

LEGAL PRACTICE COURSE ('LPC')

PROGRAMME HANDBOOK

2016-2017



BPP
LAW
SCHOOL

Welcome by Joint Directors of LPC Programmes

The LPC is an innovative and professional programme designed to prepare you for work-based learning and as a general foundation for legal practice.

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 by experienced practitioners using high-quality materials and facilities.

At the end of the programme you will be able to advise a client in relation to their legal problems, comply with professional standards and codes and develop commercial awareness. All students will leave the programme with relevant knowledge for practice, practical skills and professional attitudes.

The LPC is delivered using a combination of face to face and online teaching. Classroom work is enhanced and supported through the use of e-learning technologies.

All programme materials are designed to create realistic exercises within the context of principal case studies which are transactional in nature and which replicate the kind of tasks that a trainee may be required to carry out in practice. These materials will, in addition, assist you to develop professional attitudes (organisation, maturity, awareness of the demands of practice and professional ethics).

You are encouraged to approach the programme with a strong work ethic and to view the programme as 'day one' of your professional career as a solicitor. This is supported by the professional culture adopted by all members of the LPC teaching and management team.

You will also be able to complement your studies on the LPC with our Practice Ready range of extra-curricular activities, including the Employability Week, and the 'Law Firm as a Business module'. You will also have the opportunity to participate in a legal advice clinic and other pro bono work.

In summary, we have designed a distinctive, flexible, practical and relevant programme of legal education, in the broadest sense, to equip you for legal practice. We wish you the best of luck in your studies with us.

Jane Houston and Jo-Anne Pugh

(Joint) Directors of LPC Programmes

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1. LPC Programme Outcomes

The LPC prepares you for work-based learning and helps you to develop the core cognitive, professional and general transferable skills necessary for modern legal practice.

At BPP we have designed our LPC within the Masters framework as prescribed by Quality Assurance Agency for Higher Education (the 'QAA'). The majority of the LPC programme is accordingly taught at 'Masters' level.

The BPP LPC programme outcomes are set out below. This sets out what you should be able to do by the time you complete the programme.

The Legal Practice Course is governed by the requirements of the Solicitors Regulation Authority (the 'SRA'), which has outlined the minimum outcomes for the content of any provider's Legal Practice Course. These are set out in Appendix 1 to this Programme Handbook. The programme outcomes for BPP's LPC, as set out below, incorporate these requirements.

The SRA also sets specific outcomes for the different elements of the course. How these are met in BPP's LPC is more specifically set out in the relevant module outlines (in Appendix VIII to this Programme Handbook).

Knowledge and Understanding

Ref	A. Students should be able to:
K1	Demonstrate a systematic understanding of the principles, transactions and procedures in prescribed areas of law and their application in current professional legal practice.
K2	Demonstrate 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	Demonstrate awareness and the application of the ethical principles and professional codes that inform behaviours within prescribed areas of legal practice.
K4	Demonstrate 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 resolve complex legal issues, advance transactions and deliver effective legal advice demonstrating an awareness of both legal and non-legal factors.
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.

General Transferable Skills

Ref	A. Students should be able to:
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.
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 the self-direction for continued professional development.

2. Programme Content, structure and teaching methods

2.1 What will I study on the LPC?

The LPC is composed of 2 distinct but interconnected stages, Stage 1 and Stage 2. Together, these two stages comprise 13 modules in total. The modules are benchmarked against the National Framework for Higher Education Qualifications set by the QAA. As mentioned previously, the majority of BPP's LPC modules are accordingly taught at level 7 (i.e. Masters level).

Detailed module outlines can be found in Appendix VIII to this Programme Handbook. Here you will find the aims, learning outcomes, detailed curriculum and assessment information for each module. You will also find the module outlines together with module materials on the VLE (Virtual Learning Environment) so you can access your materials wherever you have an internet connection.

This section of the Programme Handbook aims to provide you with general information about what and how you will be taught. A copy of the full teaching and learning strategy for the programme can be found in Appendix III.

2.2 Stage 1 Modules

The LPC is regulated by the SRA. The SRA stipulates certain areas of the law which must be covered in Stage 1 of the programme. You must accordingly study the following modules:

Core Practice Areas ('CPAs')

- Business Law and Practice;
- Property Law and Practice; and
- Litigation (Civil and Criminal).

These are the core modules you study during Stage 1 and you will have regular classroom sessions in these modules during Stage 1 of the programme. You will also study the pervasive topic of Taxation within some of these modules.

Course Skills

As the LPC is a vocational programme, you also study the necessary skills designed to prepare you for legal practice. These comprise:

- Advocacy;
- Interviewing & Advising;
- Drafting;
- Writing; and
- Practical Legal Research.

The skills are integrated into the CPAs as well as being taught discretely where appropriate.

Other Stage 1 modules

The programme also contains modules designed to prepare you to practice within the regulatory and professional frameworks that solicitors operate within, namely:

- Professional Conduct;
- Financial Services; and
- Solicitors' Accounts.

Again these areas are integrated into the CPA modules as well as being taught discretely where appropriate.

In addition to the above, the SRA requires you to study a short module on 'Wills & the Administration of Estates'. This is an online self-study module on BPP's LPC.

2.3 Stage 2 Modules

To complete Stage 2 of your LPC, you must pass three elective modules. You may select three modules from a range of vocational elective modules at BPP in order to complete Stage 2 of the LPC. The full range of choices is contained in Appendix VIII. You can choose from a very wide range modules designed to prepare you for practice in diverse legal sectors. Guidance is given during Stage 1 of the LPC about which modules are appropriate for your chosen career path.

2.4 Additional Practice Ready modules (optional non-credit bearing)

During your LPC you can take part in many activities to enhance your employability and skill set but will not count towards your final LPC assessments. You may, for example, opt to work through the online materials for a fourth vocational elective to broaden your range of legal practice knowledge or take part in one of the employer-led workshops in Employability Week. Alternatively, you may wish to take our 'Law Firm as a Business' and 'Preparing for Practice' modules, developing the range of skills and knowledge you will be expected to demonstrate as a fee-earner in any law firm. These modules are available to you at no extra cost and will really make a difference to your CV. Details will be sent to you by your Programme Leader. Module outlines for Law Firm as a Business and a sample outline of the activities available in Employability Week are contained in Appendix VIII.

2.5 Programme structure /modes of study

Detailed week by week study planners are provided to each student on commencement of the programme. Copies of these are contained in Appendix V. Below is simply an overview of the programme structure for each mode.

Full time

This is a nine month programme commencing in either September or January. As explained above, the LPC is split into two stages. Stage 1 covers core practice areas (CPAs), skills and other compulsory modules. In Stage 2, the three electives are studied.

The programme of study follows the broad outline set out below:

	Full time September	Full time January
Stage 1	September to February (Reading Week is usually the last full week in October and there is usually a two week break for Christmas and New Year).	January to May (Reading Week is usually the second week in February and there is a two week break for Easter).
Stage 2	March to May (including a two week Easter break).	June to early August.
Assessments	The main assessments take place in January and in May/June, with final results released at the end of July.	The main assessments take place in May/June and in August/September, with final results released at the end of October.

Fast track

This is a six month programme, normally commencing in August with an initial two week period of online study prior to face to face study commencing. Stage 1 teaching ends in November with assessments in December. Stage 2 (i.e. elective) teaching takes place in January with assessments at the end of February. Lectures are online only for both stages.

Slightly different fast track versions of the programme exist for students sponsored by particular firms. If you fall into one of these categories your employer and BPP will provide you with the key dates and details of your bespoke programme.

Part time

Stage 1 of this programme is spread over one calendar year with the main exams in January, May and August. Students can then spread Stage 2 over the following terms to complete the whole programme in either 18 months or two academic years. Lectures are online only for both stages.

Students can study in a range of part time modes at BPP (depending on the centre), as follows:

- Day (one morning OR one afternoon per week - 4 hours total);
- Evening (two evenings per week - 4 hours total);
- Saturday (every other Saturday for 6 hours); and
- Weekend (every second or third weekend for 12 hours).

	Part time September start	Assessments
Stage 1	September to August with breaks for Christmas and Easter.	The main assessments take place in January, May and August with final Stage 1 results released at the end of July
Stage 2	Students can study vocational electives in: September to February March to June	The vocational elective assessments take place three times per year: Late February / early March June August / September

Free masters top up

Students studying the LPC with BPP have the opportunity to convert their vocational qualification into either an MA (LPC) with Business or an LLM in Professional Legal Practice.

If you successfully complete the LPC programme only and choose neither of the top up programmes then you will be awarded a Postgraduate Diploma in Legal Practice.

LLM in Professional Legal Practice ('LLM PLP').

Students enrolling on this top up programme can choose whether to either:

1. complete two pieces of research ('practice based negotiated study', or 'PBNS'); or
2. complete one research project and - in addition - to attend one of the taught modules chosen from the other LLM programmes offered by BPP.

Including your 'usual' studying time on the LPC, the LLM in PLP takes a minimum of 1 calendar year. Each PBNS study requires 15 weeks of study. Where available, taught modules are also taught over 15 weeks. Students can choose whether to:

- complete two projects at the same time;
- complete one project whilst attending a taught module;
- complete one element (for example, the project) first and then complete the second element (for example either a second project or a taught module) later.

The minimum time in which the LLM PLP can be completed is 15 weeks and this would be possible where a student completes two PBNS projects concurrently or chooses to complete a PBNS project while simultaneously attending a taught module.

A student normally has three years after completing the LPC to convert the vocational qualification into an LLM in PLP. It is generally **not** possible to start the LLM in PLP if a student has outstanding re-sit assessments still to take.

MA (LPC with Business)

This is a programme that has been developed by BPP to offer you the opportunity to study the LPC alongside two business focussed modules, being: (i) strategy and (ii) finance (together, 'the MA Business Modules') and a business intelligence project ('BIP').

If you successfully complete the LPC, the MA Business Modules and the BIP, you will be awarded an MA (LPC with Business).

The MA programme comprises two components which must be completed within a maximum five year period:

(i) the LPC; and

(ii) the MA Business Modules and the BIP.

On the full time LPC, the MA Business Modules can be taught alongside the CPAs (i.e. alongside Business Law and Practice, Litigation and Property Law and Practice) or in the electives term. There are a variety of ways of scheduling the studying for the MA Business Modules so that all students, including those on the Fast Track LPC, can have the opportunity of face to face teaching.

The MA Business Modules build progressively on the content of the LPC covered during the CPA term to create a combined platform for developing technically competent legal practitioners who can interpret their role as lawyers 'through the client's eyes' and frame their advice with a clear appreciation of the commercial context. The MA Business Modules are designed to develop an advanced understanding of the business and strategic environment in which clients and law firms operate and the skill to use this knowledge within legal practice.

You must complete one 2,500 word assignment for each of the two MA Business Modules. The assignments are usually case study based and require you to apply the principles learned from the MA Business Modules.

The MA Business Modules are combined with a BIP that enables you to engage in substantial research and analysis. You will be required to collect data, look at evidence of the relevant factors, conduct qualitative and, if relevant, quantitative research and produce a report of no more than 5,000 words.

The MA Business Modules can also be undertaken online, as 'asynchronous' tutorials. The online version of the MA Business Modules can be undertaken during your LPC year(s) or once you have completed your final LPC exams.

If you undertake the online version of the MA Business Modules, the cost is included in your LPC fees. If you undertake the face to face (i.e. taught) classes, there is an additional cost.

2.6 How will I study?

As you can see from the previous section of this Programme Handbook, there are a variety of different modes of study available to you on the LPC, each with different start dates and flexible timetabling options. All of these different modes incorporate the teaching methodology set out below.

A more detailed study guide is available to students, giving guidance on how to prepare for teaching sessions. A copy of this is contained in Appendix IV.

Small Group Sessions ('SGSs')

The main focus of your learning and teaching will be through Small Group Sessions (SGSs). These are generally of two hours duration and are the equivalent of tutorials on a degree or GDL programme, in that the group size is relatively small (usually around 18 students). The sessions aim to develop your skills and understanding, in particular:

- your ability to apply the law to real-life situations you might encounter in practice;
- your ability to analyse cases, statutes and other source documentation and draw appropriate conclusions in the context of giving advice to clients;
- your ability to communicate your arguments both orally and in writing; and
- your teamwork and presentational skills.

Lectures

In preparation for an SGS you will be expected to access one or more lectures either "live" (in the lecture theatre) or online sometime via live webinar. Some online lectures may be a 'live' lecture, recorded in MP3 and MP4 format, or the lecture may be pre-recorded. Lectures aim to give you an overview of the topic area for an SGS and each lecture is based on a Chapter handout that is provided to you in advance of the module.

Online sessions

In addition to attending an SGS, you can catch up or revisit the SGS by accessing an online equivalent. This means, for example, if you are unable to attend a class for any reason (e.g. due to illness or a training contract interview), you will not miss out. The online sessions are also very useful during revision, or if you have struggled with a topic and would like to have the opportunity to work through it again.

BPP's online sessions make use of a range of interactive and interesting techniques involving audio and visual technology. These include recorded, but self-paced mini-plenaries, as well as interactive e-tutorials. There are also self-pacing tests, blogs, e-portfolios and client simulations.

Independent Learning Sessions ('ILSs')

These are exercises which you will complete on an individual basis. The aim of an ILS is to provide you with further opportunities to develop skills of working with autonomy, self-motivation and reflection.

These exercises are offered in a range of delivery methods. They can be purely paper based exercises or can take the form of e-learning tutorials which appeal to different learning preferences.

ILSs provide the opportunity to cover a broad range of subjects within the curriculum and to enhance the overall learning experience. They may vary in content depending on the subject matter and can range from a series of short answer questions to drafting legal documents. Where it is appropriate, completed work is submitted to the tutor for informal feedback. On occasion the completed work may also form an integral part of the relevant face to face or online SGS.

Workbooks

There are some areas of the programme (such as Taxation, Business Accounts, Solicitors' Accounts and Professional Conduct & 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 'live' SGS.

In these circumstances, BPP will provide you with workbooks in these areas. These workbooks 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.

2.7 Attendance

Online lectures, flexible timetabling and e-learning resources have been designed to enable students to study as flexibly as possible. The LPC is, however, a vocational course. Attendance and participation in SGSs is key to success on the programme. Students studying the LPC at BPP are expected to attend all SGSs and regular attendance audits take place. Students who have less than satisfactory attendance are contacted in the first instance by their personal tutor and thereafter by the relevant Programme Leader. Further details about the role of your personal tutor and Programme Leaders are contained in paragraph 5.3 of this Programme Handbook.

3. ASSESSMENT

3.1 Overview

The LPC is assessed mainly via unseen, written examinations. There are also two oral assessments, an online multiple choice assessment and a 'take away' research paper. The pass mark for all assessments is 50%. You have a maximum of three attempts at each assessment.

For detailed regulations affecting BPP's LPC assessments you should read the LPC Programme Regulations (at Appendix II) and the University's General Academic Regulations and Manual of Policies and Procedures (found under the 'Academic Registry' tab on the VLE, under Regulatory Framework).

For the overall rationale behind the assessment methods, please consult the Assessment Strategy at Appendix VII. You will also find an overview of the assessments you must take and the award structure in this Appendix.

3.2 Assessment Strategy: Stage 1 Modules

Core Practice Areas (CPAs)

- Business Law and Practice;
- Property Law and Practice; and
- Litigation (Civil and Criminal).

CPA modules are examined by way of unseen, written examinations graded as a percentage mark. You must achieve 50% or more to pass each of them. Your Taxation module is assessed within Business Law and Practice.

Course Skills

- Advocacy;
- Interviewing & Advising;
- Drafting;
- Writing; and
- Practical Legal Research.

The Course Skills are graded on a 'Competent' or 'Not Yet Competent' basis (C/NYC) and (again) the pass mark is 50%. Advocacy and Interviewing & Advising take the form of oral assessments which are recorded. The Drafting module is assessed by one 2 hour discrete assessment. Practical Legal Research and Writing are combined in one 'take away' assessment where you produce and submit a research memorandum.

Professional Conduct & Regulation

You will be assessed on professional conduct and financial services topics within your Core Practice Area assessments and also in a separate, unseen, written examination. You must get 50% or more in the stand alone assessment to pass the PCR module.

