discussion of common law issues as an influencing factor when drafting security provisions in the debenture. Analysis of the steps to be taken to register security over various assets. Considering how certain standard provisions in a debenture protect the lender. Understanding the principles of priority between security interests.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Debt Finance
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Alex Harmat
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Corporate Finance, Medical Negligence and Personal Injury
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a debt finance department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of debt finance law and practice

- To provide further opportunities to practice professional skills appropriate to debt finance law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a debt finance department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of debt finance law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of debt finance law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of debt finance law and practice
4. Demonstrate professional skills appropriate to debt finance law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Adams, Banking and Capital Markets 2016 (College of Law Publishing)
2. Stoakes, Know the City
3. Colin Paul and Gerald Montagu, Banking & capital markets companion (Law Matters Publishing)
4. James Dakin, Loan and security documents: a negotiating handbook (Jordans)
5. Fuller, Corporate borrowing: law and practice (Jordan)
6. Brett, How to read the financial pages (Random House)
7. Cranston, Principles of banking law (OUP)
8. Valdez, An introduction to global financial markets (Macmillan)
9. Goode, Legal problems of credit and security (Sweet and Maxwell)
10. Perry, The Financial Services and Markets Act : a practical legal guide (Sweet & Maxwell)

Useful Websites

www.ft.com

www.icma-group.org

www.fca.org.uk

www.treasurers.org

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Debt Finance

CHAPTER/LECTURE	SGS
1. Introduction to debt finance General overview of the module, the assessment process and the use of materials. Overview of the nature of debt (looking at debt providers and understanding that debt can take different forms). Comparison of bilateral and syndicated loans. Explanation of syndicated loans and the reasons why a loan might be syndicated. Considering key issues of the bank/client relationship and commercial reality. Consideration of the banking business and related issues such as authorisation, supervision and capital adequacy. Examination of different forms of debt including overdrafts, term loans, revolving credit facilities and bonds. Review of bank funding, including inter-bank funding and cost plus loans. Overview of a loan transaction including due diligence, credit approval and term sheets and the anatomy of a loan agreement.	
2. Loan provisions Consideration and application of a number of core provisions of a loan agreement, such as interest, costs, tax, payment obligations, margin protection provisions, representations and warranties, covenants and undertakings. Analysis of their different contractual significance and the risk element in relation to each. Considering the role of the agent in managing the operation of the loan. Review of the function of conditions precedent. Review of categories of representation (commercial and legal). Review of the role of undertakings. Overview of financial covenants and their purpose. Review of subordination, both structural and contractual,	

and consideration of issues that can arise and potential issues.	
3. Events of default Consideration and application of common events of default. Review of the options available to a lender following the occurrence of a default. Analysis of the potential liabilities of the agent and its protections in the loan agreement.	
	1. Overview of a banking transaction, syndication and term sheet Discussion of the stages of a simple banking transaction. Review of basic aspects of syndication – marketing, information memorandum, underwriting, market flex clauses. Review of a term sheet from the perspective of the borrower following a client meeting.
	2. Representations, undertakings and margin protection Based upon a series of exercises, review of the purpose and function of the representations and undertakings clauses. Highlighting some common concerns and negotiation points for lenders and borrowers in relation to these clauses. Consideration of the tax gross-up, increased costs and mitigation clauses.
	3. Events of default Preparatory exercise: consideration of borrower comments on an event of default clause. Discussion of a scenario where a borrower is seeking waivers of various possible defaults. Consideration of the risks to the agent bank from the syndicate banks if money cannot be recovered, and the protections available in the loan agreement.

CHAPTER/LECTURE	SGS
	4. Due diligence, conditions precedent and transaction structure Discussion of the function of company searches and due diligence. Analysis of the conditions precedent appropriate for a loan transaction. Analysis of the purpose and format of a legal opinion. Analysis of the structure of a loan transaction, including specific structural issues.
4. Loan transfers Understanding the reasons why participations in loans are transferred. Review of the factors to be considered when choosing the appropriate transfer method. Analysis of each method of transfer (novation, assignment, sub-participation, risk participation) including the formalities required and the advantages and disadvantages of that method.	
	5. Loan transfers Preparatory exercise: research and preparation of a table setting out all legal and practical commercial requirements necessary to transfer a loan by novation, assignment, sub-participation and risk participation. Series of questions to test effectiveness of tables in practice. Fact patterns advising a client of the most appropriate method of transferring a loan given differing circumstances.
5. Introduction to bonds Introduction to bonds and the capital markets. Overview of the main characteristics of a bond and comparison with a loan. Review of how the capital markets work (including credit rating and clearing systems) and the types of bonds issued. Review of the main parties (investors, issuer, lead manager, trustee and fiscal agent).	

CHAPTER/LECTURE	SGS
	6. Bonds: parties and documentation Review of the differences between raising finance through loans and bonds and the consequences of these differences. Discussion of the role and function of the parties to a bond issue, including a comparison of a trustee and a fiscal agent. Analysis of the core documentation including a review of key provisions.
6. Issuing and listing bonds Review of the Financial Services and Markets Act 2000 in the context of a prospectus and other disclosure requirements. An overview of the regulations applicable to the admission to trading or public offer of debt instruments. Analysis of the listing procedure and the timings involved (from mandate and due diligence through to signing and closing).	
	7. Bonds: issuing and listing a eurobond Overview of the reasons for listing a bond. Discussion of issues that can affect the timetable for a bond issue. Analysis of key steps and key documentation required for a bond issue. Overview of prospectus disclosure requirements. Review of prospectus liability.
7. Security and credit support Review of the basic elements of security, analysing its object, nature and examining and contrasting different forms of security (including mortgages and charges). Understanding the concepts of fixed and floating charges. Appreciating the different types of assets available to be used as security. Identifying key considerations and issues to consider relating to security over specific assets. Perfection and priority of charges including review of perfection methods. Insolvency Act issues. The effect of common law issues on debenture drafting.	

CHAPTER/LECTURE	SGS
	8. Security: assets and priorities Review of a borrower balance sheet to identify the assets available to be taken as security, the form of the security and required perfection methods. Discussion of practical and commercial issues raised by the security package. Understanding the principles of priority between security interests. Analysis of the steps to be taken to register security over various assets.
	9. Security: risks In the context of a practical case study, review of a Form MR01 and some of the terms of the debenture. Review of banking due diligence in relation to the acquisition of a company and resolving the issues arising from it. Exercise considering possible financial assistance issues in relation to various scenarios. Discussion of common law issues as an influencing factor when drafting security provisions.
	10. Guarantees and debentures Review of a Borrower's comments on a debenture from the Bank's point of view. Considering how certain standard provisions in a debenture protect the Bank. In the context of a review of standard guarantee provisions, examination of the differences between guarantees and indemnities and the practical issues arising from them.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Employment Law
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Diane Millar
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in an employment law department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of employment law and practice

- To provide further opportunities to practice professional skills appropriate to employment law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in an employment department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of employment law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of employment law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of employment law and practice
4. Demonstrate professional skills appropriate to employment law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Harvey on Industrial Relations
2. Tolley's Employment Law Handbook
3. Butterworths on Employment Law
4. Oxford University Press Employment Law Manual (the 'Manual')
5. Industrial Relations Law Reports

Useful Websites

www.bis.gov.uk (The Department for Business, Innovation and Skills.)

www.acas.org.uk (Advisory, Conciliation and Arbitration Service)

www.equalityhumanrights.com (Commission for Equality and Human Rights)

http://www.justice.gov.uk/tribunals/employment (Employment Tribunals Service)

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Employment Law

CHAPTER/LECTURE	SGS
1. Sources of employment law: definition of employee Overview of the module and how employment law fits into the overall legal framework. Sources of employment law. Employment status. Provisions of ss.1-7 ERA 1996 dealing with written particulars.	
2. Express and implied terms Identifying the core express and implied terms. Confidential information and restrictive covenants. The Working Time Regulations 1998.	**1. Employee or self-employed? Working Time Regulations** Analysing the commercial, practical and legal consequences surrounding the employment relationship. Investigation of a number of factual scenarios to establish whether individuals are employed, self-employed or workers. Advising on the application of the Working Time Regulations 1998.
	2. Terms of the contract and policies and procedures Compliance with s1. ERA 1996. Identifying some of the main express terms of an employment contract. Consideration of implied terms. Consideration of policies as contractual terms. Considering constructive dismissal..

CHAPTER/LECTURE	SGS
3. Termination of employment and wrongful dismissal Termination of employment. Breaches of contract by the employer or employee. Identifying summary and constructive dismissal. Wrongful dismissal remedies and quantum.	**3. Wrongful dismissal** Analysing a wrongful dismissal claim, liability, remedies, mitigation and quantum. Taxation issues arising on termination. Unlawful deductions from wages.
4. and 5. Discrimination Discrimination on the grounds of sex, sexual orientation, religious belief, race, age, disability. Direct and indirect discrimination, victimisation and harassment. Discrimination arising from disability and the duty to make reasonable adjustments. Defences. Prevention of claims. Evidence. Remedies.	**4. and 5. Discrimination** Advising an employer and employees on potential liability for discrimination claims. Consideration of an equal opportunities policy and prevention of claims. Analysis of evidence required to establish discrimination claims.
6. Unfair dismissal Qualifying for statutory protection. The right not to be unfairly dismissed. The potentially fair reasons, fairness in all the circumstances and the role of procedure in assessing overall fairness. Automatically unfair dismissal.	**6. Unfair dismissal** Identifying the circumstances in which an employee qualifies for the right not to be unfairly dismissed. Analysis of scenarios illustrating the potentially fair reasons. Advice concerning the importance of fair procedure. Application of the fairness in all the circumstances test.
7.Redundancy and unfair dismissal remedies (including Tribunal Procedure and Settlement) Definition of redundancy. Redundancy procedure and payments. Relationship with unfair dismissal. Unfair dismissal remedies. Making and defending a claim before an Employment Tribunal. Case management discussions and pre-hearing reviews. The hearing itself. Settlement agreements. Tax considerations.	**7.Unfair dismissal remedies and redundancy** The two main elements of unfair dismissal compensation: calculating the basic award, and consideration of the principles concerning the compensatory award. Calculation of statutory redundancy payments. Advising a client concerning redundancy procedure. Discussion of relationship with unfair dismissal.

CHAPTER/LECTURE	SGS
	8. Contentious employment law Running a claim in the Employment Tribunal; time limits for bringing claims. Consideration of Employment Tribunal practice and procedure including Tribunal Fees. Consideration of ACAS early conciliation procedure.
8. TUPE Consideration of the definition of "relevant transfer" within the meaning of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended). The effect and consequences of a transfer on contracts of employment. Practical consequences for commercial transactions.	**9. TUPE** Application of legislation (and **Spijkers** criteria) to ascertain whether a transfer of an undertaking has taken place. Preparation of advice concerning consequences of a transfer for the transferor, transferee and the employees arising out of a factual scenario.
	10. Negotiation and Settlement Negotiation of final terms of an agreement to resolve an employment dispute. Critical analysis of a draft settlement agreement and consideration of whether it reflects the commercial deal agreed and complies with statutory requirements.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Equity Finance
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Abigail Flack
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Corporate Finance, Family Law
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general equity finance department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of equity finance law and practice
- To provide further opportunities to practice professional skills appropriate to equity finance law and practice and apply them in client facing contexts

- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general equity finance department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of equity finance law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of equity finance law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of equity finance law and practice
4. Demonstrate professional skills appropriate to equity finance law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Stoakes, Know the City
2. Colin Paul and Gerald Montagu, Banking & capital markets companion (Law Matters Publishing)
3. Brett, How to read the financial pages (Random House)
4. Valdez, An introduction to global financial markets (Macmillan)
5. Perry, The Financial Services and Markets Act : a practical legal guide (Sweet & Maxwell)

Useful Websites

The London Stock Exchange website **www.londonstockexchange.com** and its Regulatory News Service **www.londonstockexchange-rns.com**

The FCA website **www.fca.gov.uk**

The Takeover Panel website **www.thetakeoverpanel.org.uk**

The Companies House website **www.companieshouse.org.uk**

The CREST website **www.crestco.co.uk**

The Institutional Voting Service website **www.ivis.co.uk**

The Financial Reporting Council's website **www.frc.org.uk/corporate**

The business sections of national newspapers and their websites e.g. the Financial Times (**www.ft.com**) and The Times (**www.thetimes.co.uk**)

Practical Law Company available through online library: http://uk.practicallaw.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Equity Finance

CHAPTER/LECTURE	**SGS**
1. Flotations Introduction to raising capital – equity finance and liquidity. Reasons for 'going public' and implications of listing on the Main Market. The role of a sponsor and other advisers. Preparation for listing including consideration of conditions for listing contained in the Listing Rules ('**LRs**') and compliance with the Listing Principles ('**LPs**'). Corporate Governance – the Corporate Governance Code and how this affects a company preparing to list. Comparison of the flotation structures – focusing on public offer structures; offer for sale/subscription and non-public offers such as placings. The timetable for an offer.	
2. AIM Introduction to AIM. Reasons to seek an admission to AIM. Preparation and process for admission to AIM. Corporate Governance and how this affects a company on AIM. A review of the flotation structures public offer structures and non-public offer structures. The timetable for an offer. An overview of some of the tax advantages of AIM.	**1. Flotations I** Following appointment by Marine Paints International plc ('MP') in relation to its proposed flotation: (a) analysis of the commercial impact of flotation on a prospective applicant for listing; and (b) analysis of the key admission criteria and continuing obligations of the Main Market of the London Stock Exchange; Conduct of a legal due diligence exercise in relation to MP to ensure that: (a) it is an appropriate applicant for listing under the LRs; and (b) its management and corporate structure comply with the LPs and the UK Corporate Governance Code.

CHAPTER/LECTURE	SGS
	2. Flotations II As a preparatory exercise, and during the SGS, using a market case study and prospectus (given to students in advance) to consider, in detail: (a) the requirement, format and contents requirements of a prospectus; (b) the key stages in the offer and listing application process on a flotation; and (c) the use and purpose of bookbuilding. All exercises will involve students familiarising themselves with and interpreting and applying provisions of the LRs and PRs.
3. Common principles of primary and secondary share issues. The requirement for a prospectus. Regulation of contents of prospectuses under the Prospectus Rules (‘**PRs**’), and FSMA. Purpose of due diligence and verification in the preparation of a prospectus. Potential liabilities of ‘persons responsible’ for a prospectus. Consideration of supplementary prospectuses and corrections. Approval of financial promotions pursuant to section 21 FSMA. The advertisement regime.	**2. Alternatives to a premium listing** Comparing the differences between a standard listing, a premium listing and AIM. Consideration of the effect of Listing Rule requirements on a premium listed company compared to those on a standard listed company at different stages of their listed life (for example, the requirement for sufficient shares in public hands at the moment of admission through to continuing obligations regarding related party and significant transactions). Understanding the differences in regulation and terminology between AIM and the Main Market. Identify and explain the admission requirements and timetable for an admission. Review a case study Admission Document.

CHAPTER/LECTURE	SGS
4. Continuing obligations Explanation of the Pre-Emption Group Statement of Principles and Treasury Shares. Consideration of communications with listed company shareholders. Consideration of matters to be addressed at a listed company's AGM. Regulation of circulars under Chapter 13 of the LRs. Disclosure obligations of listed companies under the LRs, the Market Abuse Regulation ('**MAR**') MAR and the Disclosure Guidance and Transparency Rules Sourcebook ('**DTRs**').	**4. Liabilities for share issues** Identification and explanation of statutory and regulatory controls on financial promotions to be produced in the context of MP's flotation including s.21 FSMA and PR 3.3. Provision of advice to MP on the range of potential liabilities arising from the preparation and publication of a prospectus. Understanding the need to conduct effective verification and analysing and verifying a brief selection of potentially misleading statements from MP's prospectus. Advising MP of its potential liability for matters arising after Impact Day and before or after commencement of trading. Consideration of supplementary prospectuses.
5. Secondary share issues The contractual relationships within secondary share issues. Methods: placings, rights issues and open offers. Dilution of shareholdings (Companies Act 2006, LRs implications and Pre-Emption Group Statement of Principles). Role of brokers, underwriters and sub-underwriters, the contractual relationships and the allocation of risk in secondary share issues.	**5. Secondary share issues I** Review of the key resolutions in an AGM notice in relation to authority to allot and disapplication of pre-emption rights. Advising on the principal differences between a rights issue, a placing and an open offer. Analysis of the impact of statutory and regulatory pre-emption rights and the influence of institutional investors on the type of secondary issues undertaken by listed companies.
	6. Secondary share issues II Assessment of the key issues involved in the client trying to raising equity finance of a specific amount by way a rights issue, a placing and an open offer. Review of the documentation and key issues involved in a rights issues rights issue timetable.

CHAPTER/LECTURE	SGS
6. Share dealings Regulation of share dealings in listed companies including Market abuse under MAR. Insider dealing under the CJA 1993. Criminal liability under the FS Act 2012. Potential liability under the Fraud Act 2006.	**7. Continuing Obligations** Advising Ritchisons on the sources of law and regulation that impose disclosure obligations on listed companies and those connected with them. Analysis of the obligations contained in MAR, CA 2006 and the DTRs and advising whether compliance with these obligations is required. Review of the key legislation and regulations that impose continuing obligations on listed companies to control and monitor the disclosure of inside information (including the requirement for insider lists). The application of the insider dealing offences to share trading and related professional conduct considerations.
7. Introduction to takeovers, announcements and the traditional offer Commercial rationale for takeovers. Roles of parties involved in a takeover. The Takeover Code – introduction and application of the General Principles and Rules. Role, powers and procedures of the Takeover Panel. Roles of parties involved in a takeover. Structure of the takeover – recommended or hostile, and voluntary or mandatory. Overview and timetable of the bid process. Issues arising before announcement of a takeover bid and when announcements must be made and the consequences of making these announcements.	**8. Structuring a takeover bid and schemes of arrangement** Stages and timetable of a takeover bid when effected by means of a contractual offer structure. Effecting a takeover by means of a scheme of arrangement as an alternative to the traditional offer structure. Key features of a scheme of arrangement and outline the regulatory content requirements for the scheme document; and Assessing the different forms of consideration which may be offered by a bidder to offeree shareholders.

CHAPTER/LECTURE	SGS
8. Mandatory offers, schemes of arrangement, stakebuilding and post-takeover issues. When a mandatory Offer is required. Stakebuilding and tactics. Schemes of arrangement under s. 895 CA 2006, including types of schemes and the scheme timetable. Compulsory acquisition procedure. Post-takeover actions including de-listing and re-registration. Implications of an unsuccessful offer.	**9. Overview of the takeover process and preparation for a takeover bid.** Analyse the restrictions on, and assess the effects of, stakebuilding prior to and during a takeover offer. Identify when a mandatory offer is required and the conditions attaching to such an offer. Analyse and advise as to when an announcement of an offer is required under the Takeover Code. Identify the key documents, procedural steps and stages in the timetable.
	10. Conduct of a takeover bid Advising an offeror and an offeree in the context of a bid. Including consideration of: (a) announcements; (b) the key documents, procedural steps and timetable in a hostile takeover bid; (c) the underlying law and regulation relating to tactics adopted in the defence of hostile takeover bids; (d) the key documents, procedural steps and timetable in the later stages of a takeover bid; and (e) the implementation of the statutory compulsory acquisition procedure to purchase minority shareholdings.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Family Law
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Claire Illingworth and Venetia Tosswill
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Corporate Finance and Equity Finance
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a general family department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of family law and practice

- To provide further opportunities to practice professional skills appropriate to family law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a general family department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of family law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of family law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of family law and practice
4. Demonstrate professional skills appropriate to family law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	x		
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x		
Transferable skills	x	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Family Law Handbook - Jane Sendall
2. Legal Practice Court Guide – Family Law – Bond, Black & Bridge
3. Rayden & Jackson on Divorce and Family Matters
4. Butterworths Family Law Service
5. Clarke Hall & Morrison on Children
6. Children Law & Practice – Herschman & McFarlane
7. Emergency Remedies and Procedures – Fricker et al
8. Practical Matrimonial Precedents – Clark et al
9. Family Law (periodical)
10. Family Law Reports
11. The Family Court Practice – Bracewell et al
12. Cohabitation. Law, Practice and Procedures – Wood et al
13. A Practical Guide to Family Proceedings – Blomfield & Brooks
14. The Family Procedure Rules 2010 – Parker

Useful Websites

www.familylaw.co.uk

www.courtservice.gov.uk

www.justice.gov.uk

www.resolution.org.uk

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Family Law

CHAPTER/LECTURE	SGS
1. Matrimonial orders Professional attitudes: Aims and responsibilities of the family lawyer. Divorce law: Jurisdiction and the one year bar; the ground and the facts. The first interview. Drafting the application for a matrimonial order and supporting documents (with analysis of examples). Service of a Matrimonial Order. Civil Partnership and same sex marriage The effects of the Civil Partnership Act 2004.	**1. Matrimonial orders** First interview with client. Advising on ground for divorce under s1 MCA 1973. Drafting details for an application for a matrimonial order (unreasonable behaviour). Critiquing incorrectly drafted application for a matrimonial order in divorce proceedings. Consideration of the procedure in proceedings for a matrimonial order. Problem identification in relation to matrimonial order documentation. Advising on the formation of a civil partnership and a civil partnership order.
2. Children private law The Children Act 1989 – guiding principles and concept of parental responsibility Section 8 orders Procedure under the Child Arrangements Programme 2014 (the 'CAP 2014') CAFCASS Preventing the removal of a child from the jurisdiction Applications to remove a child permanently from the jurisdiction.	**2. Children I - Private** Advising a client on s.8 Children Act 1989 orders and parental responsibility. Applying statutory criteria to different sets of facts and considering likely outcome. Consideration of client's initial instructions concerning an application for a child arrangements order and identification of additional information required. Identification of emergency steps to prevent abduction of a child. Advising a client on an application for permission to remove a child from the jurisdiction. Impact of Human Rights Act on private Children Act proceedings.

CHAPTER/LECTURE	SGS
	3. Children II - Private Identifying procedural steps in making the application pursuant to the CAP 2014. Consideration of content and importance of the Children and Family Reporter's Welfare Report. Negotiation of s.8 order acceptable to both parties. Consideration of enforcement of s.8 Children Act 1989 Order.
3. Children public law Care and supervision orders including contact, discharge and effects. Emergency protection orders and interim care orders. Procedure under the Public Law Outline 2014 (the 'PLO 2014')	**4. Children III - Public** Consideration of emergency protection orders. Consideration of the procedure for Part IV Children Act proceedings pursuant to the PLO 2014. Application of the law in relation to interim care orders and consideration of the 'Threshold Criteria'. Understanding the disposal of care proceedings and appreciating the range of orders a court can make.
4. Financial orders: the law s.22-25 Matrimonial Causes Act 1973 The principle of the clean break and how it can be achieved. Evaluation of what orders can be made in respect of the former matrimonial home, and how they relate to the availability of maintenance. The effects of taxation and welfare benefits on a financial package.	**5. Financial orders I: the package** Review of ground for matrimonial order (divorce) and potential jurisdiction problem. Application of s.25 MCA 1973 factors. Student presentations on viable options and a comprehensive package. Calculating spousal maintenance. Consideration of welfare benefits and taxation.

CHAPTER/LECTURE	SGS
5. Financial orders: Procedure Procedure Initial stages: Interviewing the client. Importance of disclosure and negotiation, with a consideration of the impact of material non-disclosure. Prevention of the disposal of assets. Summary of Financial Orders procedure. Consent orders. Variation. Completion of the Form E.	**6. Financial orders II: Procedure and documentation** Consideration of the procedure for financial order proceedings pursuant to FPR 9. Consideration of the court's powers to prevent or set aside a disposition of an asset. Consideration of the process of disclosure with a student activity to highlight specific steps that need to be taken. Reviewing and critiquing a Form E. Drafting a Statement of Issues and Questionnaire.
	7. Financial orders III: Settlement Consideration of the role of settlement negotiations within the context of financial order proceedings. Review of the final Schedule of Assets, Liabilities, Income and Outgoings for the Green case study. Division of students into teams representing applicant's solicitor and respondent's solicitor. Discussion of proposals for settlement based on client's instructions and formulation of offer. Consideration of how to bring financial order proceedings to an end where settlement is reached and review of a statement of information and the outline format of a consent order.
6. Financial orders: high net worth clients Recent developments in the law relating to high net worth financial order cases. The court's approach to non-matrimonial property. The application of the section 25 factors in high net worth financial order cases. The court's approach to pre-nuptial agreements.	**8. High net worth clients** Consolidation of learning from previous Financial Order SGSs Consideration of issues arising when acting for high net worth clients including: Non-matrimonial property; Maintenance awards and Duxbury calculations; and Pre-nuptial agreements.

CHAPTER/LECTURE	SGS
7. Domestic abuse Part IV Family Law Act 1996. The effect of non-molestation and occupation orders and who can apply. Factors and balance of harm test. Procedure and enforcement. Domestic Violence, Crime and Victims Act 2004.	**9. Domestic abuse** Consideration of client's instructions and provision of preliminary advice on obtaining non-molestation and occupation orders on notice. Consideration of balance of harm test and the s.33(6) Family Law Act 1996 criteria. Consideration of costs and enforcement, including the Domestic Violence, Crime and Victims Act 2004. Analysis and application of s.42, s.33(3) and s.33(6) FLA 1996 criteria and advising client on likely outcome of application. Identifying procedural steps for a without notice application. Drafting the Applicant's witness statement. Considering procedure following the making of an order and enforcement.
8. Cohabitation Property disputes: s.14 Trusts of Land and Appointment of Trustees Act 1996; and resulting and constructive trusts. Occupation of the home. Children: Schedule 1 Children Act 1989.	**10. Cohabitation** Problem solving: a selection of problems relating to cohabitees. Understanding the differences between ss33 – 36 Family Law Act 1996. Reporting back to the group relating to advice to clients, including outlining the options available for settlement of disputes.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Immigration Law
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Shaila Pal
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Media and Entertainment Law
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in an immigration department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of immigration law and practice

- To provide further opportunities to practice professional skills appropriate to immigration law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in an immigration department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of immigration law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of immigration law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of immigration law and practice
4. Demonstrate professional skills appropriate to immigration law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. HJT Immigration Training Manual, 16th Edition.
2. Mcdonald's Immigration Law and practice, 19 Edition

Useful Websites

https://www.gov.uk/topic/immigration-operational-guidance

https://www.gov.uk/courts-tribunals/first-tier-tribunal-immigration-and-asylum

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Immigration Law

CHAPTER/LECTURE	SGS
1.The system of immigration control The role of the immigration solicitor. The system of immigration control and who is subject to it. Sources of immigration and asylum law and practice. Where and how immigration control operates and the institutions, personnel and terminology of control. Leave to enter and remain in the U.K. Types of application. Applying to extend or vary status. Powers of the UKVI. Funding of legal advice and appeals. The Legal Help scheme and Controlled Legal Representation.	**1.Navigation legislation and the system of immigration control** Consideration of the system of immigration control using set of short factual scenarios with unseen questions. Consideration of the system of immigration control using short factual scenarios. Taking initial instructions from a new client. Assessing eligibility to Legal Help. Legal areas: confidentiality, authority and funding.
2. EEA nationals The EEA countries and Croatia special provisions. The operation of EU law in the context of U.K immigration law including the legal framework, sources of law and institutions of decision-making. The rights of EEA nationals: to enter and reside and the operation of freedom of movement. The rights of family members. The rights of UK nationals who have worked in the EEA and their family members. Documentation: registration certificates and residence cards – making an application. Rights of appeal against negative decisions. Deportation and exclusion of EEA nationals.	**2. EEA nationals** Interviewing, advising and problem solving in respect of an EEA national and her family members regarding rights to enter and reside in the U.K. Applying for documentation from the UKVI confirming rights of residence for EEA national and family members. Advising (in writing) a British national and spouse returning to the U.K. after a period of employment in a Member State. Client care and costs/funding.

CHAPTER/LECTURE	SGS
3. Human Rights The European Convention on Human Rights (ECHR) – The Convention and the Articles. The Human Rights Act 1998 – framework and operation. The application of the European Convention on Human Rights to immigration and asylum cases. Particular consideration of: Article 3 (freedom from torture, inhuman and degrading treatment). Article 8 (right to private and family life). Types of cases where human rights arise. Types of leave granted on human rights grounds. Appealing in human rights cases**.**	**3. Immigration for temporary purposes** Working and studying under the Points Based System Students take roles of solicitor and chief immigration officer to: Obtain information, consider relevant issues, seek to make or respond to representations, attempt to negotiate resolution, undertake advocacy on behalf of client/Immigration Service where a visitor is detained with a view to refusal of entry at the airport. Client care, ethics and costs/funding considered. Advising a client on an application under the Points Based System as a worker. Advising a client on an application under the Points Based System as a student. Prior research required.
4. Immigration for temporary purposes as a visitor, worker or student The immigration rules in respect of: Visitors (including special categories of visitor) - the law and procedure of applications. Workers - Introduction to the Points Based System and the Immigration Rules relating to working in the U.K. Identifying the individual tiers and understanding the provisions relating to high value migrants. Understanding the provisions relating to skilled workers and temporary workers. Making applications under the Points Based System. Students – the law and procedure of applications under the points based system. Family members. Other temporary categories. How to apply to enter/remain. Applications to vary or extend leave. Appealing against refusals. The public funds requirement, issues of welfare benefits and working for persons subject to immigration control.	**4. Family relationships** Considering evidence required for an application for entry clearance on the basis of marriage and advising the non-settled and settled spouse accordingly. Compiling a checklist of advice. Completing an application form for extension of stay in the U.K. as an unmarried partner. Considering documentation and fee. Student presentations on options available for a family wishing to bring an elderly relative to the U.K. in form of letter of advice. Consideration of client care, funding and ethics in respect of each case study. Discussion of the human rights implications in the area of family relationships. Prior research required.

CHAPTER/LECTURE	SGS
5. Immigration to join family members and British nationality law The immigration rules for marriage applications. The legal and procedural framework. Applications for entry clearance and in-country applications. Procedure relating to marriage in the U.K. Bereavement and domestic violence The legal and procedural framework. Types of application both within and outside the immigration rules. Civil partnerships, non-married partners, fiancé/es and marriage visitors. Children – types of application on behalf of children with and without family members. The sole responsibility test. Other family members. The application of Human Rights issues in all areas of family applications. Appealing against refusals. British nationality law – an introduction to the law and procedure of naturalisation and registration.	**5. British nationality law** The criteria/requirements for naturalisation or registration as a British citizen. Awareness of who is British by birth and who can acquire citizenship by registration. How an individual can become a British citizen through naturalisation. A short quiz looking at factual scenarios and considering whether individuals are British citizens. Client care and costs/funding. Prior research required
6. Asylum I The definition of a refugee – examination of all the elements of the definition. The standard of proof. The cessation clauses and exclusion from Convention protection. The link with human rights issues. The procedure for making an asylum claim. The criteria applied by the UKVI in decision-making and the assessment of claims. The role of the solicitor. Special considerations when representing asylum seekers. Funding of cases. Support and accommodation for asylum seekers. Employment issues for asylum seekers. Outcomes of an application for asylum: Refugee status. Humanitarian Protection. Discretionary Leave. Rights associated with these outcomes in terms of family reunion, travel documentation, rights to work and claim welfare benefits. Refusal of an asylum application – notification of decision, analysing the refusal.	**6. Asylum and human rights I** First interview with an asylum client. Advising on Immigration specification regarding scope of work and completion of Legal Help form. Consideration of the application of the definition of a refugee and human rights issues and advising the client accordingly. Analysis of asylum screening form. Taking instructions with a view to drafting client's preliminary statement and identifying issues and further information for preparation of substantive statement. Discussion of applicable country research. Client care in respect of vulnerable asylum seeker, funding.

CHAPTER/LECTURE	SGS
7. Immigration detention, removal and deportation from the U.K. criminal offences. Detention: Power to and grounds for detention. Lawfulness of detention. Places of immigration detention. Temporary admission/Temporary Release. Bail – Chief Immigration Officer and the First-tier Tribunal (Immigration and Asylum Chamber). Removal following refusal of entry and illegal entry. Administrative removal under s. 10 Immigration and Asylum Act 1999. Law and procedure of removal. Remedies. Automatic and discretionary Deportation. Deportation of EEA nationals. Appeals. Revocation of the order. Criminal offences – an overview. Terrorism offences.	**7. Asylum and human rights II** Analysing a UKVI refusal of asylum. Assessing eligibility for Controlled Legal Representation. Funding considerations. Drafting notice of appeal against a UKVI decision (including grounds for appeal). Consideration of refugee and human rights law. Duties to the client and to the court. Dealing with a certified asylum claim. Identifying the UKVI powers in relation to the claim and advising the client accordingly. Considering challenges to the certification. Funding, client care and ethics in respect of the case studies. Prior research required.
8. Appeals The rights of appeal set out in the relevant legislation. Time limits for lodging appeals. Procedures on appeal – including first hearings and directions. The one-stop process and limitations on one-stop appeals in the legislation. Rights of appeal against refusal – the legal and procedural framework. Preparing for an appeal. Types of refusal: Standard Certification of claims: safe third countries, clearly unfounded asylum and human rights claims. The Tribunal and the appeal procedure in asylum cases.	**8. Immigration detention and criminal offences** Making an oral application for temporary admission to a Chief Immigration Officer. Drafting a bail application to the Tribunal. Analysing further evidence produced on the day of the bail hearing. Presenting the bail application before the court. Tutor will provide feedback on submissions to ensure students have understood the issues. Funding of applications, client care issues, and duties to the court. Preparing memorandum of advice to criminal partner who is representing a recently arrived asylum-seeking client charged with a criminal offence. Prior research required.