Whilst your Core Practice Area assessments will contain PCR questions, the marks attributable to such questions will only count towards the individual CPA result; they will not count towards a separate PCR mark. On this basis, for example, any question in your Civil Litigation assessment relating to PCR will count only towards your Litigation mark; whilst the question relates to PCR, it will not count towards a separate PCR result.

Solicitors' Accounts

Solicitors' Accounts is assessed by an unseen, written examination (again with a pass mark of 50%, being graded on a 'Competent' or 'Not Yet Competent' (C/NYC) basis).

Wills & the Administration of Estates

The short self-study module on Wills & the Administration of Estates is examined by a multiple choice online test, graded as a percentage mark. You must achieve 50% or more to pass.

3.3 Assessment Strategy: Stage 2 Modules

All vocational elective modules are assessed by unseen, written examinations of 3 hours duration. The pass mark for each assessment is 50%.

3.4 Do I have to pass every module of assessment to pass the LPC? If so, how many opportunities do I get to resit?

To pass Stage 1 of the LPC you must pass all of the Stage 1 modules. You have three attempts at each module. If you fail a third attempt at any module, you fail Stage 1 of the LPC. You would then need to re-enrol on Stage 1 of the programme and repeat all of the modules and assessments.

To pass Stage 2 of the LPC you must pass three of the Stage 2 vocational elective modules. You have three attempts at each module. If you fail an elective module three times you can re-enrol on that or another elective module.

You will only pass the LPC when you have passed Stage 1 and have passed three Stage 2 elective modules. The Board of Examiners has no discretion to compensate for failure of any modules.

3.5 How does the grading system work at BPP?

BPP offer a graded award for a Postgraduate Diploma in Legal Practice as set out below. In addition, you will be provided with a full transcript of your individual modular results as prescribed by the SRA. For more details, please refer to the LPC Programme Regulations in Appendix II.

Award	Aggregate score required
Distinction	An overall aggregate of 70% or more in your CPA modules and Vocational Elective Modules at first attempt.*
Commendation	An overall aggregate of 60%-69% in your CPA modules and Vocational Elective Modules at first attempt.*
Pass	A pass (50% or more) in all of your Stage 1 and Stage 2 modules
	<i>*other modules (including skills modules) must be passed (over 50%) within the three attempts available</i>

3.6 What happens if I narrowly miss out on a Distinction or Commendation?

The Board of Examiners has no compensatory powers in these circumstances. For further details please see the LPC Programme Regulations in Appendix II.

3.7 What happens if I am ill before or during an assessment?

BPP Law School operates a "fit to sit" policy. This means that, if you attend an assessment, you are deemed to be "fit to sit" that assessment and may not later submit an application to the Mitigating Circumstances Officer relating to impaired performance due to (for example) illness or another mitigating factor that existed before the assessment started. You will need to sign an examination sheet immediately before the assessment begins, confirming that you are fit to sit.

If, however, you are affected by unforeseen circumstances beyond your control during an assessment, then you may have grounds for an application for Mitigating Circumstances. For further information, please consult the LPC Programme Regulations (at Appendix II) and the University's General Academic Regulations and Manual of Policies and Procedures (found under the Academic Registry tab on the VLE, under Regulatory Framework).

If you are aware of circumstances which may impair your performance prior to an assessment, then you should consider making a deferral application to your Programme Leader. For further information, see the Academic Registry tab on the VLE under 'Regulatory Framework'.

4. THE AWARD

4.1 Overview

Upon successful completion of the programme (Stage 1 and Stage 2) you will be awarded a Postgraduate Diploma in Legal Practice graded as outlined in paragraph 3.5 above. This is a postgraduate certificate at level 7 (masters level).

4.2 Credits

Academic awards in the UK carry a credit allocation. This is generally measured by the 'notional hours of study' a programme carries, i.e. the number of hours a typical student would have to devote to study in order to successfully complete the programme. Obviously this is not an exact science. Some students will take a smaller, some a larger amount of time to cover the same material. Nonetheless, this is a useful indicator of the intensity of a course.

The LPC is regulated by the SRA. The SRA requires the LPC to have a minimum of 1400 notional learning hours (the equivalent of 140 credits). BPP's LPC carries 150 credits in total and 120 credits at level 7 (masters level), as set out in the overview of assessments in Appendix VII.

Given the above, students who complete the LPC can take further modules at level 7 to achieve a masters level qualification with BPP. See the earlier section on the 'top up' masters programmes available.

5. PASTORAL CARE

5.1 Learning Support for students with learning difficulties or disability

Students with a learning difficulty or a disability make up 10% of BPP University students and we are proud of our accessible and inclusive facility. The Learning Support team can provide information, advice and guidance, arrange assessments for dyslexia, support students with their mental health and wellbeing, guide you through the application process for [Disabled Students Allowances](#) and much more. We aim to ensure that all students can access their learning and get the most from their studies.

The Learning Support team works closely with the examinations team to ensure that adjustments are implemented in your assessments so don't forget to contact us to ensure everything is in place one month before the date of your assessments.

For more information about Learning Support:

Email: LPCLearningSupport@bpp.com or learningsupport@bpp.com, or Tel: 0207 4307069

You can also find a wide range of information on the **BPP VLE – More – Learning Support**

The Learning Support team is there to help solve problems or answer questions. They are knowledgeable, friendly and everything is completely confidential.

5.2 Inclusion: Equality and diversity at BPP University

BPP seeks to enable everyone to achieve success through learning and the processes which this involves. Education by its very nature provides an opportunity to encounter and embrace different cultures, ways of living, new perspectives and ideas including a deeper understanding of each other and the world around us. We look forward to meeting you and learning from you and encourage you to share and learn from your peers.

For more information about Equality and Diversity:

Email: inclusion@bpp.com or Tel: 0330 0603342

You can also find a wide range of information on the **BPP VLE – More - Inclusion**

Find out more about our services and how to join our Diversity Groups!

5.3 Personal Tutors

Each student is allocated a personal tutor and they will usually be taught by their personal tutor for either a CPA or course skill. Personal tutor meetings are formally timetabled to take place in your first term and, going forward, at your request.

Personal tutor meetings provide the opportunity to discuss progress and plan learning throughout the programme. They allow students to seek advice and support at any stage of the programme and at a time best suited to you. The advice may be pastoral, module specific or in relation to careers or pro bono work. Outside formally timetabled meetings students can contact their personal tutors at any time and receive advice;

equally a personal tutor may initiate the contact to ensure potential issues are addressed early.

You may, however, raise any problems (either academic or personal) with the Programme Leader or any member of the programme team if it is not appropriate to discuss it with your assigned personal tutor.

In addition to the above, BPP's student advisers are on hand to provide guidance and support. The Student Advice service is your first point of contact for non-academic queries. They are a professional and experienced team offering free, confidential and non-judgmental advice on areas of concern both practical and personal.

To contact them, please email advice@bpp.com or internationaladvice@bpp.com and they will be happy to help.

5.4 Mentoring Service

Students also have access to an enhanced mentoring scheme which provides for regular meetings between the student and their mentor allowing the student to identify their strengths and weaknesses and identify appropriate development goals. Please see the "Mentoring" tab on the VLE (on your "Home" page). An announcement will be sent out near the beginning of term for those who want to sign up for the scheme and if you have any specific questions, please e-mail LPCMentoring@bpp.com.

5.5 Careers

The LPC is a vocational programme and our careers service offers one-to-one advice and guidance from specialist advisers, careers tutors (many of whom have worked in practice and sat on recruitment selection panels) and practitioners from all areas of legal practice. Our aim is to help you secure a training contract by providing specialist advice essential for your future career. All of our services, workshops, presentations are delivered live but also recorded and archived so that they can be accessed at any subsequent time.

If you have already obtained a training contract before or during your LPC studies, BPP's careers service can still assist you by helping you to source vacation work or some other form of (legal) work prior to the commencement of your training contract.

5.6 Pro Bono

The BPP Pro Bono Centre provides opportunities for all BPP law students to undertake pro bono work, either through one of the many projects run from the centre or by assisting you to find work with an outside non-profit organisation. Through these opportunities, BPP law students can gain practical legal experience, develop their legal skills and knowledge and network within the legal profession while providing a valuable service to the community.

Your personal tutor will work with you to identify the projects most suited to you. Many of these projects (e.g. Liberty, Own It, Amnesty International and the Human Rights

Unit) provide advice to clients via email/letter and we encourage you to make full use of these opportunities.

In the BPP Legal Advice Clinic, you will be able to provide collaborative advice to clients and provide them with letters of legal advice and some representation in the areas of housing, employment, family and some other law under the supervision of BPP tutors and external supervisors from practice.

For more information and to book an appointment with a member of the team please email probono@bpp.com.

5.7 Staff Student Liaison Committee

Each SGS group will be invited to elect a representative a few weeks after the programme has begun. This representative will attend Staff Student Liaison Committee ('SSLC') meetings and act as a conduit for any concerns the SGS group as a whole may have concerning the teaching or administration of the programme.

5.8 What if my circumstances change?

Life is unpredictable, and if something happens that may affect your participation on the LPC, you must let your personal tutor know as soon as possible. Your personal tutor will be able to advise you of the steps you must take to ensure that you do not prejudice your studies, whether that means changing timetable arrangements, deferral or transfer to a different mode of study.

Appendix I

SRA Legal Practice Course Outcomes

At the end of the course, successful students should be able, under appropriate supervision, to:

1. research and apply knowledge of the law and legal practice accurately and effectively
2. 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 account
 - the costs, benefits and risks involved in transactions or courses of action
3. perform the tasks required to advance transactions or matters
4. understand where the rules of professional conduct may impact and be able to apply them in context
5. demonstrate their knowledge, understanding and skills in the areas of:
 - Professional Conduct & Regulation
 - the CPAs of Business Law and Practice, Property Law and Practice, Litigation and the areas of wills and administration of estates and Taxation
 - the course skills of Practical Legal Research, Writing, Drafting, Interviewing & Advising, and Advocacy. Students should also be able to transfer skills learnt in one context to another;
6. demonstrate their knowledge, understanding and skills in the three areas covered by their choice of electives, and
7. reflect on their learning and identify their learning needs.

Appendix II

LPC Programme Regulations

PROGRAMME REGULATIONS - Legal Practice Course

1. Authority

These regulations are made under the University's General Academic Regulations and are validated with the programme leading to the postgraduate Diploma in Legal Practice

2. Conflict with other regulations

- a) Subject to paragraph 2 (b) and except to the extent that the Academic Council has specifically approved derogation, in the event of a conflict between these regulations and the University's General Academic Regulations, or its sub-regulatory instruments, the latter shall prevail
- b) In the event of a conflict between these regulations or the University's General Academic Regulations and the regulations issues from time to time by the Solicitors Regulation Authority ('SRA') regarding the Legal Practice Course, the latter shall prevail

3. Conditions for Admission

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

- a) a lower second class honours qualifying law degree; or
- b) a lower second class non law degree and GDL or CPE; or
- c) equivalent qualifications such as ILEX/FILEX.

Where candidates wish to enrol on the fast track mode of the LPC the minimum requirement is

- a) an upper second class honours qualifying law degree; or
- b) an upper second class non law degree and GDL or CPE; or
- c) equivalent qualifications such as ILEX/FILEX.

4. 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

5. LPC modules

- a) There are twelve (12) modules in Stage One of the programme all of which must be completed successfully to pass Stage One

Stage One modules	
Business Law and Practice	These three modules are known as the 'Core Practice Area' modules and this has the same meaning as in the Solicitors Regulation Authority Legal Practice Course Outcomes
Property Law and Practice	
Litigation (civil and criminal)	
Interviewing & Advising	These modules are known as the 'Course Skills' modules and this has the same meaning as in the Solicitors Regulation Authority Legal Practice Course Outcomes
Advocacy	
Practical Legal Research	
Writing	
Drafting	
	These modules have the same meaning as in the Solicitors Regulation Authority Legal Practice Course Outcomes
Professional Conduct & Regulation	
Solicitors' Accounts	
Wills & the Administration of Estates	
Taxation	

- b) Candidates must successfully complete three (3) elective modules to successfully complete Stage Two of the programme. Candidates can select from a range of Vocational Elective Modules offered from time to time by the University as listed in the Programme Handbook.

6. Assessment of LPC Modules

- a) Each of the CPA modules and Vocational Elective Modules is assessed by way of a discrete supervised assessment. The pass mark for each assessment is 50%.
- b) 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 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.
- c) Professional Conduct & Regulation shall 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.

- d) In any other assessment where the assessment consists of more than one paper the combined mark for the module shall be the aggregate of all the marks from the papers as a percentage.
- e) Each of the Course Skill modules are assessed as follows:

Practical Legal Research	One unsupervised written paper combined with Writing
Writing	At first attempt one unsupervised written paper combined with Practical Legal Research
Interviewing & Advising	One supervised oral assessment
Advocacy	One supervised oral assessment
Drafting	One supervised written paper

In order to pass each Course Skill a student must be declared 'competent' in the assessments for that Course Skill. Competence is assessed at 50%.

For the Course Skill of Writing any second or third attempt will take the form of a discrete supervised assessment and will not be set in the context of Practical Legal Research unless Practical Legal Research was also failed in which case the relevant attempt will again be combined.

- f) The Taxation module is not discretely assessed. Taxation will be assessed within the Business Law and Practice module but there is no requirement to derive a discrete mark.
- g) All other modules are assessed by one discrete supervised assessment. Candidates must be 'competent' and competence is assessed at 50% for each assessment.

7. 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 Unfair Practice Regulations.

8. Failure to pass Modules

- a) Candidates are entitled to three attempts at an assessment in all modules.
- b) 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.

9. Failure of any module at a Third Attempt

- a) A student who fails a third attempt of any Stage One modules fails Stage One of the Programme overall and **all** Stage One Assessments must be re-taken. Further attempts may only be permitted in accordance with the

regulations on appeals and the rules on mitigating circumstances and concessions in the General Academic Regulations.

- b) A candidate who fails a third attempt in a Stage Two Assessment may re-enrol on that particular module or a new Vocational Elective module.

10. Failure to submit an unsupervised assessment

Please refer to the General Academic Regulations.

11. Deferring an assessment

- a) Please refer to the General Academic Regulations.
- b) The grant of a deferral will never extend the time limit for completion of the Programme set out in Regulation 16 below.

12. Rules on Mitigating Circumstances and Concessions

- a) Please refer to the General Academic Regulations.
- b) 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.
- c) Compensation (that is making good marks below 50 with marks from another assessment) is never permitted either in response to mitigating circumstances or otherwise.
- d) The grant of an application for mitigating circumstances will never extend the time limit for completion of the course set out in Regulation 16 below.

13. Extension of submission deadlines

Please refer to the General Academic Regulations.

14. Progression from Stage 1 to Stage 2

Candidates may progress to Stage 2 of the programme even if they have not successfully completed an assessment or assessments in Stage 1 of the programme

15. Examinations Board

- a) The Legal Practice Course shall be structured as a Single Programme Board as defined in Part I of the University's General Academic Regulations.
- b) Examination Boards will be held at regular points in each academic year.

16. Time limits for completing the programme

- a) Students must complete the Programme within five years from and including the date of the First Assessment. 'First Assessment' means the first assessment in time taken by the student during the Programme (irrespective of the date of the meeting of the Board of Examiners or the publication of results) whether or not the student is successful in that attempt and whether or not a deferral is granted or an application for mitigating circumstances is subsequently granted for that attempt.
- b) The meeting of the Board of Examiners in respect of any outstanding final assessment may be later than the fifth anniversary of the First Assessment.

17. The Award

- a) Upon successful completion of both Stage One and Stage Two of the LPC with BPP a student shall be awarded the BPP Postgraduate Diploma in Legal Practice in accordance with Regulations 18, 19 and 20.
- b) Upon successful completion of Stage One a student shall also be provided with a transcript certifying completion of Stage One.
- c) Upon successful completion of any individual Stage Two assessment a student shall also be provided with a transcript certifying completion of the relevant LPC vocational elective module.
- c) For b) and c) above where a candidate resits and passes an assessment the mark shall be not be capped but the new mark will appear on the transcript with the candidate's attempt number clearly marked beside it.

18. Conditions for the award of the BPP Postgraduate Diploma in Legal Practice (Pass)

Candidates shall be awarded a pass in the Postgraduate Diploma in Legal Practice where they have completed and passed all Stage One and three Stage Two modules.

19. Conditions for the award of the BPP Postgraduate Diploma in Legal Practice (Commendation)

Candidates shall be awarded a commendation in the Postgraduate Diploma in Legal Practice where they have:

- a) Completed and passed all Stage One and three Stage Two modules; and
- b) Passed all three CPA Module Assessments and all three Stage Two Assessments at first attempt; and
- c) Obtained an average of at least 60% across all three CPA Module assessments and all three Stage Two Assessments.

20. Conditions for the award of the BPP Postgraduate Diploma in Legal Practice (Distinction)

Candidates shall be awarded a distinction in the Postgraduate Diploma in Legal Practice where they have:

- a) Completed and passed all Stage One and three Stage Two modules; and
- b) Passed all three CPA Module Assessments and all three Stage Two Assessments at first attempt; and
- c) Obtained an average of at least 70% across all three CPA Module assessments and all three Stage Two Assessments.

21. 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

22. Relationship to BPP's general regulations, policies and procedures

BPP's general regulations, policies and procedures apply to this programme including (but not limited to) BPP's regulations, policies and procedures on:

- Equal opportunities;
- Students with disabilities;
- Health and safety;
- Recruitment and selection, enrolment and registration;
- Student induction;
- Opportunities to change programmes and change mode of study;
- Student support and guidance;
- Assessment and determination of awards;
- Structure of boards of examiners;
- External examining;
- Academic appeals and complaints; and
- Programme monitoring.

Appendix III

LPC Learning and Teaching Strategy

The aim of the Learning and Teaching Strategy is:

‘to ensure that the approach to learning and teaching meets the aim of the BPP LPC’

The objectives of the Learning and Teaching Strategy are to ensure that learning and teaching on the BPP LPC is:

1. relevant to the needs of practice and promotes business, financial and commercial awareness;
2. effective in developing legal problem-solving abilities;
3. intellectually demanding and rigorous; and
4. in compliance with the requirements of the SRA's LPC Outcomes.

In achieving these aims and objectives, programme designers:

1. produce sessions that are intellectually demanding;
2. require clear understanding and application of substantive law and appropriate procedures;
3. incorporate relevant legal skills;
4. create realistic exercises within the context of principal case studies which are transactional in nature and replicate the kind of tasks that a trainee may be required to carry out in practice;
5. develop professional attitudes (organisation, maturity, awareness of the demands of practice and professional ethics);
6. give clear guidance on the learning outcomes of sessions;
7. require students to read beyond basic texts by incorporating references to primary sources and practitioner materials;
8. require a significant level of preparation by students before sessions take place. For Small Group Sessions ('SGSs') this includes pre-reading, self-assessment questions on the pre-reading and preparation of answers to preliminary exercises (designers seek to minimise the number of tasks students prepare in SGS time and such tasks should normally be advanced activities);
9. require students to complete or undertake further activities following on from an SGS (e.g. writing a letter of advice);
10. provide students with regular opportunities to self-assess their progress and to identify and prioritise their individual learning needs;
11. ensure that preparation in items 8 and 9 is appropriate; and
12. ensure that any foundation materials and learning is appropriate to the mode of study.

LECTURES

Lectures will be delivered face to face or online, depending on the mode of study. Students will receive a 'live' or pre-recorded lecture so that they can choose their preferred method of accessing the lectures: online from home, work or in the law school. Full-time students at some sites will be able to choose from attending a live lecture or accessing the online version of the lecture.

Whichever method of delivery is chosen, the aims of the lectures will vary depending on the approach required for individual topics but will include one or more of the following:

1. to give an overview of a programme or 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 all students to look at the module under discussion from a practical perspective as they will as a trainee solicitor.

Implementation

Each lecture is based on a handout that is provided to students in advance of the lecture. The handout 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

The aim of **Small Group Sessions** is to:

1. develop areas introduced in Lectures and in the SGS preparation;
2. develop problem-solving and other legal skills;
3. cover core case law and statutes;
4. promote intellectual inquiry;
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.

Implementation

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 incorporate relevant course skills, particularly Practical Legal Research, Writing and Drafting and also incorporate Information Technology where appropriate.

Realistic exercises are used to replicate the kind of task that a trainee may be required to carry out in practice. From the outset of the programme the students act for principal clients which continue throughout the CPAs. The students look at the clients from all perspectives including business and financial elements. All of the modules are transactional in nature and provide an in depth understanding of the competing interests which affect the day to day running of a business. 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's 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.

COURSE SKILLS

The Solicitors' Regulation Authority (SRA) has set Learning Outcomes for five legal course skills:

1. Practical Legal Research;
2. Interviewing & Advising;
3. Writing;
4. Drafting; and
5. Advocacy.

The aims of the Course Skills teaching on the BPP LPC are to ensure:

1. the SRA's Outcomes for each assessed Course Skill are met; and
2. that each Course Skill is given appropriate attention in preparation for practice.

Practical Legal Research (PLR)

The aim of this module is to ensure that students:

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

Implementation

The basic principles of PLR are taught throughout the core modules. There are specific PLR SGSs in each of these modules delivered at varying points throughout Stage 1 of the programme. PLR is incorporated into a workbook and taught in Lectures and SGSs. Students are expected to complete exercises throughout the programme. These exercises require students to develop the abilities set out in the intended outcomes for PLR. Problems go beyond the core practice and vocational elective module areas to test the students' ability to research in a new area.

Students are given feedback on selected exercises.

Interviewing & Advising

The aim of this module is to teach the principles and techniques of the skills of Interviewing & Advising by obtaining the relevant information from the client to identify the client's objectives, and concerns.

Implementation

The Interviewing & Advising programme is taught discretely.

Writing

The aim of this module is to ensure that students are able to communicate effectively in writing and are able to:

1. understand and choose the appropriate method of communication; and
2. understand and apply the principles of good writing.

Implementation

The principles of Writing are taught throughout the core modules and pervasive teaching continues throughout the programme.

Drafting

The aim of this module is to develop the skill of coherent legal drafting in a structured, logical and concise manner so that the students can:

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

Implementation

The principles of Drafting are taught primarily within the context of BLP and pervade the teaching throughout the programme to reinforce the principles introduced in BLP.

Advocacy

The aim of this module is to ensure that students can:

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. formulate and present a coherent submission based upon facts, general principles and legal authority in a structured, concise and persuasive manner;
4. respond to their opponent's submissions; and
5. respond to judicial intervention.

Implementation

Advocacy is taught in a Litigation context.

Professional Conduct & Regulation (PCR)

The aim of this module is to 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 programme, in particular to:

1. provide an introduction to the key principles of Professional Conduct and Client Care;
2. introduce students to scenarios mirroring, or based on, real-life examples of Professional Conduct and Client Care;
3. introduce students to the wide range of work they could be doing which might involve FSMA 2000 (and subsequent statutory instruments);
4. provide students with an understanding of the relevance and application of financial services regulation to solicitors;
5. ensure that students can identify when it is relevant within the context of any of the compulsory modules; and
6. teach students the SRA Accounts Rules in the context of the systems and procedures to which they will be exposed in practice.

Implementation

PCR is taught in the core practice and vocational elective areas.

Appendix IV

LPC STUDY GUIDE

Appendix IV

LPC Study Guide

A. Introduction

We want you to get the most out of the Legal Practice Course ('LPC') so that you are successful in your assessments, in your training contract and ultimately as a qualified solicitor. This guide explains the approach you should take to studying on the LPC and in particular how you should prepare for classes to get the most out of them. Please read this document before you commence the programme with us. You may find it useful to refer to it again once you start the LPC.

This guide has been designed to give you:

1. information regarding the teaching methods used on the LPC;
2. information about the structure of the LPC;
3. guidance and assistance in managing your workload on the LPC; and
4. details of some of the materials you will receive when you start the LPC.

You have already developed excellent study methods but it is essential that you understand the difference in approach and emphasis of the LPC as compared with your law degree or graduate conversion course. For example, on the LPC your task is not simply to identify legal problems and analyse the relevant law. Instead you will be expected to apply the law to a particular set of circumstances and advise on a specific course of action or range of options, to achieve your client's objectives. As in practice, it is not enough merely to tell your client what the law is; you will need to be able to explain its effect and implications in the context of the client's particular circumstances. There is therefore a significant emphasis on both legal analysis **and** practical application on the LPC.

This difference of approach is reflected in the teaching methods and assessments that you will encounter on the LPC.

B. Teaching methods

The teaching methods used on the LPC at BPP are set out below.

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 degree and/or graduate conversion programmes 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 LPC.

Module Materials

Prior to each module, you will be provided with a (hard copy) materials pack. 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 live and/or recorded lecture recording.

Chapters / lectures

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 two hours in length and are usually taught in groups of about 18 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.

The majority of your teaching sessions will be SGSs.

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. Examples of Descriptions for three of the modules you will study on the LPC are set out towards the end of this guide along with an explanation of the recommended approach to preparing for SGSs.

You are expected to have completed tasks individually in preparation for the SGS. In the SGS itself, 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.

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.

SGSs require you to demonstrate a clear understanding and application of substantive law and procedures. They will incorporate relevant legal skills, particularly Practical Legal Research, Writing and Drafting and use realistic exercises which replicate the kind of task that a trainee solicitor may be required to carry out in practice.

For example, 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.

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 LPC - 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.

If you follow the suggested approach set out in Section D below you should feel confident that you are preparing well for classes and for the exams 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.

Independent Learning Sessions ('ILSs')

During the CPA modules 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.

The inclusion of ILSs on the LPC allows us to timetable a study day for you each week, which would not otherwise be possible.

You need not complete the ILSs in the order in which you receive them, unless you are given specific information to do so in a particular module. However, 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 Taxation, Business Accounts, 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.

C. Preparation for SGSs

1. Length of preparation

The LPC has been designed so that preparation for each SGS should take students an average of three hours. Please note that this 3 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) and might take less than three hours for others. Equally, some students may take less than three hours, some may take longer than three hours, 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 a three hour guideline for preparing 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.

The first two-three weeks of the CPA programme is likely to be more intensive in terms of the preparation required. This is partly due to the fact that you will be learning lots of information on new areas of law and practice as well as familiarising yourself with a new approach to studying. It is also because it is necessary to analyse some of the underlying substantive law before the module can progress.

2. Purpose of preparation

The purpose of SGS preparation is two-fold:

1. 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
2. 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.

3. 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 LPC. The approach required in relation to each module is different and section E of this guide refers you to specific texts and how they should be used in the CPA modules you will be studying on the LPC.

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.

4. Types of Activities

As mentioned above, 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.

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.

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.

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.

Analysing precedents

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.

5. Texts & resources

The LPC 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. So, for example, when researching a contract problem, you should look at Chitty on Contract and not Treitel (or worse, Nutshells!)

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.

E. Typical SGS examples from the CPA modules

The following pages contain an explanation of the reading and examples of preparation that will be required for particular SGSs on the Civil Litigation, Property Law and Practice and Business Law & Practice modules, using example materials from the CPA on the LPC. Please read this section in conjunction with the example SGS Descriptions, which have 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 Descriptions which appear in this Programme Handbook are only specimens. They are 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



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 <i>briefly</i> with the main principles of ss. 3, 9, 10 and 112 CA 2006.	
7.	Please familiarise yourself <i>briefly</i> 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 <i>briefly</i> 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**”)

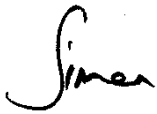
RNL will be run by two directors: Margaret Fletcher, who is already a director of RHP and Thom Young who has been recently recruited from Waitrose to help manage RNL.

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.

A handwritten signature in black ink, appearing to read 'Jina' or 'Jinae', with a stylized, cursive script.

CIVIL LITIGATION

Reading

On the civil litigation module you are generally provided with 2 principal reading references in each SGS Description, as referred to below:

1. CPR

The Civil Procedure Rules (the 'CPR') are the rules that govern court procedure in civil cases before the courts of England & Wales. They form the basis of civil litigation. Each 'part' of the CPR is supplemented by a practice direction ('PD'), providing further information on how the rules should be applied in practice.

You will be provided with extracts of the CPRs & PDs at the beginning of the module. These will be used throughout the module. They are also your principal permitted material in the examination. You will **not**, accordingly, be allowed to annotate these materials other than in accordance with BPP's annotation rules; please see the guidance set out in the Student Handbook.

The purpose of the module is NOT to ensure you know each and every point contained in every CPR and PD. The idea is that, since these are the principal source materials used by civil litigators and the court in practice, you should be familiar with them and you should know your way around them and be able to look things up as and when you need to.

The reason why the **CPR reading** is often listed first in your SGS Descriptions is that, since the rules form the basis of civil litigation, it is vital you read the relevant CPRs before beginning any substantive SGS preparation. CPRs will generally be listed as complete parts (e.g. CPR 7). However, where the CPRs are long, we may refer you to particular rules instead (e.g. CPR 7.1).

In practice, what is almost as informative as the CPR are the editorial notes and **commentary** on the particular rules in the White Book (a book containing the CPR and authoritative commentary, including relevant case law references).

As the leading practitioner's text, you should certainly know your way around the White Book. However, it contains far too much detail for the purposes of this module and you are certainly not expected to read the notes for every CPR mentioned. On occasion, however, we will refer you to particular notes in the White Book and you should ensure that you read and understand them.

You will find hard copies of the White Book in the library. An electronic version is also available on WestLaw (an electronic library resource available to you when you start the LPC). You will be given additional guidance on how to use the online version of the White Book at the start of the module.

2. Chapter handouts

This refers to the Chapter on which the SGS is based. Reading the Chapter does not strictly count towards the 3 hour SGS preparation time, as you should already have read the Chapter handout and attended/listened to the accompanying lecture before starting your SGS preparation.

Note-taking from reading

The scope of the syllabus is indicated by the scope of the module outline. Some Chapters will cover the detail of particular topics whilst others will expect you to fill in details from the CPR for some/all of the Chapter (although you will of course be given guidance when this is the case).

Therefore:

- There will be points in the CPR which are outside the scope of the syllabus. The prescribed reading will have indicated to you which parts are relevant. The other parts are for a wider understanding and you should not be taking detailed notes on these areas.
- It is recommended that any extra notes you take are cross-referred to the Chapter notes (or even written on the Chapter handouts if there is room), rather than taking a second set of notes from any reading. Otherwise you could potentially end up with 3 sets of notes: your Chapter notes, your SGS notes and notes from your reading – something which may actually make your revision more difficult!

Prioritising pre-SGS activities

As explained in the general section at the beginning of this guide, the module is designed so that preparation for an average SGS should take most students approximately 3 hours.

If, however, you find yourself short of time and you need to prioritise your preparation, the best way to do so is as follows:

1. Confirm your basic understanding of the topic from the Chapter handout, and remind yourself of the issues covered;
2. Read the specific CPRs (including additional commentary/notes if asked to);
3. Complete any specific tasks required e.g. drafting documents;
4. Prepare answers to any questions set; and
5. Confirm your understanding of topics by making supplementary notes from any additional reading suggested for the SGS, if appropriate.

Electronic information

During the module and particularly in your SGS preparation you should get into the habit of using the key sources of electronic information used in practice by litigators.

The main sources are:

- Solicitors' Regulation Authority website (for access to the Solicitors' Code of Conduct and Accounts Rules – <http://www.sra.org.uk/consumers/consumers.page>).
- Westlaw (for CPR, White Book commentary, case law & statutes – a service that will be available to you via BPP's student VLE, once you have enrolled).
- The Court Service Website (for court forms and general information - <http://www.hmcourts-service.gov.uk/>).
- The Ministry of Justice website (CPR & Court Forms – http://www.justice.gov.uk/civil/procrules_fin/).

Example: Civil Litigation SGS 2 – Issue of Proceedings and Statements of Case I

Introduction

It is difficult to choose a 'typical' SGS, as the SGSs on the module differ significantly in both content and types of preparation. This SGS has been chosen as it gives you an indication of how you can use the different sources to manage your preparation.

Please note that the attached SGS Description is provided by way of example only. Given possible SGS and/or module changes, please ensure that you refer to the actual SGS materials issued to you prior to the start of the module when preparing for your SGSs.