CHAPTER/LECTURE	SGS
	9. Administrative removal and deportation Students take role of applicant's solicitor attending at a local enforcement office where a client is detained and threatened with administrative removal. Fact gathering. Taking instructions. Formulating advice to client and an action plan of possible outcomes. Identifying points for negotiation with the Immigration Officer. Consideration of Judicial Review as a remedy. Drafting guidance in form of a memorandum on the possibility of a recommendation for deportation. Assisting a client who is threatened deportation in relation to representations and an appeal. Drafting appropriate documents. Drafting an application to revoke a deportation order. Funding, ethics and client care. Prior research required**.**
	10. Appeals Consideration of the system of immigration and asylum appeals. Students consider the role of solicitor and Home Office Presenting Officer to present an appeal to the Tribunal. Deal with preliminary issues including country research. Seek to make or respond to examination in chief, cross examination and representations. Consider presenting submissions to the immigration judge.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Insurance Law and Practice
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Zelda Pitman
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Advanced Criminal Litigation
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in an insurance department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of insurance law and practice

- To provide further opportunities to practice professional skills appropriate to insurance law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in an insurance department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of insurance law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of insurance law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of insurance law and practice
4. Demonstrate professional skills appropriate to insurance law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Birds' Modern Insurance Law by John Bird
2. Tolley's Insurance Law Handbook by Barlow, Lyde and Gilbert
3. MacGillivray on Insurance Law by Leigh-Jones, Birds and Owen
4. Reinsurance Practice and the Law by the Reinsurance and International Risk team at Barlow Lyde and Gilbert
5. Civil Procedure Rules: The White Book published by Sweet and Maxwell
6. Colinvaux's Law of Insurance by Colinvaux and Merkin

Useful Websites

http://www.bila.org.uk/

http://www.lloyds.com/

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Insurance Law and Practice

CHAPTER/LECTURE	SGS
1. Introduction to Insurance The general principles of insurance law. The history of insurance, its development and how it operates today.	**1. The insurance market and Lloyd's** Exercises involving different types of insurance policies. Considering how policies are bought, together with consideration of the entities and individuals involved in the process.
2. Lloyd's and the London market Considering how Lloyd's and the London Market operate, including the subscription market. Considering how insurance programmes are structured and the role of the individuals involved. Regulation of the insurance industry.	**2. Lloyd's and the London market** Considering how Lloyd's and the London Market operate. Considering regulation of the insurance industry. Applying this knowledge to given scenarios.
3. Principles of insurance law (Part 1) Considering the law in relation to the formation of insurance contracts, the parties' legal rights and remedies. Avoidance and the Duty of Utmost Good Faith in insurance contracts, and the new regime under the Insurance Act 2015. The rules on misrepresentation and non-disclosure for consumers under the Consumer Insurance (Disclosure and Representations) Act 2012	**3. The contract of insurance** Completing a proposal form, considering the questions contained therein. Considering the creation of an insurance policy and the terms it contains. Consideration of the Duty of Utmost Good Faith and the consequences of breach of that duty in the form of non-disclosure or misrepresentation by an insured at inception, under the common law, Insurance Act and Consumer Act 2012.
4. Principles of insurance law (Part 2) Key terms in insurance policies including warranties, conditions and conditions precedent and the effect of breach. Other principles of insurance law to include contribution, double insurance and subrogation.	**4. Creation of the policy** Considering and drafting policy wordings. Exercises on Warranties, Terms (including Exclusions) and Conditions Precedent. Understanding the effect of legislation on those terms.

CHAPTER/LECTURE	SGS
5. Claims I (notifications) Appreciating the factors that might influence an insurer client's approach to claim notifications. Difference between claims made and occurrence policies. The role of claims handlers and solicitors in handling insured claims. Aggregation clauses and the case law that aids interpretation of those clauses.	**5. Policy cover** Considering loss scenarios and whether to accept notification. Exercises on coverage consolidating and applying learning on breach of policy terms and avoidance.
	6. Advising on cover & policy response Activities on insurance fraud, average calculations for underinsurance, and aggregation clauses. Also considering the impact of the SRA's minimum terms of Solicitors PI cover.
6. Claims II (claims handling) Understanding the role of a solicitor in the claims handling process. Appreciating the tactical issues arising in relation to an insurance claim. Consideration of coverage reports, their importance and content.	**7. Acting for insurers** Considering service level agreements and their impact on the work of solicitors representing insurers. Considering the claims handling process and applying it to a new case study, to include reporting to insurers and writing to insureds. Understanding policy limits.
	8. Interviewing, reserving and advising Appreciating the content of a coverage report and the importance of reserving to insurers. Preparing a draft report to include quantifying damages, providing coverage advice to insurers, and calculating a reserve.
7. Reinsurance Considering the distinctive features of reinsurance and the legal principles that apply. Appreciating how reinsurance can impact on underlying policies of insurance, the different types of reinsurance available and how they work, and key terms found in reinsurance policies.	**9. Subrogation and other insurance issues** Considering subrogation in relation to a case study. Exercises on double insurance and contribution and the impact of policy terms on those. Reviewing different types of reinsurance arrangements.

CHAPTER/LECTURE	SGS
	10. Reinsurance Considering legal issues and terms specific to reinsurance policies, in particular claims control and claims co-operation clauses and follow the settlements clauses. Exercise on a coverage dispute involving insurance and reinsurance policies.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

International Trade and Transactions
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Aron Dindol
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Commercial Law and Intellectual Property Law
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in an international corporate or commercial department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of international trade and transactions law and practice

- To provide further opportunities to practice professional skills appropriate to international trade and transactions law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in an international corporate or commercial department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of international trade and transactions law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of international trade and transactions law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of international trade and transactions law and practice
4. Demonstrate professional skills appropriate to international trade and transactions law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

<u>Formative Elements</u>

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Modern Maritime Law and Risk Management; Aleka Mandaraka Sheppard (Informa, 2009);
2. Schmitthoff's Export Trade: The Law and Practice of International Trade; Carole Murray, David Holloway, Darren Timson-Hunt (12th edition); Sweet & Maxwell, 2012);
3. The International Sale of Goods: Law and Practice; Michael Bridge (Oxford University Press, 2013);
4. *Law of International Trade: Cross-Border Commercial Transactions (4th edition); Chuah (Sweet & Maxwell, 2009);*
5. *Transnational Commercial Law; Goode, Kronke and McKendrick (Oxford University Press, 2007);*
6. Benjamin's Sale of Goods (9th edition); (general editor) M. Bridge (Thomson Reuters Legal, 2014);
7. *International Commercial Disputes in English Courts (4th edition); Hill (Hart Publishing, 2010);*
8. *Conflict of Laws (15th edition); Dicey, Morris & Collins (Sweet & Maxwell, 2015); and*
9. Private International Law (14th edition); Fawcett, Carruthers & North (Oxford University Press, 2008).

Useful Websites

http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010

http://www.aaib.gov.uk/home/index.cfm

http://europa.eu/rapid/press-release_IP-10-936_en.htm

https://www.sfo.gov.uk/publications/guidance-policy-and-protocols/bribery-act-guidance

https://www.gov.uk/maib-reports/structural-failure-of-container-vessel-msc-napoli-in-the-english-channel-resulting-in-beaching-at-branscombe-bay-england

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3896/measures-to-counter-piracy.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346014/UK_Exclusive_Economic_Zone.pdf

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: International Trade and Transactions

CHAPTER / LECTURE	SGS
1. Conflict of Laws Part A: Contract Consideration of choice of law and the extent to which parties can choose the governing law of an international commercial contract (and what happens in the absence of such a choice). Part B: Tort The second part of this chapter will provide an introduction to the comparable rules applying to international torts, which will be applied later in the module.	**1. Conflict of laws: contract** Exercises on the governing law in relation to international contracts.
2. Commercial contracts I (Introduction to the sale of goods) Consideration of the main terms of a supply of goods contract, in a business-to-business context. Key provisions of the Sale of Goods Act 1979 ('SGA') (particularly in relation to the statutory implied terms) and of the Unfair Contact Terms Act 1977 ('UCTA') (in relation to exclusion and limitation of liability provisions).	**2. Commercial contracts I (introduction)** Consideration and negotiation of typical terms in an international sale of goods contract by reference to both commercial and legal considerations. To include a close examination of choice of law / jurisdiction clauses, retention of title clauses, exclusion/limitation of liability clauses and other common provisions.
3. Commercial contracts II (E-commerce) Consideration of particular issues which might arise in connection with commercial contracts, including: ▪ Overview of selected provisions of the E-commerce Regulations relating to transactions concluded over the internet; ▪ Recap of issues relating to choice of law and jurisdiction (as covered earlier in the module).	**3. Commercial contracts II (E-commerce)** Problem solving in relation to a transaction conducted online with an emphasis on applying certain E-commerce Regulations. The session will also contain further consideration of applicable law and jurisdiction clauses in a practical context.

CHAPTER / LECTURE	SGS
	4. Aviation I (aviation finance) This SGS will focus on certain financial and funding issues which arise in the context of aviation ventures. This will include means of financing aircraft; different leasing agreements and activities concerning the legal issues and documentation required for an aviation finance transaction.
4. Aviation <u>Part A: The Aviation Industry (An Overview)</u> Providing a brief overview of the industry structure and regulators, together with financing / leasing and an introduction to aviation finance (building on matters covered in SGS 4). <u>Part B: The Carriage of Goods by Air</u> This part of the chapter will focus on the Montreal Convention regime. Key aspects include: • Documentation (air waybills/cargo receipts); • Liability; and • Limitation of liability.	**5. Aviation II (carriage of goods by air)** Practical activities focussing primarily on the carriage of goods by air, drawing analogies with earlier activities re: carriage of goods by sea. The session will, in particular, focus on the Montreal Convention regime and how it applies in practice.
5. The international sale and carriage of goods An overview of key legal, financial and practical issues confronting lawyers and their clients when negotiating and effecting contracts for the international sale of goods. Content includes: • Incoterms (in particular CIF and FOB); • Bills of lading; • The Hague-Visby Rules; and • Payment, in particular focussing on: o Letters of credit; and o Bills of exchange.	**6. The International sale and carriage of goods** A series of practical activities exploring the key legal, financial and practical issues confronting lawyers and their clients when negotiating and effecting contracts for the international sale of goods. The activities will focus on various case studies, highlighting issues which might arise in the context of particular modes of transportation (and, in particular, the carriage of goods by sea).

CHAPTER / LECTURE	SGS
6. Shipping A general introduction to various issues relating to shipping, including funding and charters. This Chapter will in particular cover: UNCLOS and the means by which the use of the seas is regulated. The principal types of cargo and an introduction to the vessels which carry them. The regulation of vessels (including flag state control and port state control). <u>Dry (& Cargo)</u> An introduction to shipping law, introducing topics such as the terms of the contract of carriage; bills of lading; charterparties. <u>Wet (& Hull)</u> To include: • Maritime insurance; • Limitation of liability under the LLMC; • Pollution; and • Salvage.	**7. Shipping I** This SGS will explore the concept of a ship's 'flag', together with the way in which the use and seaworthiness of vessels is monitored and regulated. Through the use of realistic case studies, you will analyse different types of charter agreements and the means by which cargoes are carried by sea. Through the use of developing fact patterns, you will explore the meaning and effect of various shipping law terms including 'freight', 'laytime', 'demurrage' and 'despatch'.
	8. Shipping II Considering complex problems relating to international emergency response, including policy response under relevant insurance policies and limitations of liability. This SGS will also build on SGS 1, considering the law which will be applied to an international tort.

CHAPTER / LECTURE	SGS
7. An introduction to energy law An introduction to the (national, EU and international) regulatory framework affecting the production, distribution and exploitation of oil, gas, liquefied natural gas, electricity, nuclear power and/or renewables. The Chapter will introduce issues of public international law, trade/competition law, land law and environmental law to the extent that they impact upon international energy companies.	**9. Energy law** Students will undertake practical activities building on the Chapter handout, focusing on current issues in Energy Law (for example, competition law, judicial review and regulatory issues). Building on SGSs 1 and 8, this SGS will also consider the law which will be applied to an international tort/environmental claim.
	10. International arbitration Moot / advocacy exercise focussing on international arbitration, by reference to the LCIA arbitral rules. This SGS will build on subjects covered earlier in the module, enabling you to consolidate on your earlier work in the context of a new topic - international arbitration.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Media and Entertainment Law
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Kristie Mathers and Claire Barrand
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Immigration Law
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a media and entertainment law department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of media and entertainment law and practice

- To provide further opportunities to practice professional skills appropriate to media and entertainment law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a media and entertainment law department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of media and entertainment law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of media and entertainment law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of media and entertainment law and practice
4. Demonstrate professional skills appropriate to media and entertainment law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. Carey - Media Law – Sweet & Maxwell 5ed 2010;
2. W.R.Cornish – Intellectual Property: Patents, Copyrights, Trademarks and Allied Rights – Sweet & Maxwell 5ed;
3. Hadwin & Bloy – Law & the Media - Sweet & Maxwell 2007
4. Robertson & Nicol on Media Law - Sweet & Maxwell 4ed 2002;
5. Tom Crone - Law and the Media - Focal Press 4ed;
6. McNae's Essential Law for Journalists - Butterworths 17ed 2003;
7. Bainbridge - Intellectual Property - Longman 5ed 2002;
8. Ann Harrison - Music: The Business - Essential Guide to the Law and the Deals – 6th edition 2014;
9. Donald S Passman – All You Need To Know About the Music Business – Penguin 4ed 2004;
10. Nigel Lipton – Music: The Law and Music Contracts – CLT 1ed 2000;
11. Simon Gardiner – Sports Law – Cavendish Publishing 2ed 2001.

Useful Websites

www.medialawyer.press.net (subscription service via the Click Library)

www.guardian.co.uk/media (free subscription service)

www.musictank.co.uk

www.bbc.co.uk/radio1/onemusic

www.bpi.co.uk

www.ofcom.gov.uk

www.ukfilmcouncil.org.uk

www.ipo.gov.uk

www.ipso.co.uk

www.cap.org.uk

www.asa.org.uk

www.bacc.org.uk

www.ppluk.com

www.prsformusic.com

www.musiciansunion.org.uk

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Media and Entertainment Law

CHAPTER/LECTURE	**SGS**
1. Copyright, moral rights & performers' rights Aspects of copyright law & moral rights under the Copyright Designs and Patents Act 1988 (CDPA), as amended including infringements, defences and remedies.	**1. Copyright & moral rights** Advising clients on issues relating to copyright and moral rights in various works. Requirements for protection of those rights and practical considerations. To identify types of infringement, liability and the remedies and defences available. Developing an appreciation as to how different copyright works sit together and how copyright is managed and exploited in the media and entertainment industry. Understanding methods of commercial exploitation of copyright works by way of licences and assignments
2. Music industry Overview of the music industry. Ownership and exploitation of rights in musical compositions and sound recordings. Rights in Music Publishing, Recording Agreements and Management Agreements. Issues of contractual negotiation and drafting in the entertainment industry, including: i) equality of bargaining power; ii) undue influence; iii) restraint of trade;	**2. Performers' rights & music industry I** Considering rights in performances, performers' moral rights and how performers are paid. Looking at an overview of the music industry and the respective roles of the relevant participants. General considerations in negotiating and enforcing contracts in the entertainment industry (specifically the music industry), focussing on undue influence as applied in the context of management agreements. Review of the role of managers and key terms within a management agreement.

CHAPTER/LECTURE	SGS
	3. Music industry II Negotiating a recording agreement. Considering how restraint of trade case law has had an impact on terms of recording and publishing agreements. Reviewing key terms in Publishing & Recording Agreements. Looking at the role of collecting societies and mechanisms for distributing income within the music industry to different participants.
3. Film Overview of the film industry and the main stages and agreements involved in film development, financing and production. Explaining rights in underlying works and contents clearances and the film distribution process, including sales agency and exploitation 'windows'.	**4. Film I** Considering the life-cycle of a typical film and the solicitor's role in the process. Considering the purpose and key terms of an option and assignment agreement. Detailed review of the key terms of a writer's agreement.
	5. Film II Forms of financing and methods for securing return of investments. Reviewing and considering key terms of a Production, Financing and Distribution Agreement ("PFD") and the competing interests of the typical parties to the agreement. Considering difficulties that may arise during production or distribution and resolving those difficulties with reference to general copyright law as well as the terms of a PFD.
4. Defamation Principal concerns under the law of defamation and the effect on the media. Consideration of the Defamation Acts 1996, 2013 and internet defamation. Defences and remedies. Introduction to malicious falsehood. Relevant procedural aspects including 'Offers of Amends'. Aspects of media self-regulation. The role of the Ofcom Broadcast Code and IPSO.	**6. Defamation** Discussion of defamation and the media through case examples including internet libel. Considering and applying available defences, in particular the defences under the common law and statute. Introducing the tort of malicious falsehood.

CHAPTER/LECTURE	SGS
5. Privacy Breach of confidence and developments in the law of privacy. Detailed consideration of evolving case law in the area and the current position as applied by the courts. Consideration and application of the HRA (particularly s. 12) and Articles 8 (right to respect for private and family life) and 10 (freedom of expression) of ECHR in the context of media publications. Media self-regulation and powers of the regulating bodies such as Ofcom and IPSO on matters of Privacy. Protection of personal data via the Data Protection Act 1998. Brief consideration of Protection from Harassment Act 1997 and trespass in the context of privacy.	**7. Privacy** Identifying areas of protection against media invasion of privacy. Advising clients 'in the public eye'. Examining recent case law with activity-based examples of the tort of misuse of private information, data protection and other means of protecting the right to privacy. Considering media self-regulation. The role of the Ofcom Broadcast Code and IPSO.
6. Contempt of court and reporting restrictions A basic review of the law of contempt of court under the Contempt of Court Act 1981 (CCA) and at common law and the 'risk of prejudice'. Considering broadcasting and non-broadcasting media restrictions on the reporting of court proceedings.	**8. Contempt of court** Reporting current affairs and reconciling rights granted under the ECHR, particularly the right to a fair trial and the right to freedom of expression. Identifying areas of potential difficulty for media clients in the law relating to contempt and testing examples of media publications posing a 'substantial risk of serious prejudice' to proceedings with reference to case law examples.
7. Advertising in the media Consideration of various advertising media. Sources of advertising law and application to different forms of advertising. Self-regulation through extra-judicial codes in the advertising industry.	**9. Advertising** Exercises on advertising in the broadcast and non-broadcast media. Identification of content that may breach the advertising codes and likely sanctions that may be applied. Consideration of relevant sources of legislation applicable to advertising, in particular the permissible limits of comparative advertising and the use of trademarks in comparative advertising.

CHAPTER/LECTURE	SGS
8. Sport and sponsorship Introduction to the regulation of sport and associated governing bodies. Consideration of 'image rights' as applied to sporting 'celebrities' and the means of protecting these rights via intellectual property law. Exploitation of sporting success through sponsorship, including the typical structure of sponsorship deals. Endorsement, merchandising and 'ambush marketing'.	**10. Sports and related agreements** Highlighting the overlap between agreements in the music and sports industries and considering key terms relevant to merchandising, sponsorship and endorsement agreements generally and to sports agreements specifically. Considering image rights and the use of trade marks and passing off to protect those rights.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Medical Negligence and Personal Injury
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Anna Corsellis
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	Debt Finance
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a medical negligence or personal injury department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of medical negligence and personal injury law and practice

- To provide further opportunities to practice professional skills appropriate to medical negligence and personal injury law and practice and apply them in client facing contexts
- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a medical negligence or personal injury department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of medical negligence and personal injury law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of medical negligence and personal injury law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of medical negligence and personal injury law and practice
4. Demonstrate professional skills appropriate to medical negligence and personal injury law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

<u>Formative Elements</u>

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. CLP Legal Practice Guides: Personal Injury & Clinical Negligence Litigation, published by CLP
2. Butterworths Personal Injury Litigation Service by Golderein & De Haas et al
3. Personal Injury Pleadings by Curran, published by Sweet & Maxwell
4. Personal Injury Practice and Procedure by Solomon, Middleton and Pritchard, published by Sweet & Maxwell
5. Personal Injury Practice: The Guide to Litigation in the County Court and High Court by Buchan, Kennedy, Woolf et al, published by Tottel
6. Clinical Negligence by Powers & Harris, published by Tottel
7. Clinical Negligence: A Practical Guide by Charles Lewis, published by Butterworths
8. Clinical Negligence by Khan, Robson and Swift, published by Cavendish
9. Personal Injury Law: Liability, Compensation, and Procedure by Peter Barrie, published by Oxford University Press
10. Kemp & Kemp - Quantification of damages (Loose leaf service)
11. Facts & Figures: Tables for calculation of damages, Professional Negligence Bar Association, published by Sweet & Maxwell

Useful Websites

www.lawsociety.org.uk

www.dca.gov.uk

www.highwaycode.gov.uk

www.hse.gov.uk

www.gmc-uk.org

www.bmj.com

http://www.bila.org.uk/

http://www.lloyds.com/

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Medical Negligence and Personal Injury Law

CHAPTER / LECTURE	SGS
1. Introduction to personal injury and clinical negligence claims First interview Sources of evidence Limitation in PI and CN claims Funding claims Costs Acting for minors or protected parties	
2. Road traffic liability Road traffic liability (including liability of drivers, passengers, drivers of emergency vehicles and pedestrians on the highway) Evidential issues in road traffic claims	**1. Road traffic accident claims** Considering first interview with new RTA client Analysing liability and evidence in RTA claim and considering causes of action in the claim Considering funding issues Considering initial steps to be taken in the claim, in accordance with the Personal Injury Pre-action Protocol Considering a letter of claim to the defendant
3.Statements of case Issuing in the County Court or High Court Contents of claim form Contents of particulars of claim Contents of defence Interactive drafting	**2. Commencing a claim** Completing a claim form and particulars of claim in the RTA case study Identifying which documents are required to issue proceedings Critically analysing your particulars of claim in the SGS

CHAPTER / LECTURE	SGS
4. Quantification of damages General damages Special damages How to conduct quantum research Claw back provisions under the Social Security (Recovery of Benefits) Act 1997 Provisional damages and periodical payments	**3. Quantum** Analysing medical reports in RTA case study Conducting quantum research and producing a research note Drafting a schedule/counter-schedule of special damages Considering updated medical report and re-assessing quantum valuation Understanding the claw-back provisions under the Social Security (Recovery of Benefits) Act 1997 Considering Part 36 offers
5.Highways & occupiers' liability Liability of highways authority and private land owners. Defences to such actions	**4. Highways accident claims** Introduction to highways case study Analysing liability and evidence in the case study Understanding a s.58 defence Considering implications of an admission of liability Considering appropriate interim steps.
	5. Drafting defences and instruction of experts Considering badly drafted particulars of claim in the highways case study Drafting a defence in the highways case study. Considering choice of expert(s) in a personal injury case study Considering the selection of experts and when it is appropriate to instruct Considering use of single or joint expert and seeking permission to instruct an additional expert

CHAPTER / LECTURE	SGS
	6. Concluding claims Considering consent orders Considering whether periodical payments are appropriate in the highways case study Understanding the steps to be taken in preparation for trial Conducting an in-house pre-trial review Considering contents of a trial bundle
6. Clinical negligence liability Establishing client's objectives NHS complaints procedure Obtaining medical records Liability of medical professionals to patients (including breach of duty and causation) Informed consent Other causes of action Identifying the correct defendant Experts: (i) Condition and prognosis report (ii) Liability report (iii) Other quantum report	**7. Clinical negligence claims: Claimant** Introduction to clinical negligence case study Analysing liability and causation in case study Advising client in relation to NHS complaints procedure Considering state funding Reviewing the Pre-Action Protocol for Resolving Clinical Disputes Obtaining medical records and consideration of GP records
	8. Clinical negligence claims: Claimant and Defendant Considering what expert evidence needs to be obtained and drafting questions to the expert Considering medical report Considering acting on behalf of Defendant in a clinical negligence claim. (Drafting Instructions to Counsel is a Post SGS exercise)

CHAPTER / LECTURE	SGS
7. Employers' liability Employers' common law duty Employers' statutory duty (including detailed consideration of the Health and Safety Regulations) Evidence of compliance Identifying the correct defendant	**9. Fatal Accident claims** Identifying causes of action in an employers' liability fatal accident claim Analysing liability and evidence in the employers' liability case study Considering relevant Health & Safety Legislation Drafting initial letter of advice Considering in which court to issue proceedings
8. Fatal accidents Claims under Law Reform (Miscellaneous Provisions) Act 1934 (as amended) Claims under Fatal Accidents Act 1976 (as amended) Limitation periods under LR(MP)Act 1934 and FAA 1976 Calculation of damages	**10. Fatal accident claims** Drafting particulars of claim in an employers' liability fatal accident claim Understanding what heads of damage are recoverable in a fatal accident claim Calculating general and special damages in a fatal accident claim Considering defence in a fatal accident claim
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Private Acquisitions
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Matthew Robinson-Smith
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a corporate department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of private acquisitions law and practice
- To provide further opportunities to practice professional skills appropriate to private acquisitions law and practice and apply them in client facing contexts

- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a corporate department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of private acquisitions law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of private acquisitions law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of private acquisitions law and practice
4. Demonstrate professional skills appropriate to private acquisitions law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. CLP Acquisitions (available through Dawson Era via Athens).
2. Butterworths Company Law Handbook.
3. PLC online subscription service, specifically the Corporate Section (via Athens).
4. Tolley's Company Acquisition Handbook (available via Lexis Library).
5. Sinclair, Warranties and Indemnities on Share and Asset Sales.
6. Palmers Company Law (available via Westlaw).
7. Tolley's Company Law (available via Lexis Library).

Useful Websites

Practical Law Company available through on-line library: http://uk.practicallaw.com

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Private Acquisitions

CHAPTER / LECTURE	SGS
1. Introduction General overview of the module and its aims and objectives including how the lectures and SGSs will work. Brief reminder about the differences between share sales and asset sales and the preliminary stages of a transaction including heads of agreement, confidentiality agreements, lock out agreements and the due diligence process. How the case study will work. Auctions including process letters and indicative bids. Different ways of structuring consideration (including completion accounts) and an overview of the methods of payment of the consideration. Use of break fees. Transitional services agreements. Appendix - Sample heads of agreement with exclusivity clause.	
2. Preliminary considerations Requirements for shareholder consent. Particular concerns for a publicly listed buyer or seller. Competition issues, including dealing with a split exchange and completion. Data Protection, what a practitioner needs to know and why.	**1. Introduction to auction sales** Consideration of the principal differences in practice and procedure between a private treaty sale and an auction sale. Identify preliminary considerations, reflecting back to Chapter 2. Introduction to the client being used for the Private Acquisitions course (LTC Holdings Plc ('LTC')) and an introduction to the transaction to be studied during the first half of the course, namely the sale by LTC of the Eurolearn group of companies. Consideration of the use and purpose of confidentiality agreements in an auction and

	identification of the usual clauses contained in such an agreement.
CHAPTER / LECTURE	**SGS**
	2. Advanced due diligence As preparation for the session, students will consider a number of documents relating to Eurolearn for inclusion in a virtual data room. Exercise, building on preparatory work, requiring students (working in groups) to identify areas of potential concern for prospective buyers as revealed by the documents and information provided by LTC. Group presentations on advice to client covering the issues raised during their review including (i) third party contracts with change of control clauses; (ii) contracts with employees and freelance workers; (iii) IP rights; (iv) shared services and intra group trading; (v) debentures and cross guarantees within the LTC group; and (vi) company law issues on an intra-group transfer of assets. Review of a draft Process Letter including a consideration of its purpose and content.
	3. Evaluation of bids and forms of consideration Identification of the advantages and disadvantages of each of a number of indicative bids received by LTC for the Eurolearn group of companies. Consideration of the use of completion accounts and the different methods by which the prospective bidders are proposing to finance the acquisition. Presentations on consequences for LTC (and, in the alternative, for an individual seller of shares) of receiving consideration in different forms, including loan notes, shares and cash. Review of a draft earn-out clause providing deferred consideration. Application of class tests to determine the class of the proposed transaction for a listed bidder.

CHAPTER / LECTURE	SGS
3. Drafting the acquisition agreement: contractual protections A buyer's requirement for contractual protections and limiting the seller's exposure. Effective disclosure following the case of Infiniteland. Vendor protection provisions. Remedies for breach of warranty and misrepresentation. Entire agreement clauses.	**4. Allocation of risk – part one: warranties and indemnities** Pre-SGS activity requiring students (i) to answer a set of questions to test their understanding of the warranties and indemnities and (ii) to review a set of warranties and consider how they might be amended before being incorporated into a share sale agreement being prepared on behalf of LTC as the seller in an auction. Plenary discussion on general categories of warranties and then (following group work/presentations) the purpose of each warranty and the advice which should be given to LTC. Plenary session re-enforcing key elements and considering the use of statements such as 'as far as the seller is aware'. Consideration of a simple tax covenant. Split exchange and completion and consideration of impact on risk allocation
4. Corporate support 1: intellectual property, know-how and confidential information Introduction to the concept of corporate support. Introduction to IP rights. Carrying out due diligence into a target's IP rights. Points to check in relation to IT rights. IP rights issues arising on a share sale and a business sale including IP licences. Restrictive covenants and the requirements for enforceability. Protecting a target's know-how including restricting the activities of the seller and the seller's group. Example of Restrictive Covenants for a director's service contract.	**5. Allocation of risk – part two: disclosure and vendor protection** Preparatory exercise requiring students to i) review general disclosures contained in a disclosure letter from a buyer's point of view, and ii) identify suitable vendor protection clauses and draft certain such clauses. Brief discussion of the purpose of disclosure, practical issues relating to it, and the standard of effective disclosure. Consideration of the general disclosures set out in the draft disclosure letter and discussion about amendments that would be required by a buyer. Brief consideration of the effect of a buyer's knowledge on its ability to sue for breach of warranty. Exercise on drafting specific disclosures based on information revealed in the due diligence process. Review of methods of limiting the liability of, and providing contractual protections for, the seller including consideration of the drafting of certain such clauses.

CHAPTER / LECTURE	SGS
5. Corporate support 2: employment, property and pensions issues The different issues that commonly arise in connection with property and environment aspects of corporate transactions. The different methods by which the buyer ensures the target has good and marketable title to property in the context of a corporate transaction Liability in relation to environmental issues in share and asset sales. The importance of employment and pensions issues in the context of a share sale and a business sale. Due diligence issues that arise during a transaction. Typical warranties and indemnities in the acquisition agreement. Introduction to different types of pension scheme. The effect of a corporate transaction on pension arrangements. Post completion issues.	**6. Report on draft acquisition agreement** Students will be required to work in assigned groups of three in order to carry out a thorough review of a draft acquisition agreement prepared by LTC's solicitors. During this time the students will be acting for the **buyer**. The students will be required to produce a mark-up of the draft acquisition agreement. Areas to be covered include: the title guarantee clause, completion accounts, entire agreement clauses and potential claims for misrepresentation, assignment of warranties, buyer's knowledge, seller's knowledge, vendor protection clauses and disclosure. Using precedents, the students will also be required to draft an appropriate set of restrictive covenants and to identify the key issues to be covered by the pension warranties. Each group will receive feedback on their work.
6. Asset sales The content of a typical asset sale agreement, including the need to identify clearly the assets and liabilities (if any) being transferred. The advantages and disadvantages of transferring debtors and creditors. Alternative methods of dealing with third party contracts, including the effect of non-assignment provisions. Employees, the operation of TUPE and the duty to inform and consult.	**7. Asset sales – legal and commercial issues** Introduction to the second part of the course, which will be a management buyout of the Eurolearn group by way of an asset purchase with private equity funding. Consideration of a selection of clauses to be included in an asset sale including provisions relating to pensions, TUPE, debtors and third party contracts. Discuss issues that may arise for the buyer as a result of all the seller's assets being sold. Post-SGS questionnaire on key issues arising with asset sales.

CHAPTER / LECTURE	SGS
7. Private equity funds and management buyouts What is a Private Equity Fund? Structuring of typical MBO/MBI Concerns of the key players, including the competing interests of the parties involved. Principal documentation. Tax issues in a typical MBO/MBI	**8. Asset sales – tax issues** Discussion of the tax consequences for LTC and Eurolearn of restructuring the sale of the Eurolearn group as an asset sale. Completion of a further exercise designed to test students' understanding of a variety of tax issues commonly arising in asset sales for both the buyer and the seller including, group relief, the use of capital losses within a group, balancing charges and allowances, VAT, degrouping charges and stamp taxes.
8. Tax Interactive lecture in which material covered in the Tax & Group Structures Workbook will be applied to a case study. The role of tax advisers in an acquisition. Common tax issues arising on an asset sale as compared with those on a share sale. Advising individuals on a sale of shares. Analysing group structures for tax.	**9. Private equity and management buyouts** Plenary discussion on the structure of a management buyout including financing by a private equity fund. Consideration of the position of the management team and the duties and obligations to be borne in mind during negotiations. Group debate on the following issues:- • the pros and cons and risks and rewards for management of a private equity backed MBO; and • the role of Private Equity funding in the economy. Brief group discussion regarding the contents of a business plan. Advising the management team on specific questions arising from an investment proposal received from a private equity fund including the tax issues arising as a consequence of the way in which the transaction is being financed. Introduction to an investment agreement.

CHAPTER / LECTURE	SGS
	10. Contractual protections in an MBO Pre-SGS review of a basic investment agreement. Students answer a small number of questions relating to the agreement in order to test their understanding of the provisions contained in it. Detailed pre-SGS review of one of the following: (i) tag along/ drag along provisions; (ii) restrictive covenants and garden leave clauses; and (iii) good leaver/bad leaver provisions. Presentations by individual students on the provision allocated to them followed by questions and answers from the rest of the class. Group activity addressing typical problems that can arise in a transaction to enable the students to explore the differing concerns of the parties engaged in a private equity funded MBO, including issues such as seller's knowledge, management's knowledge and private equity funder's risk assessment. Review of intellectual property and environmental issues.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Private Client (Wills, Probate and Estate Planning)
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching methods		150 notional learning hours, broken down approximately as follows: • Synchronous face to face small group sessions (SGS) (20 hours) • SGS preparation and consolidation (40 hours) • Asynchronous on-line lectures (8 hours) • Chapter and background reading and consolidation (16 hours) • Independent learning and reflection (20 hours) • Revision and assessment (46 hours)
Programme		LLM Legal Practice (Solicitors)
Module Leader		Alison Adams
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Upon successful completion of this module, students will have a detailed and practical knowledge of the law necessary to undertake the work of a trainee solicitor in a private client department.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals.