Approach

1. Firstly read the learning outcomes of the session.

You will note that, by the end of the SGS, you should be able to understand pre-action steps that need to be taken before issuing proceedings, draft Particulars of Claim, as well as understand the rules of issue and service. You should bear these objectives in mind in your preparation.

2. Review the preparatory tasks in overview.

You will see that all of the pre-SGS tasks you are given relate to specific CPRs including the Pre-Action Protocols, so before starting any of the individual activities, you should re-read those CPRs. You should also re-read Bundle 1 to remind yourself of what has happened in the case study. (The bundles of documents referred to form part of the case studies, which you will receive during the module). Any questions given as part of your preparation should be readily answerable from your Chapter notes and the CPRs listed.

3. Prepare Activity 1

- You are asked to consider the nature and purpose of the CPR Pre-Action Protocols and answer the questions attached to the SGS Description.
- You should use the Professional Negligence Pre-Action Protocol (as contained in your CPR pack).
- This should take approximately 30 minutes.
- You can see that this relates to Activity 1 in the session where you will be asked to report back on your preparation and consider the Pre-Action Protocol relevant to the case study.

4. Prepare Activity 2

- You are asked to locate and familiarise yourself with the appropriate Claim Form that would be used in the case study.
- Using either online or hard copy resources you should determine the court fee payable for issuing this claim.
- You are also asked to consider which court (and if applicable, which division) the Claim Form should be issued in.
- This should take approximately 30 minutes.
- You can see that this relates to Activity 2 in the session.

5. Prepare Activity 3

- This activity asks you to consider the nature and purpose of Particulars of Claim and list 5 principal facts which should be included in the Particulars of Claim for the case study.
- To do this, review your notes from SGS 1, together with your Chapter notes and CPR references from Chapter 4.
- You should also review the Precedent materials, to see how the document will work structurally.
- This should take you approximately 45 minutes.

6. Reading

- The reading is given to you to refer to as necessary in the module of your preparation.
- You may wish to first review Chapters 3 and 4 to remind yourself of the general area.
- The rest of the reading should be left until you are completing, or have completed the activities.
- Read the CPRs listed. Highlight and underline them as necessary. In some cases the whole part is referred to (e.g. CPR 7) and in some cases only particular rules/ paragraphs of the practice directions are referred to (eg. paragraphs 3, 7.3 and 7.4 of the Practice Direction to CPR 16).
- This reading should take just over an hour (assuming you are fairly comfortable with the topics from your Chapter notes).

Please note that the SGS Descriptions which appear in this Programme Handbook are only specimens. They are provided for illustrative purposes only. The real SGS Descriptions, that 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).

CIVIL LITIGATION SGS 2: COMMENCING PROCEEDINGS AND STATEMENTS OF CASE I



Legal Practice Course

1. Learning outcomes

After this session you should be able to:

1. appreciate the role, structure and significance of the CPR;
2. analyse and evaluate the steps that need to be taken pursuant to the pre-action protocols;
3. determine in which court proceedings should be issued and the documents that are required to commence a claim; and
4. critique and re-draft a particulars of claim, understanding their structure and nature.

2. Preparation

Please ensure that you have listened to/attended lectures 1, 2 and 3 and read the accompanying chapter handouts **prior to** starting your preparation for this SGS. You may also find it helpful to have reviewed the precedent materials which you will find on the VLE under Additional Resources/precedent pack.

	Item	Completed ✓
1.	With reference to Part B paragraph 1 of Chapter 1 and Section I of the Practice Direction - Pre-Action Conduct, consider the nature and purpose of the pre-action protocols and Practice Direction - Pre-Action Conduct. Answer the questions attached to this SGS Description ('Pre-SGS Questions') using the Professional Negligence Pre-Action Protocol (contained in your CPR pack).	
2.	Read Chapter 1 Part C paragraph 7 and 7APD2, 29PD2.2 and 2.3, and CPR 30.3 (contained in your CPR Pack). With reference to the above, in which court (and, if applicable, which division) would Ritchisons issue its claim? Be prepared to justify your answer in the SGS using the relevant parts of the CPR.	

3.	<p>Assume that you work for Price Prior, acting on behalf of Ritchisons Investments Limited. You are serving the claim form in this matter on a solicitor who is instructed to accept service on behalf of all the defendants.</p> <ul style="list-style-type: none"> Calculate the amount of the court fee payable for issuing this claim. You will find the court service website helpful for this (www.hmcourts-service.gov.uk), or you can find the information in Volume 2 of the White Book. On the court service website (above), locate and familiarise yourself with the appropriate claim form which you would use to issue this claim. You should read the accompanying notes on completing the claim form, but you do not need to print out the claim form or notes and you do not need to bring a copy to your SGS. 	
4.	<p>Review the basic factual issues in the Ritchisons Investments Limited case study by reference to your notes from SGS 1 and read and consider 16PD3, and 16PD7.3 and 7.4 (contained within your CPR pack) and paragraphs 2 and 3 of Chapter 3.</p> <p>Using your reading above, consider the nature and purpose of the particulars of claim. List the relevant duty/breach/causation elements that you consider should be included in Ritchisons Investments Limited's particulars of claim, identifying which element of the cause of action the facts relate to. Bring this list with you to SGS 2.</p> <p>Consider how much you think the actual loss figure is.</p> <p>In relation to interest claimed in the particulars of claim, please consider Chapter 3, paragraph 3.5; and CPR 16.4(2) (contained within your CPR pack).</p>	
5.	Read section 6.6 of your LPC Drafting Workbook and ensure that you understand how to make amendments to documents by hand.	

3. To bring to the SGS

Please bring the following to SGS 2:

1. your CPR Pack;
2. Client 1 Bundle 1 and the further evidence for the case study handed out in SGS 1;
3. your notes from chapters 1, 2 and 3;
4. your notes on the Ritchisons Investments Limited case study from SGS 1; and
5. your answers to the questions at items 1, 2, 3 and 4 of your preparation above.

4. Activities

4.1 Activity 1

After an introduction to civil procedure, you will discuss with your tutor the purpose of the pre-action protocols and the consequences for non-compliance with the pre-action protocols and the Practice Direction - Pre-Action Conduct. You will look in particular at the Professional Negligence Pre-Action Protocol.

4.2 Activity 2

You will review a completed claim form for the Ritchisons Investments Limited case study with your tutor and discuss the relevant rules regarding which court (and, if applicable, which division) the claim should be commenced in. You will also consider the rules on issuing proceedings.

4.3 Activity 3

Activity 3 will begin with a discussion of the principles of drafting particulars of claim, including the identification of key facts and how to plead interest. You will then be asked to amend a draft particulars of claim for the Ritchisons Investments Limited case study.

5. Document checklist

By the end of the session you will have received:

1. a solution to the pre-SGS questions on pre-action protocols;
2. Client 1 Bundle 2 (claim form);
3. a draft particulars of claim for the Ritchisons Investments Limited case study; and
4. Client 1 Bundle 3 (final version particulars of claim).

6. Post SGS

After this session you should:

1. access and read the application of pre-action protocol and letter of claim in the Ritchisons Investments Limited case study which you will find in the SGS 2 folder on the VLE;
2. attempt the Perfect Yarns case study re-drafting exercise which you will find on the VLE under Additional Resources; and
3. self-assess your answer using the Suggested Solution and Commentary which you will find in the same folder.

Pre-SGS Questions

Please make a brief note of the answers to the following questions together with the relevant references from the Professional Negligence Pre-Action Protocol. Bring your notes in answer to the questions below to SGS 2.

1. What is the first step that Ritchisons Investments Limited (as the claimant) should take, and when should it do it?
2. What must the defendants then do in response, and by when?
3. Following questions 1 and 2 above, identify the next two key stages in the pre-action correspondence between the claimant and defendants. Make a note of the relevant time limits that apply.
4. Why is the information in paragraphs B2.2 and B5.2 of the Professional Negligence Pre-Action Protocol required?
5. If the defendants make an offer to settle, and/or admit part of the claim, for up to how long should the parties negotiate in order to try to avoid litigation, according to the Professional Negligence Pre-Action Protocol?
6. Whilst parties cannot be forced by the court to enter into any form of alternative dispute resolution ('ADR'), why might they nevertheless consider it?
7. Why are the parties encouraged in B7.2 of the Professional Negligence Pre-Action Protocol to appoint a joint expert?
8. If negotiations under the Professional Negligence Pre-Action Protocol fail, does the claimant need to do anything else before commencing litigation against the defendants?
9. If this was not a claim for professional negligence, or any type of claim covered by a specific pre-action protocol, could Ritchisons Investments Limited disregard the pre-action protocols entirely? If not, why not?

PROPERTY LAW AND PRACTICE ('PLP')

Reading

The substantive elements of the module should be familiar to you from the academic stage of your training. We assume a certain level of background knowledge and understanding of land law, contract and equity. Further reference should be made, as necessary, to an appropriate text such as MacKenzie and Phillips "Textbook on Land Law" for a basic revision of these areas if required.

In preparation for your SGSs you will be required to review the relevant Chapter handout.

Reference to cases and statutes

You will note from the SGS Description that you are asked to familiarise yourself with the key facts and principles of a number of cases and the key aspects of a section or sections in a statute. Most of the cases will be covered in your Chapter handouts, and so you will not need to carry out further research unless you are specifically asked to do so.

You will also be provided with the "Property Law and Practice Handbook" ('PLP Handbook'). It is a bound selection of the statutory material most commonly required in commercial and residential property transactions. It is the practical application of principles (whether originating from statute or case law) that is key. The PLP Handbook is given to you at the beginning of the course, and forms part of permitted materials for the PLP assessment, so it is important that you follow the annotation guidelines and do not write anything in the Handbook which is not permitted under the annotation guidelines. The annotation guidelines are on the VLE (vle.bpp.com under the Assessments / General Information tab).

SGS self-assessment questions

The purpose of these questions is to help you to focus your pre-reading. The questions are intended to ensure you have understood the important principles within the pre-reading and or the topic being covered in the SGS in advance of the SGS. Sometimes the questions will directly relate to the objectives of the session. Sometimes they will relate to legal principles you will have covered in your academic studies, knowledge of which is being assumed as a basis to build upon in the SGS. They should not require you to do additional work but your tutor will expect you to be able to answer the questions if an appropriate point comes up in the session.

Please note that the attached SGS Description is provided by way of example only. Given possible SGS and/or module changes, please ensure that you refer to the actual SGS materials issued to you prior to the start of the module when preparing for your SGSs.

Example: SGS 2 Property Law and Practice – Planning, Pre-contract Searches and Enquiries

Preparation for the session

SGS 2 is a very practical session. The SGS covers planning and environmental matters, and also the searches undertaken by the buyer prior to exchange of contracts. The preparation is essential to ensure that you are able to fully participate in the SGS. As part of your preparation, you are asked to read your notes from Chapter 2, read the head notes to two cases, watch some short films which show you how to interpret searches step by step, and consider three sections of the relevant planning legislation.

We would expect your preparation to take no more than three hours.

Approach to the preparation

Briefly look through the Learning Outcomes, Preparation, Substantive Law and Activities to get a feel for what is being covered.

1. Topics covered in the Session

The SGS Description has been designed so that it directs you in detail to the parts of the relevant Chapters you should be reading and then to the activities you should be carrying out and questions you should be able to answer before attending the SGS.

For example, if you look at the SGS Description below, you are first directed to some Chapter reading on Searches, and then to watch the short films. There are questions which will assess your understanding of searches and you are subsequently asked to apply your knowledge to the searches in your Elton Hall file (the case study we use in the first half of the module to demonstrate freehold conveyancing).

You then move on to the topic of Planning and Environmental Law and, again, you are directed to some Chapter reading, together with some statutes to read in your Property Law and Practice Handbook. Given that this is a permitted material for the Assessment, you may find it useful to highlight the relevant sections and put a clean “post-it” tab on the relevant pages of the Handbook. Again, you are asked questions to assess your understanding of this topic.

Next you are asked to refresh your notes from a site inspection you watched in relation to the property that is being purchased as part of your case study.

Finally, you are asked to look at the replies to enquiries from the case study. A buyer’s solicitor will always ask a standardised set of questions about the property its client is purchasing. These questions are answered by the seller’s solicitor. You are asked to read specific replies in relation to the case study in advance of the SGS as the replies will be useful for your activities.

2. Substantive Law

If by this stage you are not already conversant with the cases and statutes familiarise yourself with the key facts and principles of the two cases (by reference to the head notes only) and with the key aspects of the sections of the statutes.

3. Online Tests

For each SGS there is a pre-SGS test and a post-SGS test on the VLE. 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. You may attempt these tests as often as you wish. The scores you obtain in these tests do not count towards your LPC result in any way.

Please note that the SGS Descriptions which appear in this Programme Handbook are only specimens. They are 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).

PROPERTY LAW AND PRACTICE SGS 2: PRE-CONTRACT SEARCHES, ENQUIRIES AND PLANNING



Legal Practice Course

1. Learning Outcomes

After this session you should be able to:

1. explain the purpose of pre-contract searches and enquiries;
2. analyse replies to pre-contract enquiries, identifying and resolving any issues arising;
3. explain and apply the basic principles of planning law; and
4. analyse the results of pre-contract searches, identifying and resolving any issues arising.

2. To bring to the SGS

1. The Elton Hall file (**not just the specific documents looked at in preparation**).
2. BPP Property Law and Practice Handbook.
3. Your notes and answers to the questions in the Preparation listed below as well as your notes from the online exercise at item 3 of the Preparation below.
4. Chapter 2.
5. Your Elton Hall Issues document.

3. Preparation and SGS Preview

	Item	Completed ✓
	<p>Where are we now...?</p> <p>Your client Ritchisons Properties Limited ('RPL') has carried out a site inspection visit, and you have met with the seller's agents to ask some questions about the property. In SGS 1 you carried out the investigation of title to Elton Hall using the official copies. So you have already unearthed a lot of information about Elton Hall. You now need to use these facts to help you to identify any further issues which may arise in this SGS as we try to build up a bigger picture of both the property and its surrounding area by doing searches with external organisations and by asking pre-contract enquiries of the seller, and analysing some of the information received in the context of basic planning law.</p> <p>Preview: You will be dealing with several aspects of the learning outcomes in the course of your preparation for this session. During actual class time, you will focus on analysing the results of the Elton Hall 'local search' and the seller's replies to enquiries. You will also apply planning law to analyse potential planning issues at Elton Hall.</p>	
1.	Prior to starting the preparation for this SGS, ensure you have read Chapter 2 and listened to Lecture 2 (Planning and pre-contract searches and enquiries) online.	
2.	<p><u>Searches – General</u></p> <p>Part 2 of Chapter 2 sets out separately the searches which would be carried out in any transaction and those searches which are only carried out in certain cases.</p> <p>(i) Using Part 2 of Chapter 2 and the plan of Elton Hall attached to this Description at page 8 to give you clues, compile a list of:</p> <ul style="list-style-type: none"> • compulsory searches required in all transactions; and • optional searches you would suggest carrying out in relation to Elton Hall. <p>(ii) Explain why each of these searches is necessary. Take the time to write out a brief explanation; in an assessment, this is often the weakest part of a student's answer and if you practise writing out an explanation you will produce a better answer in an assessment if a question like this should come up.</p> <p>(iii) What investigations should RPL make on its own behalf?</p> <p>Check your answers, prior to attending the SGS, against the Pre-SGS Preparation Solution online.</p>	

3.	<p><u>Searches – The Local Search</u></p> <p>Complete the online exercise called ‘The Local Search’ found online in the SGS 2 folder. The exercise has been designed to help you read and use the information in the Elton Hall local search results so you will need to have the Elton Hall file with you in order to complete the exercise.</p> <p>Please bring the whole of your Elton Hall file, together with any notes you made whilst completing this online exercise, to the SGS.</p>	
4.	<p><u>Planning and Environmental Law</u></p> <p>Familiarise yourself with and flag up in your BPP Property Law and Practice Handbook the following:</p> <ul style="list-style-type: none"> • Town and Country Planning Act 1990, ss.55, 57 and 171B; • Town and Country Planning (General Permitted Development) (England) Order 2015, Articles 3(1) and 4(1) and Schedule 2 Parts 2 and 3; • Town and Country Planning (Use Classes) Order 1987. <p>Consider the questions below and prepare bullet point notes on the answers. You will need to be able to answer these questions to do Activity 2 in the SGS.</p> <p>Hint: You may find it useful to refer back to Part 1 of Chapter 2 to help you answer the following questions.</p> <ol style="list-style-type: none"> 1. When is planning permission required? 2. When is an application for planning permission not required and why? 3. What are the extra planning controls if a property is in a Conservation Area and/or is designated a Listed Building? 4. What are the various types of local authority consent that a client might need if the client is: <ol style="list-style-type: none"> 4.1 carrying out building works which involve demolition and tree felling (hint: up to six different consents may be required); and 4.2 changing the use of a property from one use class to another (hint: only one type of consent is required). 	