Educational Aims

The principal educational aims of this module are:

- To practically apply the knowledge and principles of private client (wills, probate and estate planning) law and practice
- To provide further opportunities to practice professional skills appropriate to private client (wills, probate and estate planning) law and practice and apply them in client facing contexts

- To equip students to understand the principal legal, procedural and practical issues that may arise when undertaking the work of a trainee solicitor in a private client department

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate a comprehensive and systematic knowledge of private client (wills, probate and estate planning) law and practice and its application to current professional legal practice
2. Apply critical thinking and analysis of areas of private client (wills, probate and estate planning) law and practice including handling primary and secondary source information and data from legal and non-legal sources, to offer advice and solutions which best address a client's needs
3. Recognise and act appropriately when faced with ethical and professional conduct issues affecting areas of private client (wills, probate and estate planning) law and practice
4. Demonstrate professional skills appropriate to private client (wills, probate and estate planning) law and practice including recognising the limits of personal competence and seeking supervision where required
5. Demonstrate the ability to study autonomously showing the self-direction needed for continued professional development

The learning outcomes above incorporate the more detailed learning outcomes set out by the SRA for LPC elective modules, which can be found at Appendix I.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	X	x	x		
Cognitive Skills	X	x			
Professional Skills and Attitudes	X	x	x		
Transferable skills	X	x	x		

Mode of Assessment

Formative Elements

- 1 x three hour unsupervised written exam to be self-marked against a clear model answer.

Summative Element

- 1 x three hour supervised written assessment.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Key Reading

The core materials for this module will be provided by BPP. This will include chapter handouts and classroom materials containing examples and activities which allow students to consolidate their understanding of the material and prepare for the assessment.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module

1. CLP: Cousal and King, Private Client: Wills, Trusts and Estate Planning
2. The Encyclopaedia of Forms and Precedents
3. Sherrin et al, Williams on Wills
4. Yeldham et al, Tristram and Coote's Probate Practice
5. Butterworths, Wills Probate & Administration Service
6. Simon's Direct Tax Service

Useful Websites

www.hmrc.gov.uk

www.justice.gov.uk/courts/probate

INDICATIVE SCHEME OF WORK

In some instances information regarding content of the module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Private Client (Wills, Probate and Estate Planning)

CHAPTER/LECTURE	SGS
1. Inheritance (Provision for Family and Dependants) Act 1975 and intestacy The Inheritance (Provision for Family and Dependants) Act 1975 Review of the intestacy rules.	
2. Taxation A review of the taxation of lifetime gifts and death estates (income tax, capital gains tax and inheritance tax). Tax planning during lifetime and through wills. Explanations of residence, domicile and the remittance basis of taxation.	**1. Wills and tax planning** Identifying issues and client's goals Calculating the inheritance tax on death Advising on the distribution of an estate Advising a client on the reasons for making a will Evaluating methods of saving tax by lifetime giving.
	2. Inheritance (Provision for Family and Dependants) Act 1975 Role play of an interview with a client relating to the distribution of property on death and claims under the Inheritance (Provision for Family and Dependants) Act 1975 Extracting and identifying relevant information Advising on issues arising.
3. Will drafting An introduction The reasons for making a will Formal requirements Solicitors' duties Taking instructions Planning and structure of will Drafting legacies and gifts of residue The administrative clauses.	**3. Will drafting I** Critiquing a defective will and considering appropriate amendments Recognising different types of legacies and explaining their characteristics Identifying will drafting pitfalls Considering administrative provisions Consideration of how to execute a will leading into a role play to explain execution procedures.

A review of execution, incorporation, codicils, alterations and revocation.	
	4. Will drafting 2 Reviewing the will precedents. Drafting a will using precedents. Selecting and adapting clauses to meet the client's requirements Considering execution where the testator is unable to read.
4. Discretionary trusts A review of discretionary will trusts and lifetime settlements Identifying and drafting beneficial and administrative provisions and advising on related tax consequences A review of post death arrangements, two year discretionary trusts and precatory trusts.	**5. Discretionary will trusts and lifetime settlements 1** Trustee powers Understanding the nature of discretionary trusts and their general taxation regime Common trust drafting issues Analysing the taxation and practical issues arising from the creation of a discretionary will trust or lifetime settlement.
	6. Discretionary will trusts and lifetime settlements 2 and two year discretionary trusts Trustee powers Advising on the tax consequences of an exit from the trust and a 10 year periodic charge Advising on the completion of a deed of appointment relating to the distribution of a part of the trust fund Drafting the deed of appointment Advising a client on a two year discretionary trust.
5. Life interest will trusts and lifetime settlements, trusts for bereaved minors and other trusts for young persons A review of life interest will trusts and lifetime settlements and trusts for bereaved minors and other trusts for young persons Selecting an appropriate trust, identifying and drafting beneficial and administrative provisions and advising on related tax consequences.	**7. Life interest trusts and trusts for young people** Trustee powers Analysing the taxation and practical issues arising from the creation of a life interest will trust and lifetime settlement Calculating the inheritance tax consequences under s. 49A IHTA 1984 on the death of a life tenant Analysing the taxation and practical issues arising from the creation of trusts for bereaved minors and other trusts for young persons, and advising on the distribution of funds during the currency

	of the settlement and on a beneficiary attaining a vested interest. Consideration of drafting issues
6. Administration I A review of the pre-grant steps of an administration of an estate.	**8. Administration 1 – taxable estate** Advising a client on matters arising during the administration and identifying and drafting any relevant documentation to include the relevant oath and IHT 400.
7. Administration 2 A review of the post-grant steps of an administration of an estate.	**9. Administration 2 – taxable estate** Continuing in the administration of a taxable estate, to include consideration of issues arising and relevant documentation. Advising on the steps required to complete the administration of the estate.
8. Lasting powers of attorney	**10. Administration 3 – excepted estates and matters arising during the administration** Advising a client on matters arising during the administration and identifying and drafting any relevant documentation to include the relevant oath and IHT 205 Advising a client on making a Lasting Power of Attorney.
Formative lecture (asynchronous on-line) Taking students through a suggested answer to a formative exam paper to consolidate and revise the whole module.	**Consolidation** Various activities consolidating on the material covered in the module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.

Appendix 1

SRA Learning Outcomes for Elective Modules

At the end of an elective, successful students, under appropriate supervision, should be able in the context of the area(s) of law and practice studied on the elective to:

1. demonstrate their knowledge and understanding and employ the applicable skills in the elective's area(s) of law and practice
2. use the legal knowledge, skills, procedures and behaviours appropriate to each client and each transaction or matter
3. identify the overall nature of the transaction, then plan and progress that transaction or matter through a series of steps and decisions including, where appropriate, drafting documentation
4. identify the client's goals and alternative means of achieving those goals, and deal appropriately with client care
5. investigate and identify the relevant facts, research and identify the relevant legal issues, and advise the client on the legal consequences
6. recognise conduct issues and act within the Code of Conduct
7. identify the client's reasonable expectations as to quality and timeliness of service.

Business Management and Strategy
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching Methods		150 notional learning hours, broken down approximately as follows: • Asynchronous on-line independent learning sessions (ILS), including revision session (21 hours) • Preparation for ILS (13 hours) • Self-study case studies (including asynchronous on-line sessions) (21 hours) • Synchronous online tutorials with tutor at key points throughout the course (to cover induction and consolidation) (5 hours) • Independent research for the assessment (80 hours) • Asynchronous on-line independent research training (10 hours)
Resources (remove this section when re-producing in Programme Handbook)		Samidha Malhotra is the module leader. Tutors for this module will be Samidha Malhotra together with other tutors from the LPC and Business School teams, as required.
Programme		LLM Legal Practice (Solicitors)
Module Leader		Sam Malhotra
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

Good business management and an understanding of business strategy are increasingly being recognised by law firms and their clients alike as essential skills for lawyers today.

Not only do lawyers need to understand and manage their own business and external business environment but, crucially, they must appreciate how their clients operate, both internally and within their industry. Understanding and matching key aspects of the external environment with the internal

resources and competencies of a business are inter-related skills and key to understanding and developing strategies and managing a business.

This module focuses on providing students with the ability to understand key concepts in business management and strategy and to critically analyse and evaluate management practices and the external and internal business environments of a company. The objective being to equip prospective legal professionals with a broad understanding of the principal strategic considerations on which a client's business may be based and to analyse key elements of law firm strategy and management including client relationship management, project management etc.

Upon successful completion of this module, students will have a detailed and practical understanding of how managerial and strategic theories and concepts are successfully applied in practice both in the context of professional legal practice and business generally. Students will develop their research skills to a higher level and the critical analysis skills necessary to properly evaluate the data presented, within the context of the relevant theories and concepts, and synthesise reasoned and supportable conclusions.

Students will be required to read relevant chapters of a strategy textbook or relevant business management articles and work their way through a number of strategy case studies on different companies/industries and realistic management scenarios. Such case studies/scenarios ensure that students understand the relevant business management and strategy principles and can apply them in the context of real companies/realistic scenarios. In addition, they will be directed to a number of key articles/talks to read/listen to for both strategy and business management. Students will then receive tutor input on their reading and key aspects of the course through the 10 on-line asynchronous ILS set out under the Scheme of Work below, synchronous on-line tutorials at key points during the course and further asynchronous on-line ILS comprising tutor led reviews of case studies that students have considered (all of which will help students with their understanding and their preparation for the assessment).

Each ILS will follow the learning process familiar to LPC students. ILS will incorporate some preparatory work (predominately short readings from the strategy textbook, seminal texts or academic articles), followed by a lecture recording (which will expand on the detail of the underlying theories and concepts) and, finally, small group session (SGS) type activities - based on real-life and simulated case studies - which demonstrate how the theories and concepts are successfully applied in practice both in the context of the professional legal practice and business generally.

Educational Aims

The principal educational aims of this module are to:

- Develop a critical understanding of business strategy, expose students to contemporary thinking on strategy and to facilitate the critical application of theory and models of strategy to an organisation.
- Develop a critical understanding of project management theories, concepts, tools and techniques and to facilitate the critical application of the relevant theories and concepts relevant to legal professionals.

- Develop a critical understanding of client relationship management and business development tools and techniques and to facilitate the critical application of tools and techniques relevant to legal professionals.
- Develop a critical understanding of the office environment within professional services firms, managing people and the fundamentals of leadership, methods of developing personal brand and reputation and to facilitate the critical application of the relevant theories and models to an organisation and legal professionals.
- Enhance research and presentation skills, providing students with techniques to enable them to select appropriate research methods and methodologies for the required research and articulate detailed and complex information in a clear and engaging manner.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate an in-depth and systematic understanding of strategic concepts relevant to the analysis of the internal and external environments and use these to identify sources of competitive advantage and actions for improvement where appropriate.
2. Analyse and critically evaluate complex strategic issues in business management and strategy and make sound judgments in the absence of complete data, demonstrating a high degree of logic and responsible decision making.
3. Systematically evaluate strategic direction and strategic options in complex business environments to inform management practice and decision making by demonstrating ways in which an analysis of the client's business and an understanding of the client's needs and expectations can be utilised by legal professionals for business development and to build and better manage client relationships.
4. Apply knowledge with originality to build a complete, convincing argument from the ground up, including building a complete and convincing critique of the argument.
5. Gather, appraise and integrate concepts from multiple academic and practitioner sources in order to extract meaning in relation to strategic business issues.
6. Conduct thorough research with precision in the choice of methods and methodology.
7. Communicate conclusions clearly and effectively to specialist and non-specialist audiences.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes*:*

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**

Knowledge and Understanding					
Cognitive Skills					
Professional Skills and Attitudes	x			x	x
Transferable skills	x	x	x		

Mode of Assessment

Formative Element

There will be no formative assessment but students will practise applying the models and theories discussed throughout the module by looking independently at case studies that accompany the majority of the module tutorials (in each case, with the opportunity to then attend a tutor led asynchronous on-line ILS reviewing the same). In addition, students will have access to:

- sample papers on the VLE;
- 2 x 2 hour synchronous on-line consolidation tutorials at separate points during the course during which they can interact with a tutor;
- 1 hour asynchronous on-line revision lecture which takes students step by step through the assignment question and offers guidance as to how students might approach each section as well as general information regarding referencing, format, the submission process, etc. This also offers a recap of the key points from the course that are likely to be most relevant to them when writing their assignment;
- Asynchronous on-line self-study materials on business research methods which offer guidance on multiple research methods that might be employed for the assessment; and
- One to one meetings with tutor regarding the subject matter and coverage of the assignment.

Summative Element

This module is assessed through the completion of one graded element. This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

The summative assessment will be a research and written report project of –up to 3,000 words, which is 100% of the module grade.

To satisfy the requirements of this module students are invited to carry out substantial research into and analysis of a company and industry of their choice and to provide a written professional business report of no more than 3,000 words on their findings in a form suitable for presentation to the client relationship team charged with building the client relationship with that company.

The report should be a professional report which answers specific questions posed to them in the assignment. The Examiner will pose questions across a range of topics from the module and marking guidance, indicating clear assessment criteria, will be provided within the assignment. The report is also a research and report assignment that requires students to carry out significant independent, self-guided, research into both the industry and the company selected by them using established research techniques (which students receive guidance on via the asynchronous on-line self-study materials on business research methods) and taking into account the assessment criteria.

Within their report the students are required to show their understanding of the underlying theories, concepts and relevant models as well as demonstrating critical analysis skills, evaluation skills, the ability to conduct research with precision in the choice of methods and methodology appropriate to offer a well-researched and nuanced insight into their chosen company and industry and to identify emerging issues and synthesise reasoned and supportable conclusions on the basis of that self-guided research. Moreover, students are required to demonstrate the ability to make sound judgements in the absence of complete data and to demonstrate originality in the application of knowledge by using the results of their research and their analysis to formulate commercially sound, reasoned and justified strategic recommendations for the client company and suggestions for the legal advisers as to how they might use such information to further develop the client relationship. Such conclusions must be communicated clearly to these specialist and non-specialist audiences. The work must be original and where reliance is placed on the work of others this must be fully referenced to the relevant sources (books, journal articles and web resources). Assignments will normally be published 2 months prior to the stated submission date and time and completed assignments are submitted electronically and anonymously via the VLE into the TurnItIn® system which produces an originality report on each assignment submitted.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts as 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook.

Students who do not achieve a pass mark are permitted to edit and resubmit their assignment at the next reasonable entry date following the publication of their fail results. Resubmitted assignments are marked using the Marking Criteria but pass marks are capped at 50%. Students are only permitted two attempts at resubmission.

Key Reading

Students will be provided with a copy of, or access to, '**Contemporary Strategy Analysis**', Robert M Grant (currently the 9th edition, 2016).

Students must also work through the on-line business research methods session on the Business Management and Strategy VLE page which gives an overview of the different business research methods that could be employed in their assessment. Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

- Porter, M.E. (1996) – '**What is strategy?**', Harvard Business Review 74 (6), November-December pp. 61-78.
- John Kay, '**The Structure of Strategy**', Business Strategy Review, Volume 4 Issue 2, 1993, pp. 17 – 37.
- Henry Mintzberg and James A. Waters, '**Of Strategies, Deliberate and Emergent**', Strategic Management Journal, Vol. 6, No. 3 (Jul. - Sep., 1985), pp. 257-272.
- Aneel Karnani, '**Controversy: The Essence of Strategy**', Business Strategy Review, Volume 19 issue 4, 2008, pp. 28 – 34.
- George Yip and Gerry Johnson, '**Transforming Strategy**', Business Strategy Review, Volume 18 Issue, 2007, pp. 11 – 15.
- Browne, J. (2006) "**Making Sense of Big Business**," Business Strategy Review, Volume 17 Issue 3, pp. 52 - 56.
- Collins, J.C. and Porras, J.I. (1996) '"**Building your company's vision**", *Harvard Business Review*, September-October, pp.65-77.
- Crainer, S. (2006) "**Interview: Keeping Score**," Business Strategy Review, Volume 17 Issue 3, pp. 44 – 50.
- Kaplan, R.S. and Norton, D.P. (2007) "**Using the Balanced Scorecard as a Strategic Management System"**, *Harvard Business Review*, July-August, pp.150-161.
- Martinez, J.L. and Carbonell, M. (2007) "**Value at the Bottom of the Pyramid**," Business Strategy Review, Volume 18 Issue 3, pp. 50 – 55.
- Smith, N.C. and Ward, H. (2007) "**Corporate Social Responsibility at a Crossroads?**" Business Strategy Review, Volume 18 Issue 1, pp. 16 – 21.
- Jacobides, M.G. (2008) '**Building Architectural Advantage: Don't just compete in your sector. Shape your sector and win!**', Aim White Paper, London Business School.
- Porter, M.E. (2008) '**The Five Competitive Forces that Shape Strategy**', Harvard Business Review, January, pp.57-71.
- Neilson, G.L., Martin, K.L. and Powers, E. (2008) '**The secrets to successful strategy execution**', Harvard Business Review, June, pp.61-70.
- Barney, J.B. (1991) **'Firms' resources and sustained competitive advantage**', *Journal of Management*, 17, 99-120.
- Baretto, I. (2010) '**Dynamic capabilities: a review of past research and an agenda for the future'**, *Journal of Management*, 36(1), 256-80.
- Peterlaf, M.A. (1993) '**The Cornerstones of Competitive Advantage: A Resource-Based View'**, *Strategic Management Journal*, Vol. 14, pp. 179–92.
- Priem, R. and Butler, J. (2001) '**Is the resource based 'view' a useful perspective for strategic management research: yes?**'*, Academy of Management Review*, 26(1), 41-56.
- Huselid, M.A. and Becker, B.E. (2011) **'Bridging Micro and Macro Domains: Workforce Differentiation and Strategic Human Resource Management**', *Journal of Management*, Vol.37, No.2, pp.421-428.
- Sanchez, R. and Mahoney, J.T. (1996) '**Modularity, Flexibility, and Knowledge Management in Product and Organization Design'**, *Strategic Management Journal*, Vol. 17 (Winter Special Issue, 1996): pp. 63-76.