	<p>In the table below, make a note of which question in the CON 29R deals with each of these consents.</p> <table><tr><th colspan="2">Works</th><th colspan="2">Change of Use</th></tr><tr><th>Consent</th><th>Q in Con29R</th><th>Consent</th><th>Q in Con29R</th></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>5. Do building regulations approval and planning permission serve the same purpose?</p> <p>6. If there is a breach of planning control what action can the local planning authority take? What are the time limits?</p> <p>7. Apart from potential health hazards why does a buyer of property need to be concerned about past contamination?</p> <p>8. Why might RPL be particularly concerned about possible contamination at Elton Hall? What steps could be taken to address these concerns?</p> <p>There are some Planning Summary slides online in 02: Pre-contract searches, enquiries and planning which you may find useful in consolidating your answers to the questions above. These have been reproduced at page 7 of this Description.</p>	Works		Change of Use		Consent	Q in Con29R	Consent	Q in Con29R					
Works		Change of Use												
Consent	Q in Con29R	Consent	Q in Con29R											
5.	<p><u>Refresher</u></p> <p>To remind yourself of some of the facts you have discovered about Elton Hall, go to the plan attached to this Description at page 8 and:</p> <p>(i) make a note of the two additional buildings that have been added to the property and state the year each building was added by the seller (N.B. both buildings were added/attached onto the main Elton Hall building);</p>													

	<p>(ii) mark in blue any road that is designated as a public highway and in red the other private road needed to access Elton Hall; and</p> <p>(iii) complete the table at the top of page 8 of this Description by filling in the relevant 'use class' that each of the past, current and future uses of the property are in, using the Town and Country Planning (Use Classes) Order 1987 which is in your BPP Property Law and Practice Handbook.</p>	
6.	<p><u>Enquiries</u></p> <p>Find document 51 (the replies to the Commercial Property Standard Enquiries (CPSE's) raised with the seller on behalf of RPL) in the Elton Hall file. Familiarise yourself with the following enquiries and replies:</p> <p>4.1, 4.2, 4.7, 8.1, 8.8, 12.6, and 15.4.</p> <p>Please read and flag these replies for use during the SGS.</p>	

4. Relevant Chapters

Chapter 2.

5. Substantive Law

During the session reference will be made to a number of points of substantive law that you must be able to apply in context. They are dealt with in Chapter 2, but you should also familiarise yourself with the legislation itself in your BPP Property Law and Practice Handbook which is a permitted material for the exam.

In particular you should review and flag the following for use in this SGS (see item 4 in the preparation table):

- ss.55, 57 and 171B Town and Country Planning Act 1990;
- Articles 3(1) and 4(1) and Schedule 2 Parts 2 and 3 Town and Country Planning (General Permitted Development) (England) Order 2015; and
- Town and Country Planning (Use Classes) Order 1987.

6. Activities

Activity 1

You will look at some key information given by specific replies to enquiries. You will then decide what further information you need in light of this information and consider where you would look to find this out.

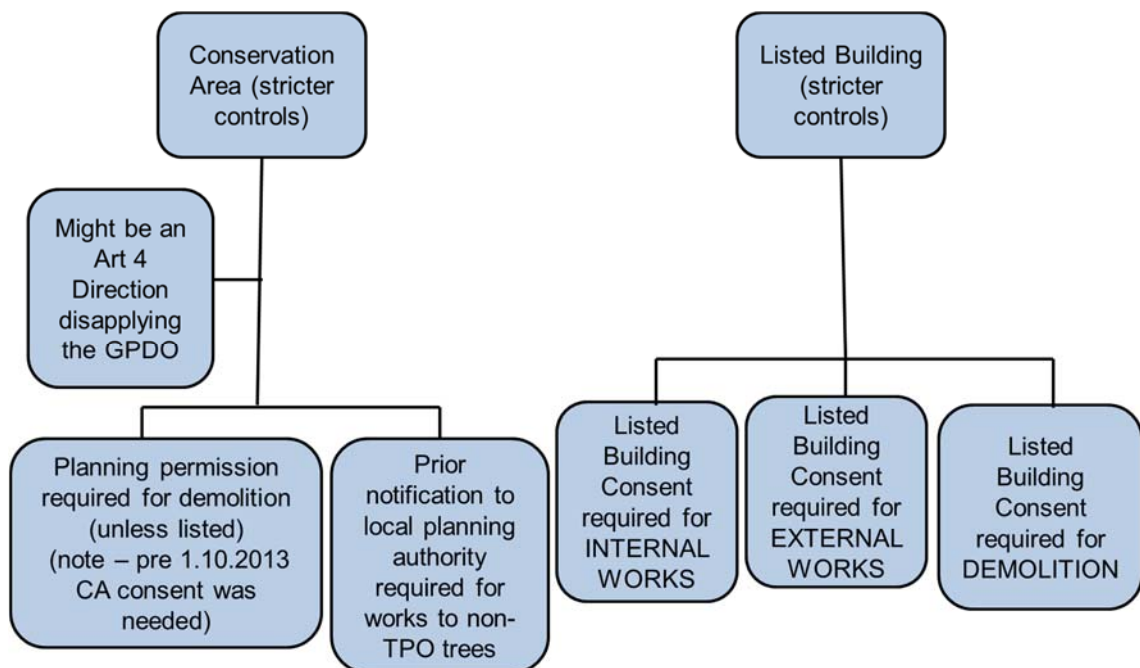
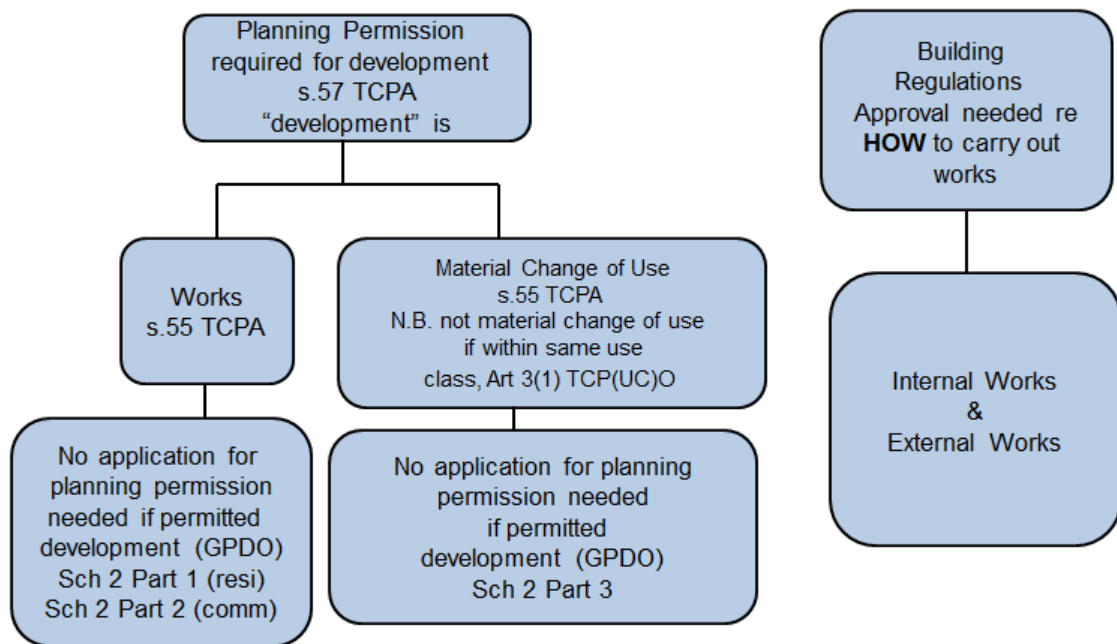
Activity 2

You will analyse the results of the local search for Elton Hall to look for planning issues in light of relevant planning legislation.

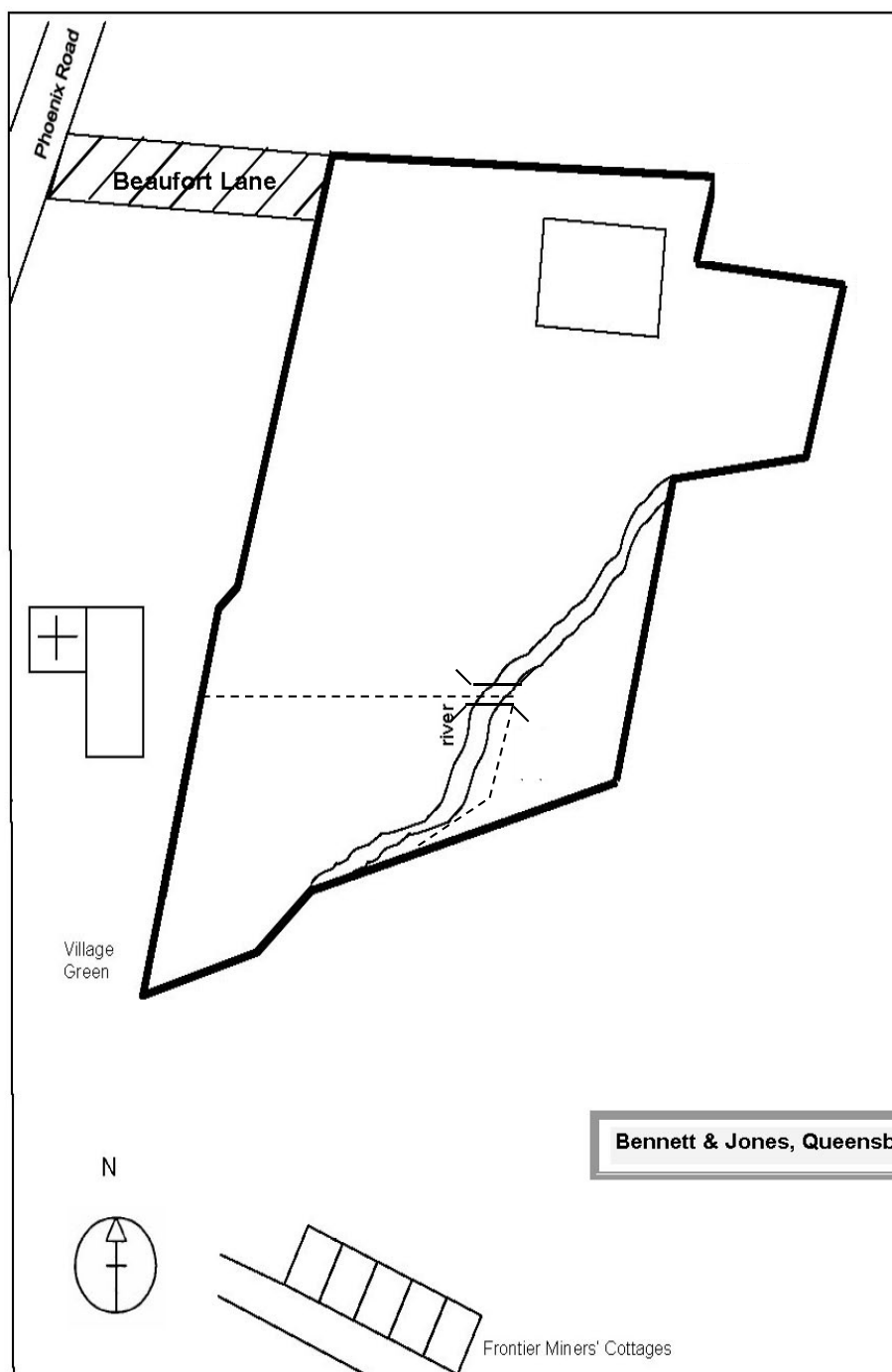
7. Consolidation Activities

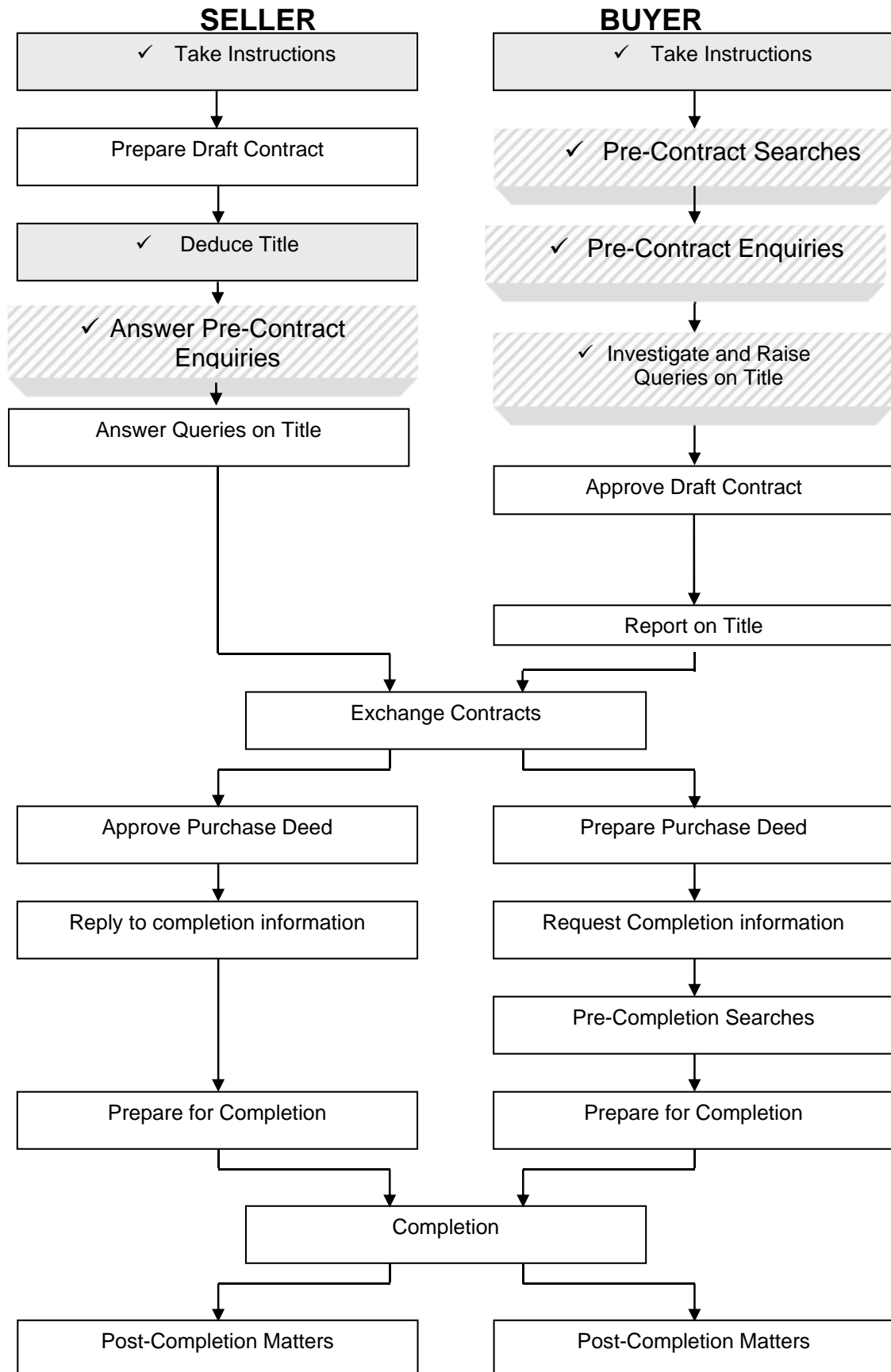
Two consolidation quizzes are posted online which you can complete after the session. The first is on time limits for enforcement proceedings in relation to planning breaches and the second focuses on searches.

Planning summary



Use	From and To	Use Class
Residential	1825 – 1935	
Print Works	1935 – 1999	
Non-Residential Agricultural College	1999 – to date	
Residential Training Centre	Future use	





Appendix V

LPC indicative study planners for each mode

If you are studying on one of our bespoke LPC modes in conjunction with your sponsoring firm your study planner may look different to the ones attached here.

All students will be given a final version for your year/mode of study on arrival together with a more detailed timetable.

Study Planner – LPC Fast Track

2016-2017

Scientia week	Starts	SMALL GROUP SESSIONS (SGS)						INDEPENDENT STUDY You can choose when to complete these items, but some have specific deadlines				
		BLP		PROP	CIV	CRIM/ SKILLS	CRIM/ SKILLS	BLP	PROP	LIT	OTHER/ASSESSMENTS	
34	15-Aug (Intro week)	Registration. Welcome lecture and session. Library session.				PLR/LW 1	I&A 1	BLP Pre-module reading, On-line test (1hr) , Intro to Tax lecture (1hr) Lects 1-3 (on-line)	Intro Lecture, Lectures 1 and 2 (1 hr each)	Lectures 1 and 2 (on-line)	Read Intro sections of PLR and LW Workbooks, PLR Lec 1 and listen to PLR Lec 2 on-line	PCR Lectures 1 and 2
35	22-Aug	1	2	1	1	PLR/LW 2	PCR 1	HEAVY PREP NOTICE BLP SGS 3 (2 hrs extra)				
36	29-Aug	3	4	2	2	I&A 2		BUSINESS ACCOUNTS WB Chapter 1 (3 hrs)	HEAVY PREP NOTICE Lecture 3 (1 hr extra)		Advocacy Online Session - complete this before SGS1.	PCR Lecture 3
37	05-Sep	5	6	3	3	PLR/LW 3	ADV 1	BUSINESS ACCOUNTS WB Chapter 2 (3 hrs)		Perfect Yarns consolidation exercise	SA Workbook - Ch 1 & 2 (4hrs)	
38	12-Sep	7	8	4	4	I&A mock		BUSINESS ACCOUNTS WB Chapter 3 (3 hrs)				WAE SECTION A
39	19-Sep	9	10	5	5	I&A mock		BUSINESS ACCOUNTS WB Chapters 1-3 must be completed by SGS10			SA Workbook Ch 3 & 4 (4hrs) and post SGS activity	WAE SECTION B
40	26-Sep	11	12	6	6	I&A Assessment					PLR/LW Mock	WAE SECTION C
41	03-Oct	13	14	7	7	SA 1	PCR 2	BLP Mock		HEAVY PREP NOTICE SGS 8 (2hrs extra).		WAE SECTION D
42	10-Oct	15	16	8	8	CRIM 1	CRIM 2	BLP SGS 17 online (3 hrs)	PROP Mock	Appeals/Enforcement WB (to be completed before end of module)		WAE online practice questions
43	17-Oct	18	19	9	9	ADV 2	CRIM 3			CIV Mock	PLR/LW refresher	PCR Workbook
44	24-Oct	READING WEEK						BLP SGS 20 online (5 hrs)			SA Workbook Ch 5 & 6 (4hrs)	PCR Workbook
45	31-Oct	21	22	10	10	PLR/W Assessment		HEAVY PREP NOTICE BLP SGS 23 (2 hrs extra)		HEAVY PREP NOTICE CIV SGS 11 (arbitration)		PCR Mock and FA
46	07-Nov	23	24	11	11	SA 2	CRIM 4				CRIM Mock	WAE Online Assessment
47	14-Nov	25	26	12	12	CRIM 5	CRIM 6		Lecture 10 (consolidation)			
48	21-Nov	Skills assessment week: PCR/SA/ADV										
49	28-Nov	CPA REVISION										
50	05-Dec	CPA Exam: LIT [Thurs]										
51	12-Dec	CPA Exams: BLP [Mon], PROP [Thurs]				DRAFTING [Thurs]						
52	19-Dec	CHRISTMAS BREAK										
53	26-Dec	CHRISTMAS BREAK										

Study Planner – LPC Fast Track							2016-2017	
		SMALL GROUP SESSIONS (SGS)						
Scientia week	Starts	Elective 1	Elective 2	Elective 3			INDEPENDENT STUDY You can choose when to complete these items, but some have specific deadlines	
54/1	02-Jan	1	1	1	N.B 2 January is a Bank Holiday			
55/3	09-Jan	2,3	2,3	2,3				
56/4	16-Jan	4,5	4,5	4,5				
5	23-Jan	6,7	6,7	6,7				
6	30-Jan	8,9	8,9	8,9				
7	06-Feb	10	10	10				
8	13-Feb	Elective REVISION						
9	20-Feb	Revision and Elective Examination Week						
10	27-Feb	Revision and Elective Examination Week						
11	06-Mar	Employability Week						

ASSESSMENT DATES

I&A	You will have one mock assmt in w/c 12 or 19 Sept and one assmt for I&A in w/c 26 Sept
PLR/LW	W/C 31 October 2016
WAE	W/C 7 November 2016
ADV	W/C 21 November 2016
PCR	24 November 2016 AM
SA	24 November 2016 PM
LITIGATION	8 December 2016
BLP	12 December 2016
PROP	15 December 2016 AM
DRAFTING	15 December 2016 PM
Mocks	These are compulsory and take place on the dates in the study planner, in the Law School

Electives term dates

The elective term starts on 03 January 2017 (Monday 2 January is a Bank Holiday)

On-line tests and Lectures

A recorded lecture covering the material in each chapter is available online. You should watch the online lecture and 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 and Practice	
CIVIL	Civil Litigation	
CRIM	Criminal Litigation	
PROP	Property	
CPA	Core Practice Areas (BLP, PLP and Litigation)	
MOCK	Mock Assessment	
WB	Workbook	
FA	Formative Assessment	
ADV	Advocacy	
I&A	Interviewing and advising	
PCR	Professional Conduct & Regulation	
PLR	Practical Legal Research	
LW	Legal Writing	
SA	Solicitors' Accounts	
WAE	Wills and Administration of Estates	

Study Planner – LPC Full Time Combined
September Start 2016-2017

Scientia Week	Starts	LECTURES					SMALL GROUP SESSIONS (“SGSs”)					INDEPENDENT STUDY You can <u>choose</u> when to complete these items, though <u>some</u> have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets.			
		BLP	PROP	CIVIL	CRIM	OTHER	BLP	PROP	CIV	CRIM & SKILLS		BLP	PROP	CIVIL	CRIM & SKILLS
37	05-Sep	Headstart Week - registration and initial lectures and SGS					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 (online) (1 hr each)	PROP INTRO LEC, LEC 1-2 (online) (1 hr each)	Lectures 1 and 2 (on-line) (1hr each)	Read PCR for the CPAs Handout
38	12-Sep			3			1	2	1	1		HEAVY PREP NOTICE BLP SGS 3 (2 hrs extra prep)			
39	19-Sep	4	3				3	4	2	2		BUS ACCOUNTS WB Chapter 1 (3 hrs)	PROP LEC 3 (1 hr extra on-line)		
40	26-Sep	5	4	4	1		5	6	3	3	Crim 1	BUS ACCOUNTS WB Chapter 2 (3 hrs)		Perfect Yarns consolidation exercise	
5pm Fri 30 Sep							last date for registration on F1C LPC								
41	03-Oct	6		5	2		7	8	4	4	Crim 2	BUS ACCOUNTS WB Chapter 3 (3 hrs)			
42	10-Oct	7	5	6	3		9	10	5	5	Crim 3	BUS ACCOUNTS WB Chapters 1-3 must be completed by SGS10			
43	17-Oct			7	4		11	12	6	6	Crim 4				
44	24-Oct	INDEPENDENT STUDY (Reading Week) suggested tasks in right hand column													
45	31-Oct	8	6				BLP, LIT, PLP mocks								
46	07-Nov	9	7	8			13	14	7	7	Crim 5			HEAVY PREP NOTICE SGS 8 (2hrs extra).	Read intro sections of PLR and LW Workbooks, PLR Lec 1 and listen to PLR Lec 2 on-line
47	14-Nov	10	8				15	16	8	8	Crim 6	BLP SGS 17 (3 hrs)		Appeals/Enforcement WB (to be completed before end of module)	
48	21-Nov	11	9	9			18	19	9	9	PLR/LW1	BLP SGS 20 (5 hrs)			
49	28-Nov	12		10			21	22	10	10	PLR/LW2	HEAVY PREP NOTICE BLP SGS 23 (2 hrs extra prep)		HEAVY PREP NOTICE CIV SGS 11 (Arbitration)	
50	05-Dec	13					23	24	11	11	PLR/LW3				
51	12-Dec	14				Exams procedures	25	26	12	12	PLR Mock		PROP LEC 10 (consolidation)		
		CHRISTMAS BREAK													
		CHRISTMAS BREAK													
54/2	02-Jan	Monday 02 Jan is a Bank Holiday					Revision								
55/3	09-Jan	Formative Assessment Lectures (online only) / Revision					Revision								
56/4	16-Jan						CPA assmts [Lit Mon, PLP Thur]		Drafting Assmt [Thur]						
5	23-Jan						CPA assessment [BLP Tues]		Skills prep			SA WB Ch 1 & 2		ADV online session - complete before SGS1	WAE WB SECTIONS A & B

		LECTURES	SMALL GROUP SESSIONS (‘SGSs’)				INDEPENDENT STUDY You can <u>choose</u> when to complete these items, though <u>some</u> have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets.				
Scientia Week	Starts		SKILLS								
6	30-Jan			I&A 1	SA 1	ADV 1	PCR Lec 1 and 2	SA Workbook - Ch 3 & 4 (4hrs)		WAE WB SECTIONS C & D	
7	06-Feb			PCR1	I&A 2	ADV 2	PCR Lec 3	SA Post SGS Act	SA WB Ch 5 & 6	WAE online practice questions	
8	13-Feb		Skills assessment: PLR & WAE								
9	20-Feb			PCR2	SA 2	Skills assmt: Advocacy					
10	27-Feb		I&A mock							PCR Workbook, PCR FA	
11	06-Mar		Employability week								
12	13-Mar		Skills assessment: I&A								
13	20-Mar		PCR and SA assmts [Tue 21 Mar]	Electives prep					PCR Mock	PCR & SA revision	
14	27-Mar		ELEC 1 & 2								
15	03-Apr		ELEC 3 & 4								
16	10-Apr	EASTER VACATION									
17	17-Apr	EASTER VACATION									
18	24-Apr	Monday 01 May is a Bank Holiday	ELEC 5 & 6								
19	01-May		ELEC 7								
20	08-May		ELEC 8 & 9								
21	15-May		ELEC 10	Revision							
22	22-May		Revision								
23	29-May		Revision								
24	05-Jun		Elective assessments								
25	12-Jun		Elective assessments								

ASSESSMENT DATES

LITIGATION	16 January 2017
PROP	19 January 2017 AM
DRAFTING	19 January 2017 PM
BLP	24 January 2017
WAE	W/c 13 February 2017
PLR/LW	Mock - w/c 12 Dec 2017. Assessment - w/c 13 Feb 2017 9:00am on day 1 to 5:00pm on day 2
ADV	W/c 20 Feb 2017
I&A	Mock - w/c 27 Feb 2017. Assessment - w/c 13 Mar 2017
PCR	21 Mar 2017 AM
SA	21 Mar 2017 PM
Mocks	These are compulsory and take place in the Law School on the dates shown

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 you to study a workbook.

Electives term dates

The elective term starts on 27 March 2017

ABBREVIATIONS

BLP	Business Law & Practice	}	Litigation
CIVIL	Civil Litigation		
CRIM	Criminal Litigation		
PROP	Property		
CPA	Core Practice Areas (BLP, PLP and Litigation)		
MOCK	Mock Assessment		
WB	Workbook		
FA	Formative Assessment		
ADV	Advocacy		
I&A	Interviewing and advising		
PCR	Professional Conduct & Regulation		
PLR	Practical Legal Research		
LW	Legal Writing		
SA	Solicitors' Accounts		
WAE	Wills and Administration of Estates		

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 practice your understanding of each topic area. You may attempt these tests as often as you wish.

Scientia	LECTURES ON-LINE ONLY					SMALL GROUP SESSIONS ("SGSs")					INDEPENDENT STUDY SUGGESTIONS You can <u>choose</u> when to complete most of these items, though <u>some</u> have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets						
Week	Starts	BLP	PROP	CIVIL	CRIM/SKILLS	OTHER	BLP	PROP	CIVIL	CRIM/SKILLS	BLP	PROP	CIVIL	CRIM & SKILLS			
53/1	29-Dec	pre module prep	pre module prep	pre module prep								PRE-MODULE READING and BLP PRE-MODULE READING ONLINE TEST					
2	04-Jan	Headstart Week - registration and introductory lectures and SGS					Headstart Week - registration and introductory lectures and SGS					INTRO TO TAX LECTURE (1 hr) LEC 1-3 (online) (1 hr each)	PROP INTRO LEC, LEC 1-2 (online) (1 hr each)	Lectures 1 and 2 (on-line) (1hr each)	Read Intro sections of PLR and LW Workbooks, PLR Lec 1 and listen to PLR Lec 2 on-line	Read PCR for the CPAs handout	
3	11-Jan			3			1	2	1	1	PLR/LW1	HEAVY PREP NOTICE BLP SGS 3 (2 hrs extra prep)					
4	18-Jan	4	3				3	4	2	2	PLR/LW2	BUS ACCOUNTS WB Chapter 1 (3 hrs)		PROP LEC 3 (1 hr extra on- line)			
5	25-Jan	5	4	4	1		5	6	3	3	PLR/LW3	BUS ACCOUNTS WB Chapter 2 (3 hrs)					
5pm Fri 29/01							last date for registration on FTJS 2016 LPC										
6	01-Feb	6		5	2		7	8	4	4	Crim 1	BUS ACCOUNTS WB Chapter 3 (3 hrs)					
7	08-Feb	7	5	6	3		9	10	5	5	Crim 2	BUS ACCOUNTS WB Chapters 1-3 must be completed by SGS10					
8	15-Feb	8	6	7	4		11	12	6	6	Crim 3				Perfect Yarns consolidation exercise		
9	22-Feb	READING WEEK [Independent Study]															
10	29 Feb	9	7	8	5		13	14	7	7	Crim 4				HEAVY PREP NOTICE SGS 8 (2hrs extra). Appeals/Enforcement WB (handed out in SGS 7, to be completed before end of module)		
11	07-Mar						BLP, LIT, PROP and PLR/LW mocks										
12	14-Mar	10	8		6		15	16	8	8	Crim 5	BLP SGS 17 (3hrs)				WAE WB SECTION A	
13	21-Mar	Easter break															
14	28-Mar	Easter break															
15	04-Apr	11	9	9			18	19	9	9	Crim 6	BLP SGS 20 (5 hrs)				WAE WB SECTION B	
16	11-Apr	12		10			21	22	10	10	I&A 1	HEAVY PREP NOTICE BLP SGS 23 (2 hrs extra prep) Tax Workbook Sect 4 and 5			HEAVY PREP NOTICE SGS 11 (Arbitration)		
17	18-Apr	13					23	24	11	11	I&A 2					WAE WB SECTION C	
18	25-Apr	14					25	26	12	12	PLR/LW refresher			PROP LEC 10 (consolidation)		WAE WB SECTION D	
19	02-May						Revision										
20	09-May						Revision										
21	16-May						LIT Mon 16th PLP/Drafting Thurs 19th										
22	23-May						BLP Mon 23rd		I&A Mocks								
23	30-May						Employability week										
24	06-Jun						Skills assessment week: WAE, I&A, PLR/LW										
												WAE online practice questions					
																PCR Lectures 1 and 2	SA WB Ch 1 & 2

Scientia	Week	Starts	LECTURES ON-LINE ONLY					SMALL GROUP SESSIONS ("SGSs")				INDEPENDENT STUDY SUGGESTIONS <small>You can choose when to complete most of these items, though some have deadlines attached. Module tutors will advise on deadlines. Suggested hours to spend on items appear in brackets</small>				
			BLP	PROP	CIVIL	CRIM/SKILLS	OTHER	SKILLS				BLP	PROP	CIVIL	CRIM & SKILLS	
	25	13-Jun						PCR 1	SA 1	ADV 1	ADV 2				PCR Lecture 3	SA Workbook Ch 3 & 4 (4hrs) and post SGS activity
	26	20-Jun						PCR 2	SA 2	ADV 3					PCR Workbook	SA Workbook Ch 5 & 6
	27	27-Jun						Revision							PCR Mock & FA	SA revision
	28	04-Jul						Skills assessment week: PCR/SA and ADV								
	29	11-Jul						ELEC 1 & 2								
	30	18-Jul						ELEC 3 & 4								
	31	25-Jul						ELEC 5 & 6								
	32	01-Aug						ELEC 7 & 8								
	33	08-Aug						ELEC 9 & 10								
	34	15-Aug						Revision								
	35	22-Aug						Revision								
	36	29-Aug						Elective assessments								
	37	05-Sep						Elective assessments								
	38	12-Sep						Elective assessments								

Notes on the Study Planner

ASSESSMENT DATES

LITIGATION
PROP
DRAFTING
BLP
WAE
PLR/LW
I&A
ADV
SA
PCR
Mocks

16 May 2016
19 May 2016 AM
19 May 2016 PM
23 May 2016
W/C 6 June 2016
Mock: 9.00am Thurs 7 April - 5.00pm Fri 8 April. Assessment: 9.00am Thurs 2 June - 5.00pm Fri 3 June
You will have **one mock** assessment in w/c 23 May or 30 May 2016 and **one assessment** for I&A in w/c 6 June 2016
W/C 4 July 2016
Mon 4 July 2016
Mon 4 July 2016
These are compulsory and take place on the dates above in the Law School (except Crime, which is to be completed in your own time in exam conditions)

For more information, see online under My Learning > Assessments

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 you to study a workbook.