- Likierman, A. (2009) '**Successful Leadership — How Would You Know?**' *Business Strategy Review*, Volume 20 Issue 1, pp. 44 – 49.
- Eisenhardt, K.M. and Martin, J.A. (2000) '**Dynamic Capabilities: What Are They?**', Strategic Management Journal, Vol. 21, pp.1105-21.
- Frei, F.X. (2006) **'Breaking the tradeoff between efficiency and service**', *Harvard Business Review*, November, pp.92-103.
- Kaplan, R.S. and Anderson, S.R. (2004) '**Time-driven activity-based costing**', *Harvard Business Review*, November, pp.131-138.
- Hassett, J 2013, **'Key Issues in Legal Project Management'**, Of Counsel, 32, 8, pp. 6-10.
- Bryman, A and Bell, E (2015) **'Business Research Methods'**, 4th ed, Oxford, Oxford University Press.
- Saunders, M, Lewis, P and Thornhill, A (2016) **'Research Methods for Business Students'**, 7th ed, Essex, Pearson Education Limited.

Plus students will, from time to time, be directed to relevant contemporary articles relating to current state of the legal profession from bodies such as The Law Society (current examples include the Law Society's report on 'The Future of Legal Services' published in January 2016 and the LexisNexis Bellwether 2015 report on 'The Age of the Client').

Recommended Journals:

Business Strategy Review

Harvard Business Review

Journal of Business Research

Journal of Management

Sloan Management Review

Strategic Management Journal

Web Resources:

www.aomonline.org

www.bized.co.uk

www.businessballs.com

www.youtube.com

INDICATIVE SCHEME OF WORK

In some instances information regarding the content of this module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Business Management and Strategy

Syllabus

	Topic	**Learning and Teaching**
	Introduction to Business Management and Strategy Module	This synchronous on-line tutorial with a Business Management and Strategy tutor includes: an introduction to the tutor and the scope and content of the module; an explanation of course structure, resources, how to navigate the VLE to access materials; considering how students might approach and manage the course and what's expected from students in terms of commitment; an introduction to the assessment (the format, word count, the overall aim, how it relates back to the course content and some initial guidance regarding scope, etc.); directing students to the compulsory asynchronous on-line business research methods session on the Business Management and Strategy VLE page which gives an overview of the different business research methods that could be employed in the assessment; and. confirming tutor availability to students and inviting them to contact the tutor at any point if they have questions about the course or wish to discuss the summative assessment in due course.
1	**Introduction to Concept of Strategy and Relevance for Lawyers**	This asynchronous on-line ILS includes:

	Consider and understand: • course plan and overview; • importance of strategy for lawyers; • meaning and components of 'strategy'; and • quest for competitive advantage.	results of American Bar Association survey of law firm clients illustrating importance of understanding client business strategy; defining 'strategy' and review of strategy categories; introduction to internal and external business environments and role of strategy in linking both; SWOT analysis; and combining internal resources and capabilities to deliver maximum shareholder value. There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
2	**Goals, Values and Performance** Consider and understand: • strategic relevance of goals, values and performance; • distinction between motivators and goals; and • quest for value.	This asynchronous on-line ILS includes: rationale for pursuit of profit as primary strategic goal and its appropriateness; motivation provided by corporate mission and vision statements; combining value creation for customers with value creation for business, and defining stakeholder approach to strategy; importance of strategy implementation; value of corporate social responsibility and social legitimacy; and strategic linkage between values and profitability. There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
3	**Industry Analysis: The Fundamentals** Consider and understand:	This asynchronous on-line ILS includes:

	• industry scope and boundaries for competitive analysis; • Porter's '5 forces of competition'; and • key success factors	the importance of industry analysis, including PEST factors, in finalizing strategy; identifying sources of profit and relevant macro-level factors; analyzing sources of profit through Michael Porter's '5 forces of competition'; contrasting potential new entrant threat, substitute competition threat and industry rivalry; defining geographical and sectoral industry boundaries; and deducing key success factors. There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
4	**Analysing Resources and Capabilities of the Business** Consider and understand: • strategic relevance of resources and capabilities; • global brands; and • tangible, intangible and human resources.	This asynchronous on-line ILS includes: assessment of roots of competitive advantage from a mix of key success factors offered by external business environment and internal resources and capabilities; distinction between resources and capabilities; comparison of strategic relevance of tangible, intangible and human resources; exploiting strategy potential offered by global brands; and applying human resources to competitive advantage objective; identifying superfluous strength and strategic adjustment. There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
	Consolidation Tutorial 1	This synchronous on-line consolidation tutorial includes:

		consolidation of the key points raised on the course to date and drawing the links between goals, values and performance and the component parts of strategy (so a profound understanding of the business environment of the firm and the firm's internal resources and capabilities); understanding the relevance of the sessions covered to date in terms of the summative assessment question; reminding students of the compulsory asynchronous on-line business research methods session on the Business Management and Strategy VLE page which gives an overview of the different business research methods that could be employed in the assessment; checking on progress through the course; and tutor answering general queries regarding the course
5	**Strategic Implementation and Current Trends in Strategic Management** Consider and understand: • organizational structures and management systems; • division of labour, specialization and coordination; and • hierarchy and people	This asynchronous on-line ILS includes: role played by organizational structures and management systems in business strategy implementation; importance of strategic planning system, operating plan, and method for resource allocation; contrast between autocratic and democratic systems for strategic planning; accommodation of conflicting concepts of division of labour and task coordination through organizational structure; strategic relevance of worker interdependence; and new trends in strategic management. There is an accompanying case study for this ILS which students will study independently,

		followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
6	**Sources and Dimensions of Competitive Advantage** Consider and understand: • creation and destruction of competitive advantage; • sources of change; • isolating mechanisms; • value chain; and • industry life cycle.	This asynchronous on-line ILS includes: detailed analysis of competitive advantage; erosion of competitive advantage by competition and isolating mechanisms to maximize period of sustained advantage; strategic relevance of assessing cost drivers; use of value chain for assessment; establishment of competitive advantage through differentiation; social/psychological motivation for customer buying behaviour; importance of industry life cycle to strategy; and readiness for strategic change and threat from competency trap. There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
7	**Global Strategy and Diversification: Mergers, Acquisitions and Strategic Alliances** Consider and understand: • global strategy: opportunities and challenges; • comparative advantage theory • diversification; • economies of scope; and • mergers and acquisitions vs strategic alliances.	This asynchronous on-line ILS includes: clarification on distinction between mergers and acquisitions; mergers and acquisitions as a tool of strategy, and comparison with strategic alliances; globalization as a threat and an opportunity; international fragmentation of value chains; relevance of theory of comparative advantage and of global localization; and diversification conundrum; economies of scale vs economies of scope.

		There is an accompanying case study for this ILS which students will study independently, followed by the opportunity to listen to a tutor led asynchronous online ILS reviewing the same.
	Consolidation Tutorial 2	This synchronous on-line consolidation tutorial includes: consolidation of the key points raised on the course since the last consolidation ILS and drawing the links between analysis of external and internal environment of the firm (as explored in earlier sessions) and competitive advantage and implementation; understanding the relevance of the ILS covered to date in terms of the summative assessment question; reminding students that, if not already completed, they should now complete the compulsory asynchronous on-line business research methods session on the Business Management and Strategy VLE page which gives an overview of the different business research methods that could be employed in the assessment;checking on progress through the course; and tutor answering general queries regarding the course and the summative assessment
8	**Project Management: A driver of law firm efficiency and profitability** Consider and understand: • nature and role of 'business case'; • work structures and critical path analysis; • estimating, planning and scheduling; and • project manager, global and virtual project teams.	This asynchronous on-line ILS includes: an explanation of importance of efficient project management within law firms; analysis of client needs; review of preparations and risk management; and assessment of trends including virtual project teams.
9	**Managing Client Relationships**	This asynchronous on-line ILS includes:

	Consider and understand: • changing needs and expectations of law firm clients; • building rapport and trust; • improving client communications; and • client retention and management.	analysis of key components for effective client relationship management; devising law firm strategy to respond to client demands; development of client communication skills; importance of understanding client business; and achievement of trusted adviser status.
10	**Effective People Management, Business Development and the Law Firm Environment: A Driver for Personal and Firm Success** Consider and understand: • developing a personal brand within a law firm; • the role of business development; • interaction within professional services workplace environment; and • giving and receiving instructions effectively.	This asynchronous on-line ILS includes: analysis of office environment within professional services firms; workplace etiquette; methods for developing personal brand and reputation with clients and colleagues; and understanding role and importance of business development.
	Revision	This asynchronous on-line ILS includes: understanding the online assessment resources available to students and guidance as to referencing, word count and report layout and the submission process itself; understanding the assignment requirements (the purpose, the general approach, the marking criteria; directing students to where they can find the assessment question and taking students step by step through the assignment question with general guidance as to how students might approach each section; a final reminder to students that they must complete the compulsory asynchronous on-line business research methods session on the Business Management and Strategy VLE page before they start the assignment; and

		a recap of some of the key points considered on the course and useful signposts from the primary textbook with some suggestions to help students get started with additional reading

Clinical Legal Education
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching Methods		150 notional learning hours, broken down approximately as follows (these hours will vary per clinic): • Self-study workbooks (2 hours) • Asynchronous on-line lecture (2 hours) • Synchronous face to face small group sessions (SGSs) (4 hours) • Asynchronous on-line independent learning sessions (ILS) (2 hours) • Meetings (supervision/review/client) (8 hours) • Team meeting (unsupervised) (6 hours) • Independent casework, legal research and drafting (34 hours) • SGS and ILS preparation and consolidation (3 hours) • Independent learning (including completing reflective log and work on portfolio) (89 hours)
Resources (remove this section when re-producing in Programme Handbook)		Diana Kirsch and Shaila Pal are the module leaders. Tutors for this module will be Diana Kirsch, Shaila Pal together with other tutors from the BPTC, LPC, and Pro Bono teams as required.
Programme		LLM Legal Practice (Solicitors)
Module Leader		Diana Kirsch and Shaila Pal (joint)
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

The Clinical Legal Education module ('CLE') gives students the opportunity to work on live and/or simulated cases under supervision while studying for the LLM Legal Practice (Solicitors). The aim of the module is to develop and enhance students' ability to practically apply the law and to help prepare them for practice.

Students will develop skills that are essential for their future career and valued by employers. Students will carry out tasks associated with the conduct of legal casework. This can include: interviewing clients and witnesses, legal research, drafting letters of advice and correspondence, drafting witness statements, instructing experts and counsel, representation at court and case and file management.

Students will be encouraged to think creatively in their approach to solving client problems. The clinical placement also requires team working of the kind essential in any organisation. Students will learn a range of skills that are transferable to a range of settings.

Students will undertake supervised work in one of several legal clinics including the Criminal Appeals Clinic, the Enterprise, Family and Housing Clinic, and the Human Rights & Immigration Clinic. Students will therefore develop their knowledge of a particular area of law and its practical application.

Key information

All of the clinics provide free advice and representation to people who would otherwise struggle to have access to justice and will therefore also help to address the issue of unmet legal need. Students will have the opportunity to choose one of three clinical settings. The clinics cover different areas of law but each clinic will offer students an equivalent experience.

In the Enterprise, Family and Housing Clinic ('EFHC'), students will advise up to three clients. Each client's case will raise different legal issues which will require students to master a number of discrete areas of law in a short period of time. The Human Rights and Immigration Clinic ('HRIC') and the Criminal Appeals Clinic ('CC') both give students the opportunity to work on a single case in greater depth focusing on very specific issues within one area of law. Depending on the case, students will have the opportunity to interview clients or witnesses, research the law, conduct evidential and case analysis and draft legal documents. Full details of each clinical option are provided below.

All three clinical options provide students with a unique opportunity to develop their knowledge and skills in a highly structured and supervised environment. They will receive the same level of feedback on their work and will be encouraged to reflect and develop their skills over the course of the placements. As such each clinical option enables a student to work on a variety of legal issues, with equivalent workloads and legal complexity.

<u>Attendance</u>

Attendance on the CLE module is compulsory. Every student is expected to attend 100% of synchronous face to face SGSs, team meetings and supervised meetings. This attendance requirement is necessary because of the unique nature of this module. Students will be working on either live or simulated cases as part of a team. It is crucial, in particular on live cases, that students attend all sessions and complete

allocated tasks promptly and to a high professional standard to ensure that the case progresses properly. This will ensure the client's best interests are served.

Further, as the module is assessed by way of a reflective portfolio, students will be unable to complete the portfolio if they miss meetings and fail to complete allocated tasks on time as there will be insufficient opportunities for proper reflection.

If a student's attendance falls below 80%, they are not permitted to complete the module or submit their reflective portfolio for assessment. If attendance is below 100% but above 80% the module leader will review the circumstances to ascertain if it is appropriate for the student to complete and submit the reflective portfolio for assessment.

The work undertaken on this module is designed to replicate the kind of work lawyers will undertake in practice; the attendance requirement reflects the behaviours that must be demonstrated in practice, namely professionalism, self-discipline, reliability, conscientiousness and compliance with ethical standards. Full details of the attendance requirements are set out in the CLE Attendance policy contained within the LLM Legal Practice (Solicitors) Handbook.

The Clinics

The work that students complete on this module will vary depending on their clinical placement. All students will undertake compulsory pre-reading and training in advance of taking on clinical work. Students will attend regular meetings with their supervising lawyer and ensure all work is completed on time and to a high professional standard.

Enterprise, Family and Housing Clinic ('EFHC'**)**

EFHC enables a student to undertake work in a range of different legal areas.

The Enterprise element of the EFHC provides advice in relation to contractual and intellectual property queries for start-ups and other small businesses. In the Family and Housing element of the EFHC students will provide advice to clients on housing and family matters.

In the EFHC students working in pairs and will see up to three clients. Students will interview a client, carry out legal research and prepare a letter of advice. Depending on the nature of the case there may be scope for further work including evidential preparation and representation at court. The EFHC provides students with an opportunity to develop pragmatic commercial and legal awareness of issues faced by businesses, and is an invaluable opportunity to undertake casework in a variety of legal and factual scenarios.

It is envisaged that in the EFHC, a student may see two housing clients and one family client or two enterprise and one housing client etc. As noted above, in appropriate cases and where the opportunity arises, students may be able to conduct further evidential preparation and assist in court proceedings. If such an opportunity were to arise, to ensure consistency and equivalence for all students, the student's client allocation would be reduced (e.g. two clients instead of three).

Criminal Appeals Clinic ('CC')

CC provides advice to prisoners who wish to appeal against their criminal convictions. Students will work in teams of 4-6 to investigate cases for a real or simulated client. Students will consider the original trial papers and try and uncover new evidence and/or new legal argument to found an application to the Criminal Cases Review Commission ('CCRC'). Depending on the nature of the case, students may have the opportunity to interview a real client in prison, take witness statements, instruct experts and counsel and draft legal documents including CCRC applications. All students will undertake in-depth case analysis and legal research. This option enables students to develop essential casework, legal research and investigatory skills and gain a good understanding of criminal law and the appeals process.

Human Rights and Immigration Clinic ('HRIC')

In the HRIC students, working in teams of 2-4, will prepare an application or an appeal for a real or simulated migrant family who are seeking to remain in the U.K. on human rights grounds. Casework tasks include: interviewing witnesses, drafting witness statements, obtaining supporting evidence, instructing experts and counsel, drafting representations to the Home Office and drafting skeleton arguments for tribunal proceedings. This option enables students to develop a good understanding of litigation strategy, essential casework skills, human rights, immigration and public law principles.

Application Process

Places are limited on the CLE module due to the finite number of available suitable cases which can be undertaken in the given timeframe.

Given the limited places available and the demanding nature of the workload on the CLE module, students are required to submit a written application for a place on the module.

The written application consists of a covering letter with a CV attached. The covering letter should be no more than two sides of A4 and should set out how you meet the following candidate requirements for the module.

Candidate requirements – candidates must:

1. speak and write English fluently
2. have good drafting and writing skills
3. be efficient and able to carry out work with significant attention to detail
4. be able to work well in a team
5. be highly organised and flexible with the ability to meet deadlines and work under pressure
6. understand the importance of client confidentiality
7. have respect and empathy for all those we seek to help, including women and people from different ethnicities, those with criminal convictions, differing faiths and people with different sexual orientations
8. have an extremely keen sense of punctuality and reliability
9. be able to work independently

Your covering letter should include concrete examples of how you have demonstrated the skills set out in the above candidate requirements, which can be in in a legal or non-legal context. In it you must also indicate the clinic you are applying for. If you fail to do so, your application cannot be considered:

- Option 1: Enterprise, Family and Housing Clinic
- Option 2: Criminal Appeals Clinic
- Option 3: Human Rights and Immigration Clinic

Your covering letter should be addressed to the CLE Module Leaders at BPP Law School and e-mailed to LPCcle@bpp.com. The deadline for applications is Monday 14 August 2017 at 5pm.

Please note late or incomplete applications (e.g you do not submit a cover letter or C.V etc.) will not be considered.

Educational Aims

The principal educational aims of this module are to:

- Enhance the knowledge and skills students develop on the LLM Legal Practice (Solicitors) by giving them the opportunity to put these into practice on real or simulated cases in a supervised, controlled environment
- Offer students the opportunity to develop a critical understanding of the clinical setting and to facilitate the critical application of this area of law to real life problems
- Enhance, develop and apply skills learnt on the LLM Legal Practice (Solicitors) including legal research, drafting, interviewing and letter writing
- Develop students' understanding of the impact of law on the lives of others in our society and increase the awareness of the need for empathy and patience with clients
- Offer students the opportunity to carry out an in-depth reflective assessment where they can integrate the knowledge and professional skills gained throughout the programme
- Ensure students learn how to integrate knowledge, experience and reflective practice to continually develop their professional skills and competence

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate systematic understanding of the law relevant to the clinical placement
2. Demonstrate a comprehensive understanding of the skills needed to advise effectively in a clinical context
3. Demonstrate a critical awareness and understanding of the application of the ethical principles and professional codes that inform behaviours within prescribed areas of legal practice, e.g. confidentiality and legal professional privilege
4. Deal with complex issues both systematically and creatively, identifying relevant legal and factual points in issue and developing legal strategies to address the issues in question

5. Demonstrate self-direction and originality in tackling and solving the types of problems presented in a clinical context
6. Demonstrate an ability to critically reflect on their own learning and make effective use of feedback to improve and develop their knowledge and understanding
7. Demonstrate the ability to identify ethical issues in practice and to apply the rules of conduct as set by the professional bodies
8. Demonstrate reflective thinking on the application of law in practice
9. Continue to advance their knowledge and understanding and develop the skills acquired on the CLE module to a high level
10. Effectively synthesise a wide range of information, documentation and data relevant to a client's case in order to resolve complex and unpredictable legal issues, advance transactions and deliver effective legal advice demonstrating an awareness of both legal and non-legal factors
11. Critically analyse and reflect on their own methods of communicating in order to communicate conclusions clearly to supervisors, clients and third parties
12. Develop as a reflective practitioner
13. Demonstrate an enhanced ability to work in teams both as a participant in a group activity and on their own initiative.

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding	x	x	X	x	
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	X	x	
Transferable skills	x	x	X		

Mode of Assessment

Formative Assessment

There is no formative assessment but the CLE module is built around feedback. These elements do not count towards students' final grade but are critical to helping students complete their final summative assessment successfully:

- Students will peer review and receive feedback on their reflective documents prepared following completion of the asynchronous on-line ILS 1

- Students will submit draft documents to their supervisor (e.g. draft witness statements, submissions and letters of advice) and receive oral feedback designed to give direction on how they can improve their performance and facilitate reflection
- Students will participate in discussions in supervision meetings and receive feedback and guidance on how to progress the case
- Different teams of students will give presentations on their reflection logs at review meetings and receive feedback from their supervisor and peers
- Students will be provided with a portfolio guide. The portfolio guide will provide students with guidance on the required format and content of their portfolio. It will contain examples of different elements of the portfolio. Students will be encouraged to compare their drafts against these in order to increase their understanding of what is required of them in the assessment

Summative Assessment

This module is assessed through the completion of one graded element. This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.
The summative assessment is a 3,000 word reflective portfolio with the case file appended. The case file will contain the student's attendance notes, individual drafts of work and final team drafts of work. The content of the portfolio will vary depending on the clinical placement undertaken but would be expected to include:

- a summary of the facts of case
- the specific law and procedure relevant to the case
- a summary of the steps taken by the student
- a summary of the progress or outcome of the case
- a critical analysis and evaluation of the law and procedure involved in the case
- your reflections on the work you have undertaken in the module

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Students who do not achieve a pass mark are permitted to edit and re-submit their assignment at the next reasonable entry date following the publication of their fail results. Resubmitted assignments are marked using the Marking Criteria but pass marks are capped at 50%. Students are only permitted two attempts at resubmission.

Key Reading

A workbook for this module will be provided by BPP. This will include key reading materials.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

All clinical options

- Belbin, MR. (2010). Team Roles at Work. 2nd Ed. Oxford, Butterworth Heinemann.
- Bolton, G. (2010). Reflective Practice: Writing and Professional Development. 3rd Ed. London, Sage
- Gill, R. (2011). Theory and Practice of Leadership. 2nd Ed. London, Sage Publications Ltd.

Criminal Appeals Clinic

- Naughton, M and Tan, G (2009). Claims of Innocence – An introduction to wrongful convictions and how they might be challenged.
- Taylor, P (2012). Taylor on Criminal Appeals 2nd Edition, Oxford University Press
- Archbold: Criminal Pleading, Evidence and Practice 2017, 65 Edition
- Blackstone's Criminal Practice 2017
- R (Nunn) v Chief Constable of Suffolk Constabulary & Anor [2014] UKSC 37
- R v Jogee [2016] UKSC8
- Criminal Cases Review Commission: http://www.ccrc.gov.uk/about-us/
- Centre for Criminal Appeals: http://www.criminalappeals.org.uk/

Enterprise Family and Housing Clinic

Enterprise element:

- Davis J, Intellectual Property Law, 4th Edition (Oxford University Press)
- Kerly's Law of Trade Marks and Trade Names, (available online via Westlaw)
- Copinger and Skone James on Copyright
- Tolley's Company Law
- Beginners Guide to e-commerce:
- http://www.bis.gov.uk/files/file14640.pdf
- Intellectual Property Office website https://www.gov.uk/government/organisations/intellectual-property-office

Family and Housing element:

- Astin.D, Housing Law Handbook, Legal Action Group, 2015, 3rd Edition
- Jacobs. E, Tribunal Practice and Procedure, Legal Action Group, 2014, 3rd Edition
- Butterworths Property Law Handbook, 10th Edition, 2013
- Lister S and Ward .M Help with Housing Costs Volume 1, Shelter 2016-17
- Butterworths Family Law Service. Lexis Nexis
- Jackson's Matrimonial Finance & Taxation, 19th Edition
- Rayden and Jackson on Divorce and Family Matters, 18th Edition
- Clarke, Hall and Morrison on Children, 2016

Human rights and Immigration Clinic

- HJT Immigration Manual, 16 Edition, 2016
- Macdonald's Immigration Law and Practice 19th Edition
- Immigration Law Practitioner Association Briefings: http://www.ilpa.org.uk/pages/briefings.html
- UK Visa and Immigration: Immigration Rules and Policy Documents www.gov.uk/government/organisations/uk-visas-and-immigration
- The Secretary of State for the Home Department v SS (Congo) & Ors [2015] EWCA Civ 387
- Huang v Secretary of State for the Home Department [2007] UKHL 11
- R (on the application of Razgar) v Secretary of State for the Home Department [2004] UKHL 27

INDICATIVE SCHEME OF WORK

In some instances information regarding content of module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Clinical Legal Education

Option 1: Enterprise, Family and Housing Clinic

	Topic	**Learning and Teaching Strategy**
	Introduction to the module & professional ethics in practice: Introduction to the module. Ensure that students are able to identify and act in accordance with the core duties of professional conduct and professional ethics which are relevant to the module. Professional behaviours and communication skills in an office and client environment. Introduction to reflective practice: models, concepts and methods. Including the review of different reflective practice techniques and literature. **ILS 1: Professional ethics and client care in practice** Students will consider a range of scenarios based on real-life examples of Professional Conduct and Client Care issues and determine the most appropriate course of action; Students will be provided with a range of exercises that encourage them to apply reflective practice models and techniques. Students will prepare a short reflective piece on a challenge they have encountered during their studies or employment which will be considered in SGS 2.	1 x asynchronous on-line lecture Workbook, Part A 1 x asynchronous on-line ILS
1	**How to conduct an interview** Introduction to the interviewing and advising guide and the structure of the interview. Video of an interview demonstrating the skill with interactive exercises. SRA Code of Conduct 2011 (Chapter 1) **SGS 2: Interviewing and reflective practice** Students will discuss the skill of interviewing in practice.	1 x asynchronous on-line lecture Workbook Part-B 2 x synchronous face to face SGS

	Role plays in pairs (solicitor, client; client also acting as observer): two scenarios. Each student takes a different role for each scenario. Tutor led recap on certain elements of the skill and analysis of areas identified by students as areas for improvement. Students will peer review and critique their prepared reflective pieces and then present back the best illustrations of reflective practice within the group. **SGS 3: Legal research and drafting an advice letter** Students have partly researched a legal problem. Students will work in small teams to continue to carry out legal research and plan their time in order to write a letter of advice to a client. Students will discuss and evaluate their advice and the practical requirements of advising a client.	
2	**Legal Research, Writing and Interviewing** **Client 1 ('C1'):** The student will be provided with C1 papers and an attendance note from the supervising lawyer. The student must consider the papers and carry out independent research using appropriate legal and non-legal resources to ascertain potential legal issues. An attendance note must be drafted of this independent research and placed on the client file. Team meeting: The students will meet, reflect upon their respective legal research and analysis and collate provisional findings in an attendance note. Supervision meeting: Students will meet with the supervising lawyer and present their findings and subsequently interview the client. Thereafter the students will formulate follow up research points to be agreed with the supervising solicitor.	Independent legal research and analysis 1 x Team meeting 1 x supervision meeting 1 x client meeting
3	**Legal Research, Writing and Interviewing** **C1:** Students will work independently and complete any further research.	Independent legal research and analysis Legal writing 1 x team meeting

	Students will work independently to draft an advice letter. Team meeting: Students will then meet, reflect upon their respective legal research and advice letter and collate one advice letter to be submitted to the supervising lawyer.	
4	**Legal Research, Writing and Interviewing** **C1:** The supervising lawyer will provide feedback on the draft advice letter, the students must make any relevant amendments, conduct further research and submit for approval.	Legal writing Independent legal research and analysis
5	The students will repeat the same scheme of work, a three week cycle for each client, for the remaining two clients. **Legal Research, Writing and Interviewing** **Client 2 ('C2')**	Independent legal research and analysis 1 x Team meeting Supervision meetings 1 x Client meeting
6	**Legal Research, Writing and Interviewing** **C2:** Review Meeting: All reflection logs must be up to date. All students to meet to review their cases, share learning points and reflections with a supervisor facilitating the session.	Independent legal research and analysis Legal writing 1 x Team meeting Review meeting
7	**Legal Research, Writing and Interviewing** **C2:**	Legal writing Independent legal research and analysis
8	**Legal Research, Writing and Interviewing** The students will repeat the same scheme of work, a three week cycle for the remaining client.	Independent legal research and analysis 1 x Team meeting

	Client 3 ('C3')	Supervision meetings 1 x Client meeting
9	**Legal Research, Writing and Interviewing** **Client 3 ('C3')**	Independent legal research and analysis Legal writing 1 x Team meeting
10	**Legal Research, Writing and Interviewing** **Client 3 ('C3')**	Legal writing Independent legal research and analysis

Option 2: Criminal Appeals Clinic

	Topic	**Learning and Teaching Strategy**
	Introduction to the module & professional ethics in practice: Introduction to the module. Ensure that students are able to identify and act in accordance with the core duties of professional conduct and professional ethics which are relevant to the module. Introduction to professional behaviours and communication skills in an office and client environment. Introduction to reflective practice: models, concepts and methods. Including the review of different reflective practice techniques and literature. **ILS 1: Professional ethics and client care in practice** Students will consider a range of scenarios based on real-life examples of professional conduct and client care issues and determine the most appropriate course of action. Students will be provided with a range of exercises that encourage them to apply reflective practice models and techniques. Students will prepare a short reflective piece on a challenge they have encountered during their studies or employment which will be considered in SGS 2.	1 x asynchronous on-line lecture Workbook, Part A 1 x asynchronous on-line ILS
1	**Introduction to criminal appeals**	1 x asynchronous on-line lecture

	Brief history of miscarriages of justice/creation of CCRC. Introduction to the role of the CCRC. Discussion of the powers of the CCRC and the tests applied by the CCRC in deciding whether to refer a case. **SGS 2: Introduction to criminal appeals and reflective practice** Students will analyse a case study based on a real case. Students will: • consider the steps they would need to take when receiving a questionnaire from a new client; • prepare a preliminary analysis of a new case; and • critically analyse extracts from a judge's summing up. Students will also peer review and critique their prepared reflective pieces and then present back the best illustrations of reflective practice within the group.	Workbook, Part B 1 x synchronous face to face SGS
2	**ILS 3: First steps - Introduction to the investigatory powers of the CCRC** Students will work through activities based on a real CCRC case and consider: • the steps they would need to take before submitting a case to the CCRC; and • the powers the CCRC could use to investigate the case. **Initial case analysis** Students will be provided with a letter from a new client. They will individually consider the first steps that they need to take when taking on a new case and identify the issues. Team meeting: Students will meet to discuss a letter and questionnaire from the client, reflect on their analysis and formulate one provisional case analysis.	1 x asynchronous on-line ILS Workbook C Independent legal analysis and research Team meeting Supervision meeting Legal writing

	Supervision meeting: Students will present their provisional case analysis to their supervisor who will provide feedback and guidance. Draft correspondence (where necessary) requesting disclosure of relevant documents, writing a preliminary letter to the client, client care letter etc.	
3	**Investigation** **ILS 4: What's in the box?** – A consideration of what we should expect to see in the trial papers, how to check what is missing, and what to do with the material received. Students will consider the challenges we face in obtaining disclosure in appeals cases and how we can use the Data Protection Act 1998 to obtain material. Independent research and analysis: Students will consider the original letter from the client, the judge's summing up and the trial papers and carry out independent research to ascertain potential avenues of appeal. Students must draft an attendance note of their preliminary research to go on the file. Team meeting to discuss their preliminary research. Supervised team meeting: students will discuss their initial thoughts on the papers and possible avenues of appeal. The supervisor will give them direction on next steps including: Preparing a detailed chronology of the case. Prepare a case plan. Legal issues to research. Further investigation needed e.g. witnesses to contact. Further material to obtain. Possible expert evidence.	1 x asynchronous on-line ILS Independent legal research and analysis Team meeting Supervision meeting
4	**Investigation: Identification evidence** Independent research and analysis: Students will consider new material obtained in the course of the investigation and carry out independent	Independent legal research and analysis

	research to ascertain its usefulness. Students must draft an attendance note of their analysis to go on the file.	
5	**Investigation** Independent research and analysis: Students will research and instruct an expert witness.	Independent legal research and analysis Drafting
6	**Investigation** Supervision meeting: students will discuss the new material and next steps. Review meeting: Students from all teams will meet together to review their cases, share learning points and reflections under supervision and allow the supervising lawyer to review reflective logs.	Supervised team meeting Review meeting
7	**Investigation: CCRC Applications** Students will interview a potential witness in this case and prepare a witness statement. Team meeting to discuss new material.	Workbook, Part D Independent legal research and analysis Team meeting Witness interview Drafting
8	**Investigation** Supervision meeting: students will discuss all the material obtained so far and discuss how this can be used to found a CCRC application. Different students will be asked to draft different elements of the application. **Submissions** Drafting CCRC application – students will research and draft their allocated section of the CCRC application to be submitted to their supervisor. Or Final advice letter/handover notes (if case not completed) to be submitted to their supervisor.	Supervision meeting Independent legal research and analysis
9	**Submissions** Students finalise submissions and submit to supervisor.	Legal drafting

10	**Supervision meeting** Students will receive feedback from the supervising solicitor.	Supervision meeting

Option 3: Human Rights and Immigration Clinic

	Topic	Learning and Teaching Strategy
	Introduction to the module & professional ethics in practice: Introduction to the module. Ensure that students are able to identify and act in accordance with the core duties of professional conduct and professional ethics which are relevant to the module. Professional behaviours and communication skills in an office and client environment. Introduction to reflective practice: models, concepts and methods. Including the review of different reflective practice techniques and literature. **ILS1: Professional ethics and client care in practice** Students will consider a range of scenarios based on real-life examples of Professional Conduct and Client Care issues and determine the most appropriate course of action. Students will be provided with a range of exercises that encourage them to apply reflective practice models and techniques. Students will prepare a short reflective piece on a challenge they have encountered during their studies or employment which will be considered in SGS 2.	1 x asynchronous on-line lecture Part A of workbook 1 x asynchronous on-line ILS
1	**Introduction to Immigration Law, Human Rights and Article 8 ECHR** **SGS2: Case preparation & reflective practice** Students will by the end of the session have: ▪ Developed a more detailed understanding of Article 8 ECHR. ▪ Understand how to formulate a case plan and identify evidential issues. ▪ Developed an awareness of potential challenges in case preparation and consider strategies to address these. ▪ Peer review and critique their prepared reflective pieces and then present back the best illustrations of reflective practice within the group.	1 x asynchronous on-line lecture Part B and C of workbook 1 x synchronous face to face SGS Post SGS consolidation