Electives term dates

The elective term starts on 11 July 2016. You will study 2 SGSs per elective per week (max 6 SGSs per week).

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	}	Litigation
CIVIL	Civil Litigation		
CRIM	Criminal Litigation		
PROP	Property		
CPA	Core Practice Area (BLP, PLP, Litigation)		
MOCK	Mock Assessment		
WB	Workbook		
FA	Formative Assessment		
I&A	Interviewing and advising		
PCR	Professional Conduct & Regulation		
PLR	Practical Legal Research		
LW	Legal Writing		
SA	Solicitors' Accounts		
WAE	Wills and the Administration of Estates		

STUDY PLANNER - LPC PART-TIME DAY MONDAY STAGE ONE 2016-17												
scientia	TERM 1		SMALL GROUP SESSIONS				INDEPENDENT STUDY					
week			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs					
			BLP		SKILLS		BLP		SKILLS			
36	SAT	03-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)					
36	SUN	04-Sep										
37	W/C	05-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs extra prep - Tax WB Ch 1-3))					
38	W/C	12-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)					
39	W/C	19-Sep	5	6			Business Accounts Workbook (see note above)					
5pm Fri 23/09/16							last date for registration on PT LPC					
40	W/C	26-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity					
41	W/C	03-Oct	9	10								
42	W/C	10-Oct	I&A1	I&A2					WAE Workbook SECTION A			
43	W/C	17-Oct	I&A Mock						WAE Workbook SECTION B			
44	W/C	24-Oct	Reading Week									
45	W/C	31-Oct	11	12					WAE Workbook SECTION C			
46	W/C	07-Nov	13	14					WAE Workbook SECTION D			
47	W/C	14-Nov	15	16			SGS 17 (3 hrs)		WAE online practice questions. See note 1 below			
48	W/C	21-Nov	Skills Assessment week: WAE (see note 1 below) and I&A				WAE period starts 21 Nov (9am) and ends 25 Nov (5pm)		You will have your I&A assessment on Saturday 26 November or Sunday 27 November			
49	W/C	28-Nov	18	19			SGS 20 (5 hrs)					
49	SUN	04-Dec	BLP mock				(if do in own time, must be e-mailed to tutor by Fri 9 Dec)					
50	W/C	05-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs extra prep)					
51	W/C	12-Dec	23	24								
52	W/C	19-Dec	NO TEACHING				Revise BLP					
53/1	W/C	26-Dec	NO TEACHING				Revise BLP					
54/2	MON	02-Jan	BANK HOLIDAY				Classes on Tuesday this week (Monday is a Bank Holiday)					
54/2	Tues	03-Jan	25	26								
3	W/C	09-Jan	revision				Revise BLP		Revise Drafting			
4	W/C	16-Jan	revision		Thurs 19 January: Drafting Assessment (3.00pm start).		Revise BLP		Revise Drafting			
5	w/c	23-Jan	Tuesday 24 January: BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC					

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	LW	Legal Writing
CIV	Civil Litigation	I&A	Interviewing and advising	SA	Solicitors' Accounts
CRIM	Criminal Litigation	PCR	Professional Conduct & Regulation	WAE	Wills and Administration of Estates
PLP	Property Law and Practice	PLR	Practical Legal Research	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)

***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.

STUDY PLANNER - LPC PART-TIME DAY MONDAY STAGE ONE 2016-17

STUDY PLANNER - LPC PART-TIME DAY MONDAY STAGE ONE 2016-17												
	TERM 2		SMALL GROUP SESSIONS				INDEPENDENT STUDY					
			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs					
			PLP	PLP	SKILLS	SKILLS	PLP		SKILLS			
6	W/C	30-Jan				PLR/LW1		Read Intro sections of PLR and LW Workbooks and PLR Lecture 1	Listen to PLR Lecture 2 on-line			
7	W/C	06-Feb			PLR/LW2	SA1		PCR lectures 1 and 2 (before SGS 1)	SA Workbook (Chapters 1 and 2) (before SGS 1)			
8	W/C	13-Feb			PLR/LW3	PCR1		PCR lecture 3 (before SGS 2)	SA Workbook Ch 3 & 4 (4hrs) and post SGS activity (before SGS 2)			
9	W/C	20-Feb			PCR2	SA2			SA Workbook Ch 5 & 6 (before SGS 2)			
9	SAT	25-Feb	PLR mock over weekend									
	SUN	26-Feb	PLR mock over weekend									
10	W/C	27-Feb	1	2			PLP INTRO LEC, LEC 1-2 (online) (1 hr each)		Revisit PCR for the CPAs handout			
11	W/C	06-Mar	3	4								
12	W/C	13-Mar	5	6								
13	W/C	20-Mar	7	8								
14	W/C	27-Mar	9	10					PCR Workbook			
14	SUN	02-Apr	PLP Mock assessment				(if do in own time, must be e-mailed to tutor by Fri 7 April)					
15	W/C	03-Apr	11	12			PLP ILEC 10 (consolidation)					
16	W/C	10-Apr	NO TEACHING Easter						REVISE PCR and SA			
16	W/C	17-Apr	NO TEACHING Easter						REVISE PCR and SA			
18	w/c	24-Apr	PCR and SA Assessments: Tuesday 25 April				PCR 10.30am start; SA 3.00pm start - venue TBC					
18	w/c	24-Apr	PLR/LW Assessment Starts Thurs 27 April 9 am until Fri 28 April 5pm									
19	w/c	01-May	Revision				Revise PLP					
20	w/c	08-May	Revision				Revise PLP					
21	w/c	15-May	Thurs 18 May: PLP Assessment				10.30am start - venue TBC					
	TERM 3		SMALL GROUP SESSIONS				INDEPENDENT STUDY					
			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs					
			Civil Lit	Criminal Lit	SKILLS		Litigation		SKILLS			
22	W/C	22-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 SGSs.	Revisit PCR for the CPAs handout			
23	MON	29-May	BANK HOLIDAY				Classes on Tuesday this week (Monday is a Bank Holiday)					
23	Tues	30-May	2	2								
24	W/C	05-Jun	3	3			Civ Perfect Yarns consolidation exercise					
25	W/C	12-Jun	4	4								
26	W/C	19-Jun	5	5			Civ Appeals/Enforcement WB (to be completed before end of module)					
27	W/C	26-Jun	6	6				Advocacy Online Session - you must complete this before your Advocacy SGS1.				
28	W/C	03-Jul	7			Advocacy SGS 1	ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).					
28	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 15 July					
29	W/C	10-Jul	8			Advocacy SGS 2						
30	W/C	17-Jul	9	10			ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)					
31	W/C	24-Jul	11	12								
32	W/C	31-Jul	Revision									
32	Sat	05-Aug	Advocacy assessment					Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes				
32	Sun	06-Aug	Advocacy assessment									
33	W/C	07-Aug	Revision									
34	W/C	14-Aug	Revision									
35	W/C	21-Aug	Revision									
36	W/C	28-Aug	Tuesday 29 August: Litigation Assessment				Civil Lit 10.30am start; Crime 3.00pm start - venue TBC					

STUDY PLANNER - LPC PART-TIME DAY FRIDAY STAGE ONE 2016-17

STUDY PLANNER - LPC PART-TIME DAY FRIDAY STAGE ONE 2016-17											
scientia	TERM 1		SMALL GROUP SESSIONS				INDEPENDENT STUDY				
week			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs				
			BLP		SKILLS		BLP		SKILLS		
36	SAT	03-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)		Read PCR for the CPAs handout		
36	SUN	04-Sep									
37	Fri	09-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs extra prep - Tax WB Ch 1-3)				
38	Fri	16-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)				
39	Fri	23-Sep	5	6			Business Accounts Workbook (see note above)				
5pm Fri 23/09/16							last date for registration on PT LPC				
40	Fri	30-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity				
41	Fri	07-Oct	9	10							
42	Fri	14-Oct	I&A1	I&A2					WAE Workbook SECTION A		
43	Fri	21-Oct	I&A Mock						WAE Workbook SECTION B		
44	w/c	24-Oct	Reading Week								
45	Fri	04-Nov	11	12					WAE Workbook SECTION C		
46	Fri	11-Nov	13	14					WAE Workbook SECTION D		
47	Fri	18-Nov	15	16			SGS 17 (3 hrs)		WAE online practice questions. See note 1 below		
48	w/c	21-Nov	Skills Assessment week: WAE (see note 1 below), I&A						You will have your I&A assessment on Saturday 26 November or Sunday 27 November		
49	Fri	02-Dec	18	19			SGS 20 (5 hrs)				
49	SUN	04-Dec	BLP Mock				(if do in own time, must be e-mailed to tutor by Fri 9 Dec)				
50	Fri	09-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs extra prep)				
51	Fri	16-Dec	23	24							
52	w/c	19-Dec	NO TEACHING				Revise BLP				
53/1	w/c	26-Dec	NO TEACHING				Revise BLP				
54/2	Fri	06-Jan	25	26							
3	w/c	09-Jan	Revision				Revise BLP		Revise Drafting		
4	w/c	16-Jan	Revision		Thurs 19 January: Drafting Assessment (3.00pm start).			Revise BLP		Revise Drafting	
5	w/c	23-Jan	Tuesday 24 January: BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC				

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	LW	Legal Writing
CIV	Civil Litigation	I&A	Interviewing and advising	SA	Solicitors' Accounts
CRIM	Criminal Litigation	PCR	Professional Conduct & Regulation	WAE	Wills and Administration of Estates
PLP	Property Law and Practice	PLR	Practical Legal Research	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)

***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.

STUDY PLANNER - LPC PART-TIME DAY FRIDAY STAGE ONE 2016-17

STUDY PLANNER - LPC PART-TIME DAY FRIDAY STAGE ONE 2016-17											
	TERM 2			SMALL GROUP SESSIONS				INDEPENDENT STUDY			
				These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs			
				PLP	PLP	SKILLS	SKILLS	PLP		SKILLS	
6	Fri	03-Feb					PLR/LW1		Read Intro sections of PLR and LW Workbooks and PLR Lecture 1	Listen to PLR Lecture 2 on-line	
7	Fri	10-Feb				PLR/LW2	SA1		PCR Lectures 1 and 2 (before SGS 1)	SA Workbook Ch 1 & 2 (before SGS 1)	
8	Fri	17-Feb				PLR/LW3	PCR1		PCR Lecture 3 (before SGS 2)	SA Workbook Ch 3 & 4 (4hrs) and post SGS activity (before SGS 2)	
9	Fri	24-Feb				PCR2	SA2			SA Workbook Ch 5 & 6 (before SGS 2)	
9	SAT	25-Feb	PLR mock over weekend (online in your own time)								
9	SUN	26-Feb	PLR mock over weekend (online in your own time)								
10	Fri	03-Mar	1	2				PLP INTRO LEC, LEC 1-2 (online) (1 hr each)		Revisit PCR for the CPAs handout	
11	Fri	10-Mar	3	4							
12	Fri	17-Mar	5	6							
13	Fri	24-Mar	7	8							
14	Fri	31-Mar	9	10						PCR Workbook	
14	SUN	02-Apr	PLP Mock assessment						(if do in own time, must be e-mailed to tutor by Fri 7 April)		
15	Fri	07-Apr	11	12				PLP ILEC 10 (consolidation)			
16	Fri	14-Apr	NO TEACHING Easter								REVISE PCR and SA
17	Fri	21-Apr	NO TEACHING Easter								REVISE PCR and SA
18	w/c	24-Apr	PCR and SA Assessments: Tuesday 25 April						PCR 10.30am start; SA 3.00pm start - venue TBC		
18	w/c	24-Apr	PLR/LW Assessment: starts Thurs 27 9am until Fri 28 5pm								
19	w/c	01-May	Revision						Revise PLP		
20	w/c	08-May	Revision						Revise PLP		
21	w/c	15-May	Thurs 18 May: PLP Assessment						10.30am start - venue TBC		
	TERM 3			SMALL GROUP SESSIONS				INDEPENDENT STUDY			
				These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs			
				Civil Lit	Criminal Lit	SKILLS		Litigation		SKILLS	
22	Fri	26-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 SGSs.	Revisit PCR for the CPAs handout	
23	Fri	02-Jun	2		2						
24	Fri	09-Jun	3		3			Civ Perfect Yarns consolidation exercise			
25	Fri	16-Jun	4		4						
26	Fri	23-Jun	5		5			Civ Appeals/Enforcement WB (to be completed before end of module)			
27	Fri	30-Jun	6		6				Advocacy Online Session - you must complete this before your Advocacy SGS1.		
28	Fri	07-Jul	7				Advocacy SGS 1	ADDITIONAL PREP NOTICE -- CIV SGS 8 (2hrs extra).			
28	SUN	09-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 14 July		
29	Fri	14-Jul	8				Advocacy SGS 2				
30	Fri	21-Jul	9	10				ADDITIONAL PREP NOTICE -- CIV SGS 11 (aribtation)			
31	Fri	28-Jul	11	12							
32	w/c	31-Jul	Revision								
32	SAT	05-Aug	Advocacy assessment						Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes		
32	SUN	06-Aug	Advocacy assessment								
33	w/c	07-Aug	Revision								
34	w/c	14-Aug	Revision								
35	w/c	21-Aug	Revision								
36	w/c	28-Aug	Tuesday 29 August: Litigation Assessment						Civil Lit 10.30am start; Crime 3.00pm start - venue TBC		

STUDY PLANNER - LPC PART-TIME EVENING STAGE ONE 2016-17												
	TERM 1		SMALL GROUP SESSIONS					INDEPENDENT STUDY				
week			These are your two-hour face to face taught sessions					This is work <u>in addition</u> to your preparation for SGSs				
			BLP		SKILLS			BLP		SKILLS		
36	SAT	03-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)		Read PCR for the CPAs handout		
36	SUN	04-Sep										
37	W/C	05-Sep	1	2			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs extra prep - Tax WB Ch 1-3))					
38	W/C	12-Sep	3	4			Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)					
39	W/C	19-Sep	5	6			Business Accounts Workbook (see note above)					
5pm Fri 23/09/16								last date for registration on PT LPC				
40	W/C	26-Sep	7	8			Business Accounts Workbook (see note above) and consolidation activity					
41	W/C	03-Oct	9	10								
42	W/C	10-Oct	I&A1	I&A2					WAE Workbook SECTION A			
43	W/C	17-Oct	I&A Mock						WAE Workbook SECTION B			
44	W/C	24-Oct	Reading Week									
45	W/C	31-Oct	11	12					WAE Workbook SECTION C			
46	W/C	07-Nov	13	14					WAE Workbook SECTION D			
47	W/C	14-Nov	15	16			SGS 17 (3 hrs)		WAE online practice questions. See note 1 below			
48	W/C	21-Nov	Skills Assessment week: WAE (see note 1 below), I&A					WAE period starts 21 Nov (9am) and ends 25 Nov (5pm)		You will have your I&A assessment on Saturday 26 November or Sunday 27 November		
49	W/C	28-Nov	18	19			SGS 20 (5 hrs)					
49	SUN	04-Dec	BLP mock					(if do in own time, must be e-mailed to tutor by Fri 9 Dec)				
50	W/C	05-Dec	21	22			ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs extra prep)					
51	W/C	12-Dec	23	24								
52	W/C	19-Dec	NO TEACHING					Revise BLP				
53/1	W/C	26-Dec	NO TEACHING					Revise BLP				
54/2	MON	02-Jan	BANK HOLIDAY					Classes on Tuesday and Wednesday this week (Monday is a Bank Holiday)				
54/2	Tues	03-Jan	25	26								
3	W/C	09-Jan	revision					Revise BLP		Revise Drafting		
4	W/C	16-Jan	revision		Thurs 19 January: Drafting Assessment (3.00pm start).			Revise BLP		Revise Drafting		
5	w/c	23-Jan	Tuesday 24 January: BLP ASSESSMENT					Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC				