2	**Initial case analysis** The student will be provided with the client's papers and an attendance note from the supervising lawyer. The student must consider the papers and carry out independent research using appropriate legal and non-legal resources to ascertain potential legal issues. An attendance note must be drafted of this independent research and placed on the client file. Team meeting: The students will then meet, reflect upon their respective legal research and analysis, and collate provisional findings in an attendance note. **ILS3: Drafting an advice letter and client care**	Independent legal research and analysis Team meeting 1x asynchronous on-line ILS
3	**Investigation** Students are provided with instructions from a client. They individually draft a case plan identifying evidential issues including; further instructions needed, witnesses, experts, legal and non-legal research. Thereafter they individually draft correspondence to relevant third parties requesting disclosure and draft client care and advice letters. Team meeting: Students meet to reflect on findings, finalise case strategy and advice letter. Draft team case plan and team advice letter for submission to supervisor. Supervision meeting: Present case plan and advice letter to supervisor who will provide feedback.	Independent legal analysis and research Legal writing 1 x Team meeting 1 x Supervision meeting
4	**Investigation** **ILS4: Preparing a witness statement** Obtain initial disclosure from third parties. Draft skeleton witness statement incorporating issues arising from disclosure. Draft working chronology. Review case strategy and amend case plan. Draft update letter to client.	1 x asynchronous on-line ILS Independent legal analysis and research Interviewing Legal drafting Legal writing
5	**Investigation**	Interviewing Legal drafting

	Interview witness and draft witness statement and correspondence. Receive further disclosure from third parties and draft expert report. Individually assess evidence. Obtain client instructions and finalise witness statement.	Legal writing Independent legal analysis and research
6	**Investigation** Team meeting: Students will review evidence and case strategy. Students will agree final drafts of the client's witness statement and amendments to expert report and other evidence to be submitted to the supervisor. Review meeting: All reflection logs must be up to date. All students to meet to review their cases, share learning points and reflections with a supervisor facilitating the meeting.	1 x Team meeting 1 x Review meeting Legal drafting
7	**Investigation** Supervision meeting: Students will provide an update on the evidence, identify strengths and weakness. The supervisor will provide feedback and guidance on evidence and submissions. Draft update letter to client.	1x Supervision meeting Legal drafting
8	**Submissions** Finalise evidence Prepare bundle Team meeting: Students meet to agree final bundle of evidence to be submitted to supervisor. Draft representations/skeleton argument individually.	Independent legal analysis and research Legal drafting 1 x Team meeting
9	**Submissions** Finalise representations/skeleton argument and submit to supervisor.	Legal drafting
10	**Submissions** Supervision meeting: Students will receive feedback from the supervising solicitor on their submissions.	1 x Supervision meeting

Negotiation and Case Analysis
General Information

School		**Law School**
Level		7
Credit Value		15 Credits
Contact Hours and Teaching Methods		150 notional learning hours, broken down approximately as follows: • Independent reading & preparation including Self-Study Workbook (120 hours) • Asynchronous on-line lectures (4 hours) • Asynchronous on-line independent learning session (ILS) (2 hours) • 2 x synchronous face to face small group sessions (SGSs) (4 hours) • Assessment preparation (20 hours)
Resources (remove this section when re-producing in Programme Handbook)		Deborah Carter is the module leader and tutor for this module
Programme		LLM Legal Practice (Solicitors)
Module Leader		Deborah Carter
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
Awarding Body		BPP University

Introduction

The skill of negotiation is fundamental to the legal services that lawyers provide. Lawyers often negotiate without even realising that they are doing it. On a daily basis, they negotiate with both colleagues, supervisors, clients and counterparties over a diverse range of matters. Some of these matters might be simple and of little real significance in the overall context of a particular case or transaction. Others might be highly complex and of fundamental importance to a client's aims or the legal efficacy of a transaction. Regardless of the type of law or the types of client a lawyer represents, they will be required to negotiate in order to further their client's aims and objectives and to protect relevant interests. Lawyers will also have to negotiate in order to manage their own workloads, priorities, aims and objectives.

Upon successful completion of this module, students will have a detailed and practical understanding of the nature of case analysis and negotiation, different negotiation styles and strategies for negotiating. It will assist in developing students' work, client and people management competencies, advancing their ability to develop as skillful practitioners in a modern professional services environment.

The module will make use of realistic case studies to ensure that students understand the relevant legal and procedural principles and can apply them in the context of realistic scenarios, by reference to their client's specific instructions and their legal, personal and commercial goals. This is an essential skill for practice and will be studied alongside the compulsory LPC course skills.

Educational Aims

The principal educational aims of this module are to:

- Enhance students' understanding of the theory and practice of negotiation
- Give students the tools to carry out sophisticated case analysis and planning for a negotiation

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Demonstrate systematic understanding of the nature of negotiation, negotiation styles, strategies and process
2. Develop a critical awareness of the theoretical and practical models of negotiation, persuasion and influencing applicable in the context of their role
3. Identify and critique techniques for dealing with 'difficult' negotiators and complex, dynamic, multi-party negotiations
4. Develop a sense of the high level of sophistication of engagement which is necessary in practice
5. Synthesise a range of legal and commercial information to develop a critical appreciation of the client's circumstances
6. Systemically evaluate and plan a strategy for settling the client's dispute based upon the merits of the case and understanding of commercial issues
7. Critically analyse and reflect on their own methods of presenting and communicating and others' methods to improve practice
8. Apply the rules of professional ethics for lawyers as set by the professional bodies
9. Select and utilise with a high level of skill appropriate tools and techniques to resolve disputes
10. Advocate an approach to negotiation that is sophisticated, flexible and demonstrates commercial awareness
11. Effectively synthesise complex information and communicate this both orally and in writing appropriate for a variety of audiences
12. Drive continuing professional development on an independent basis to facilitate the ongoing acquisition of professional knowledge
13. Develop as a reflective practitioner

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding				x	
Cognitive Skills	x	x			
Professional Skills and Attitudes	x	x	x	x	
Transferable skills	x	x	x		

Mode of Assessment

Formative Element

There is no formal formative assessment. However, students will have the opportunity to practice their case analysis and prepare sample plans which will be critiqued in the synchronous face to face SGSs.

Summative Element

The summative assessment will be a takeaway case study assessment. There will be no word limit and the students have two weeks to complete the exercise. Students will be given a set of papers with a case scenario and required to evaluate the merits of the case and plan a set of proposals for resolution of the dispute.

In order to complete this assignment the students will need to carry out independent, self-guided, research into the relevant law. They must also critically analyse the evidence for both sides and show awareness of non-legal issues such as an on-going commercial relationship.

This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark 50% or higher) to pass the module.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook

Key Reading

A workbook for this module will be provided by BPP. This will include key reading materials.

Should students require any supplemental/background information, it can be found in the materials listed below.

Background reading

Listed below are texts which provide background to the concepts and content of the module and which may be used for reference either during the course or in subsequent professional roles:

- *'The Jackson ADR Handbook'*, Susan Blake (Oxford University Press, 2013).
- *'Negotiation: Processes for Problem Solving'*, Carrie Menkel-Meadow and Andrea K Schneider (Aspen Publishers, 2014).
- *'Negotiating the Non-negotiable: How to Resolve Your Most Emotionally Charged Conflicts'*, Daniel Shapiro (Viking Press, 2016)
- *'How to Master Negotiation*' Centre for Effective Dispute Resolution (Bloomsbury Professional, 2015
- '*Bargaining for Advantage: Negotiation Strategies for Reasonable People*', G. Richard Shell (Penguin Publishing, 2nd edition, 2006).'*Practical Negotiating*', Tom Gosselin (Wiley, 2007).'*Brilliant Negotiations*', Dr. Nic Peeling (Pearson, 2nd edition, 2011).'*Getting To Yes: Negotiating an Agreement Without Giving In*', Roger Fisher and William Ury (Random House, 2012).*'Getting Past No: Negotiating with Difficult People',* William Ury (Random House, 2012).'*Negotiation Mastery*', Simon Horton (MX Publishing, 2012).

INDICATIVE SCHEME OF WORK

In some instances information regarding content of module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Negotiation and Case Analysis

	Topic	**Learning and Teaching**
1	**Course Overview** What is negotiation? Negotiation styles and strategies Explanation re skills audit **Skills** Read workbook and complete recommended reading and Activity	Asynchronous on-line lecture Workbook – Part A (Self-Study)
2	**The Process of Negotiation** The structure of a typical negotiation	Asynchronous on-line lecture
3	**Planning Negotiation** Read workbook and complete recommended reading and Activity	Workbook – Part B (Self-Study)
4	**Communication and Advanced Skills** Exploring different styles for different types of negotiation and opponents	Asynchronous on-line lecture
5	**Case analysis** Read workbook and complete recommended reading	Workbook – Parts C & D (Self-Study)
6	**Detailed Case Analysis and planning of proposals**	Asynchronous on-line lecture
7	**Case study 1:** Students are provided with Case Study 1. Students have to prepare a detailed case analysis and set of proposals (the 'Plan') based upon the guidance in the online lecture.	Workbook - Part E (Self-Study)
8	**Reflection** Students are provided with a suggested Plan for Case Study 1 which provides guidance for students on how to present their work. Students critique their own work and reflect upon what they have learnt from the case study.	Asynchronous on-line ILS

9	**Case study 2:** In advance of the SGS students are provided with Case Study 2. Students must prepare a detailed case analysis and set of proposals. In the SGS Case Study 2 is discussed and evaluated in an interactive fashion. Students will be required to justify their proposals to the tutor. Following the SGS students are provided with a suggested Plan for Case Study 2 to be used to consolidate their learning as above.	Self-Study preparation Synchronous face to face SGS (2 hours)
10	**Case study 3:** In advance of the SGS students are provided with Case Study 3. Students must prepare a detailed case analysis and set of proposals. In the SGS Case Study 3 is discussed and evaluated in an interactive fashion. Students will be required to justify their proposals to the tutor. Following the SGS students are provided with a suggested Plan for Case Study 3 to be used to consolidate their learning as above.	Self-Study preparation Synchronous face to face SGS (2 hours)

LLM: LEGAL PRACTICE (SOLICITORS)

LAW REVIEW AND REFORM: MODULE OUTLINE

School	Law School
Level	7
Credit Value	15 Credits
Contact Hours and Teaching Methods	150 notional learning hours, broken down approximately as follows: • Synchronous on-line or live tutorials (4 hours) • One-to-one project planning meeting (1 hour) • Independent Research (145 hours)
Programme	LLM Legal Practice (Solicitors)
Module Leader	Stephan Ford
Awarding Body	BPP University

Introduction

The aim of this module is to make students identify an area of law where the application is not as practically effective as it should be. Students will be asked to propose an alternative, and critique the relative merits of the existing law versus the proposed new law as regards practical issues such as effectiveness, cost, efficiency, clarity and transparency.

We will be assessing originality, the quality of the research into the area and the ability to see the law operating from a user's perspective rather than an academic one.

Educational Aims

The principal educational aim of this module is to develop students' ability to critically analyse and properly evaluate current legal practice. This module will require students to think creatively and show some originality in how they view the law and legal reform. They will be required to demonstrate legal research skills together with a practical understanding of the impact of change, synthesise and provide reasoned and supportable recommendations for change.

Learning Outcomes

Upon successful completion of this module, students should be able to:

1. Critically evaluate the effectiveness and practical application of current law
2. Demonstrate a comprehensive understanding of the values and techniques of advanced professional legal analysis and argument in the preparation of an output relevant to professional legal practice
3. Synthesise a range of legal and practical considerations to develop a critical appreciation of current law
4. Critically evaluate current principles and/or procedures in a prescribed area of law and evaluate the strengths and weaknesses
5. Propose creative and original solutions for the reform of current law
6. Critically analyse and evaluate their own proposals for the reform of current law
7. Conduct legal research and legal or legally-related academic research with precision in the choice of methods and methodology appropriate to the solution of problems from professional legal practice
8. Write with a high degree of relevance and clarity for a specialist professional legal audience
9. Digest complex legal and legally-related materials accurately at speed and apply this with precision to the planning and implementing of professional tasks
10. Demonstrate a highly-developed ability to communicate in writing, through the production of professional legal documentation
11. Drive continuing professional development on an independent basis to facilitate the ongoing acquisition of professional knowledge
12. Plan and organise the use of their time with precision and effectiveness in the proactive performance of tasks required for effective professional practice

The table below demonstrates where the module learning outcomes above achieve the programme learning outcomes:

	Module Learning Outcomes				
Programme Outcomes	**1**	**2**	**3**	**4**	**5**
Knowledge and Understanding		x	x		
Cognitive Skills	x				
Professional Skills and Attitudes		x		x	x
Transferable skills	x	x	x		

Mode of Assessment

Formative Element
There will be no formative assessment but students will have the opportunity to submit a plan, which they will be invited to discuss with a subject matter expert.

Summative Element
This module is assessed through the completion of one graded element. This element is awarded a percentage grading according to the Marking Criteria. Students must achieve a pass (a mark of 50% or higher) to pass the module.

The summative assessment will be a takeaway report of between 2,500 and 3,000 words.

In order to complete this assignment the students will need to carry out independent, self-guided, research into the relevant law. They must propose an alternative to the current law and consider the practical implications of the change proposed. Students will have the opportunity to submit a plan, which they will have the opportunity to discuss with a subject specialist during the research phase and before writing up the project.

Each assessment is marked on a graded percentage basis, and the weighted module grade counts as 10% towards the final mark for degree classification of the LLM Legal Practice (Solicitors) (as set out in the Diagram of Outcomes Leading to Award in the LLM Legal Practice (Solicitors) Programme Handbook).

Students who do not achieve a pass mark are permitted to edit and re-submit their assignment at the next reasonable entry date following the publication of their fail results. Resubmitted assignments are marked using the Marking Criteria but pass marks are capped at 50%. Students are only permitted two attempts at resubmission.

Key Reading

There are no core materials in this module and further reading is largely dependent on the area of law chosen by the student. However, listed below are texts which provide background to the concepts and content of the module.

Bell, J. & Waters, M. (2014). *Doing your research h project* (6th ed.). Open University Press: Berkshire

Cottrell, S. (2011). *Critical thinking skills: Developing effective analysis and argument*. Palgrave Macmillan: London

Cottrell, S. (2014). *Dissertations and project reports: A step by step guide.* Palgrave Macmillan: London

Mike, M., & Wing, H. C. (Eds.). (2007). Research methods for law. Edinburg University Press: Edinburgh.

Salter, M. & Mason, J. (2007). *Writing law dissertations: An introduction and guide to the conduct of legal research*. Longman: London.

Walliman, N. (2011). *Your research: Designing and planning your work*. Sage: London.

Watkins, D. (2013). *Research methods in law*. Routledge: London.

Useful websites

http://writersdiet.com/

https://www.postgrad.com/advice/exams/dissertations_and_theses/top_tips_writing_postgraduate_thesis/

http://www.legalresearchandwriting.ca/

http://www.lwionline.org/

https://owl.english.purdue.edu/owl/section/2/

https://papers.ssrn.com/sol3/papers.cfm?abstract_id=1932902#

https://stream.liv.ac.uk/dj9epwpt

INDICATIVE SCHEME OF WORK

In some instances information regarding content of module is indicative - actual module content will be determined according to considerations (for example, opportunities for work with specific external partners or new developments in the field) which are taken into account at the time of module delivery.

Module Title: Law Review and Reform

	Topic	Learning and Teaching
1	An induction session on research, including a brief introduction to the module and guidance on legal research resources, legal research methodologies and academic research in a practitioner context.	Synchronous on-line tutorial or live delivery
2	An introductory session which is designed to ensure that students have a sound understanding of how the module works and will include the introduction of a timeline for students giving significant dates and deadlines. The session will also explain what is required from students and the module outcomes. Following this session students submit their proposals for an indicative title for their report and intended area of research which must then be approved by the Module Leader.	Synchronous on-line tutorial
3	An interactive session with a small group of students and a tutor in which students will have the opportunity to ask questions on their ideas for research and are given feedback on their proposals submitted in advance of the session. Supervising tutors will submit a brief progress report on each student after this session, so that students who are encountering difficulties are identified and can be offered additional support.	Synchronous on-line tutorial
4	The supervising tutor will make sure that students are clear about what they are doing and how to approach research.	One-to-one project planning meeting (either face to face or remotely)

	The supervising tutor will also discuss any issues arising from feedback given in relation to the student's proposals submitted in advance of on-line tutorial 2. Supervising tutors will submit a progress report after this session, so that students who are encountering difficulties are identified and can be offered additional support.	
5	Students conduct independent research and prepare their report for submission.	Independent study