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	LW	Legal Writing
CIV	Civil Litigation	I&A	Interviewing and advising	SA	Solicitors' Accounts
CRIM	Criminal Litigation	PCR	Professional Conduct & Regulation	WAE	Wills and Administration of Estates
PLP	Property Law and Practice	PLR	Practical Legal Research	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)

***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.

STUDY PLANNER - LPC PART-TIME EVENING STAGE ONE 2016-17

STUDY PLANNER - LPC PART-TIME EVENING STAGE ONE 2016-17											
TERM 2			SMALL GROUP SESSIONS				INDEPENDENT STUDY				
			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs				
			PLP	PLP	SKILLS	SKILLS	PLP		SKILLS		
6	W/C	30-Jan				PLR/LW 1		Read Intro sections of PLR and LW Workbooks and PLR Lecture 1	Listen to PLR Lecture 2 on-line		
7	W/C	06-Feb			PLR/LW2	SA1		SA Workbook (Chapters 1 and 2)	PCR lectures 1 and 2 (before SGS 1)		
8	W/C	13-Feb			PLR/LW3	PCR1		SA Workbook Ch 3 & 4 (4hrs) and post SGS activity (before SGS 2)	PCR lecture 3 (before SGS 2)		
9	W/C	20-Feb			PCR2	SA2		SA Workbook Ch 5 & 6 (before SGS 2)			
9	SAT	25-Feb	PLR mock over weekend (online in your own time)				PLP INTRO LEC, LEC 1-2 (online) (1 hr each)				
9	SUN	26-Feb	PLR mock over weekend (online in your own time)								
10	W/C	27-Feb	1	2					Revisit PCR for the CPAs handout		
11	W/C	06-Mar	3	4							
12	W/C	13-Mar	5	6							
13	W/C	20-Mar	7	8					PCR Workbook		
14	W/C	27-Mar	9	10							
14	Sun	02-Apr	PLP Mock assessment				(if do in own time, must be e-mailed to tutor by Fri 7 April)				
15	W/C	03-Apr	11	12			PLP ILEC 10 (consolidation)				
16	W/C	10-Apr	NO TEACHING Easter						REVISE PCR and SA		
17	W/C	17-Apr	NO TEACHING Easter						REVISE PCR and SA		
18	W/C	24-Apr	Tuesday 25 April: PCR and SA Assessments				PCR 10.30am start, SA 3.00pm start - venue TBC				
18	W/C	24-Apr	PLR/LW Assessment starts Thurs 27 April 9am until Fri 28 April 5pm								
19	MON	01-May	Revision				Revise PLP				
20	W/C	08-May	Revision				Revise PLP				
21	W/C	15-May	Thurs 18 May: PLP Assessment				10.30am start - venue TBC				
TERM 3			SMALL GROUP SESSIONS				INDEPENDENT STUDY				
			These are your two-hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs				
			Civil Lit	Criminal Lit	SKILLS		Litigation		SKILLS		
22	W/C	22-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 SGSs.	Revisit PCR for the CPAs handout		
23	MON	29-May	BANK HOLIDAY				Classes on Tuesday and Wednesday this week (Monday is a Bank Holiday)				
23	TUES	30-May	2		2						
24	W/C	05-Jun	3		3		Civ Perfect Yarns consolidation exercise				
25	W/C	12-Jun	4		4						
26	W/C	19-Jun	5		5		Civ Appeals/Enforcement WB (to be completed before the end of the module)				
27	W/C	26-Jun	6		6			Advocacy Online Session - you must complete this before your Advocacy SGS1.			
28	W/C	03-Jul	7			Advocacy SGS 1	ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).				
28	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 15 July				
29	W/C	10-Jul	8			Advocacy SGS 2					
30	W/C	17-Jul	9	10			ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)				
31	W/C	24-Jul	11	12							
32	W/C	31-Jul	Revision								
32	Sat	05-Aug	Advocacy assessment				Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes				
32	Sun	06-Aug	Advocacy assessment								
33	W/C	07-Aug	Revision								
34	W/C	14-Aug	Revision								
35	W/C	21-Aug	Revision								
36	W/C	28-Aug	Tuesday 29 August: Litigation Assessment				Civil Lit 10.30am start; Crime 3.00pm start - venue TBC				

STUDY PLANNER - LPC PART-TIME SATURDAY STAGE ONE 2016-17													
	TERM 1		SMALL GROUP SESSIONS				INDEPENDENT STUDY						
Scientia			These are your two hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs						
Week			BLP		SKILLS		BLP		SKILLS				
36	SAT	03-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)		Read PCR for the CPAs handout				
36	SUN	04-Sep											
37	SAT	10-Sep	1	2	3			ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs extra prep - Tax WB Ch 1-3))					
38	SAT	17-Sep	NO TEACHING										
	5pm Fri 23/09/15						last date for registration on PT LPC						
39	SAT	24-Sep	4	5	6								
40	SAT	01-Oct	NO TEACHING										
41	SAT	08-Oct	7	8	9								
42	SAT	15-Oct	NO TEACHING				Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)						
43	SAT	22-Oct				I&A 1, I&A 2							
43	SUN	23-Oct				I&A Mock				You will have your I&A mock on Sunday	WAE Workbook SECTION A		
44	SAT	29-Oct	NO TEACHING				Business Accounts Workbook (see note above) and revise BLP mock				WAE Workbook SECTION B		
45	SAT	05-Nov	10	11	12					WAE Workbook SECTION C			
46	SAT	12-Nov	NO TEACHING								WAE Workbook SECTION D		
47	SAT	19-Nov	13	14	15					WAE online practice questions. See note 1 below			
48	w/c	21-Nov	Skills Assessment week: WAE (see note 1 below), I&A						You will have your I&A assessment on Saturday 26 November or Sunday 27 November				
48	SAT	26-Nov	NO TEACHING										
49	SAT	03-Dec	16	18	19			BLP SGS 17 (3 hours)					
49	SUN	04-Dec	BLP mock										
50	SAT	10-Dec	NO TEACHING				BLP SGS 20 (5 hours)						
51	SAT	17-Dec	21	22	23			ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs extra prep)					
52	SAT	24-Dec	NO TEACHING				Revise BLP						
53/1	SAT	31-Dec	NO TEACHING				Revise BLP						
54/2	SAT	07-Jan	24	25	26								
55/3	w/c	09-Jan	Revision				Revise BLP						
4	w/c	16-Jan	Revision		Thurs 19 January: Drafting Assessment (3.00pm start).						Revise Drafting		
5	w/c	23-Jan	Tuesday January: 24 BLP ASSESSMENT				Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC						

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

LW - Legal Writing
SA - Solicitors' Accounts
WAE - Wills and Administration of Estates
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 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.

STUDY PLANNER - LPC PART-TIME SATURDAY STAGE ONE 2016-17												
	TERM 2			SMALL GROUP SESSIONS				INDEPENDENT STUDY				
				These are your two hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs				
				PLP		SKILLS		PLP		SKILLS		
5	SAT	28-Jan	Skills Prep week				Read Intro sections of PLR and LW Workbooks and PLR Lecture 1. Listen to PCR Lec 2 on-line		SA Workbook (Chapters 1 and 2)			
6	SAT	04-Feb				PLR/LW1, PLR/LW2, SA1			PCR lectures 1 and 2 (before SGS 1)			
7	SAT	11-Feb	NO TEACHING				SA Workbook Ch 3 - 6 and post SGS activity		PCR lecture 3 (before SGS 2)			
8	SAT	18-Feb				PLR/LW3, PCR1, PCR2, SA2	NB extra hour of teaching - 9.30-5.45					
9	SAT	25-Feb					PLP INTRO LEC and LECs 1-3 (online, 1 hr each)		Revisit PCR for the CPAs handout			
9	SUN	26-Feb	PLR mock Sunday 26 and Monday 27 February									
10	SAT	04-Mar	1	2	3							
11	SAT	11-Mar	NO TEACHING									
12	SAT	18-Mar	4	5	6							
13	SAT	25-Mar	7	8	9							
14	SAT	01-Apr	PLP Mock				if you do the mock in own time, it must be e-mailed to your tutor by Fri 7 April					
15	SAT	08-Apr	10	11	12		PLP ILEC 10 (consolidation)					
16	w/c	10-Apr	NO TEACHING EASTER						PCR Workbook			
17	w/c	17-Apr	NO TEACHING EASTER						REVISE PCR and SA			
18	w/c	24-Apr	PCR/SA Assmnt Tues 25 April			PLR/W Assmnt Thur/Fri 27/28 April		PCR 10.30am start, SA 3.00pm start - venue TBC				
19	w/c	01-May	REVISION									
20	w/c	08-May	REVISION									
21	w/c	15-May	Thurs 18 May: PLP ASSESSMENT				PLP 10.30am start - venue TBC					
	TERM 3			SMALL GROUP SESSIONS				INDEPENDENT STUDY				
				These are your two hour face to face taught sessions				This is work <u>in addition</u> to your preparation for SGSs				
				LITIGATION				LITIGATION		SKILLS		
21	SAT	20-May	Litigation Prep				CIV Lectures 1 and 2 (on-line) (1hr each)				Revisit PCR for the CPAs handout	
22	SAT	27-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.			
23	SAT	03-Jun	NO TEACHING				CIV Perfect Yarns consolidation exercise					
24	SAT	10-Jun	CIV4	CIV5	CIV6							
25	SAT	17-Jun	NO TEACHING				Civ Appeals/Enforcement WB (to be completed before the end of the module)					
26	SAT	24-Jun	CRIM1	CRIM2	CRIM3							
27	SAT	01-Jul	NO TEACHING				ADDITIONAL PREP NOTICE - CIV SGS 8 (2hrs extra).		Advocacy Online Session - you must complete this before your Advocacy SGS1.			
28	SAT	08-Jul	CIV7	CIV8	ADV1							
28	SUN	09-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 15 July					
29	SAT	15-Jul	CIV9	CIV10	ADV2							
30	SAT	22-Jul	NO TEACHING									
31	SAT	29-Jul	CRIM4	CRIM5	CRIM6							
32	SAT	05-Aug	Advocacy assessment						Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes			
32	SUN	06-Aug	Advocacy assessment				ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)					
33	SAT	12-Aug	CIV11	CIV12								
33	SAT	19-Aug	Revision									
34	SAT	26-Aug	Revision									
35	w/c	28-Aug	Tuesday 29 August: LITIGATION ASSESSMENT				Civil 10.30am start- Crime 3.00pm start - venue TBC					

STUDY PLANNER - LPC PART-TIME WEEKEND STAGE ONE 2016-2017												
	TERM 1		SMALL GROUP SESSIONS						INDEPENDENT STUDY			
Scientia			These are your two hour face to face taught sessions						This is work <u>in addition</u> to your preparation for SGSs			
Week			BLP		SKILLS				BLP		SKILLS	
36	SAT	03-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)			
36	SUN	04-Sep									Read PCR for the CPAs handout	
37	SAT	10-Sep	1	2	3				ADDITIONAL PREP NOTICE BLP SGS 3 (2 hrs extra prep - Tax WB Ch 1-3))			
37	Sun	11-Sep	4	5	6							
			5pm Fri 23/09/15						last date for registration on PT LPC			
			NO TEACHING						Business Accounts Workbook (Chs 1-3 must be completed by SGS 10)			
40	SAT	01-Oct	7	8	9							
40	SUN	02-Oct	10	11	12							
			NO TEACHING									
43	SAT	22-Oct				I&A 1	I&A 2					
43	SUN	23-Oct	13	14	15							WAE Workbook SECTION A
			NO TEACHING						BLP SGS 17 (3 hours)			WAE Workbook SECTION B
46	SAT	12-Nov	16	18	19				BLP SGS 20 (5 hours)			WAE Workbook SECTION C
46	SUN	13-Nov	I&A Mock and BLP mock						(if do BLP mock in own time, must be e-mailed to tutor by Fri day 18 Nov)			WAE Workbook SECTION D
			NO TEACHING									WAE online practice questions. See note 1 below
48	w/c	21-Nov	Skills Assessment week: WAE (see note 1 below), I&A						WAE period starts 21 Nov (9am) and ends 25 Nov (5pm)		You will have your I&A assessment on Saturday 26 or Sunday 27 November	
50	SAT	10-Dec	21	22	23				ADDITIONAL PREP NOTICE BLP SGS 23 (2 hrs extra prep)			
51	SUN	11-Dec	24	25	26							
52	SAT	24-Dec	NO TEACHING						Revise BLP			
53/1	SAT	31-Dec	NO TEACHING						Revise BLP			
54/2	SAT	07-Jan	Revision						Revise BLP			
55/3	SAT	14-Jan	Revision						Revise BLP			
4	w/c	16-Jan	revision		Thurs 19 January: Drafting Assessment (3.00pm start).						Revise Drafting	
5	w/c	23-Jan	Tuesday 24 January: BLP ASSESSMENT						Paper 1, 10.30am start- Paper 2, 3.00pm start - venue TBC			

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	LW - Legal Writing
CIV - Civil Litigation	I&A - Interviewing and advising	SA - Solicitors' Accounts
CRIM - Criminal Litigation	PCR - Professional Conduct & Regulation	WAE - Wills and Administration of Estates
PROP - Property	PLR - Practical Legal Research	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)

***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.

STUDY PLANNER - LPC PART-TIME WEEKEND STAGE ONE 2016-17												
			SMALL GROUP SESSIONS						INDEPENDENT STUDY			
	TERM 2		These are your two hour face to face taught sessions						This is work <u>in addition</u> to your preparation for SGSs			
			PLP			SKILLS			PLP		SKILLS	
			PLP and Skills Prep weeks						Read intro sections of PLR and LW Workbooks and PLR Lecture 1. Listen to PCR Lec 2 on-line		SA Workbook (Chapters 1 and 2)	
7	SAT	11-Feb				PLR/LW1	PLR/LW2				PCR lectures 1 and 2 (before SGS 1)	
7	SUN	12-Feb				SA1	PCR 1	PLR/LW3		SA Workbook Ch 3 & 4 (4hrs) and post SGS activity (before SGS 2)		
			NO TEACHING									
9	SAT	25-Feb	PLR mock over weekend (online in your own time)									
9	SUN	26-Feb	PLR mock over weekend (online in your own time)									
			NO TEACHING						PLP INTRO LEC, LEC 1-3 (online, 1 hr each)		SA Workbook Ch 5 & 6 (before SGS 2)	
11	SAT	11-Mar				SA2	PCR 2				PCR lecture 3 (before SGS 2)	
11	SUN	12-Mar	1	2	3						Revisit PCR for the CPAs handout	
			NO TEACHING								PCR Workbook	
13	SAT	25-Mar	4	5	6							
13	SUN	26-Mar	7	8	9							
14	Sun	02-Apr	PLP Mock assessment						(if do in own time, must be e-mailed to tutor by Fri 7 April)			
15	SAT	08-Apr	NO TEACHING								REVISE PCR and SA	
14	SAT	15-Apr	NO TEACHING EASTER								REVISE PCR and SA	
	SAT	22-Apr	NO TEACHING								REVISE PCR and SA	
16	W/C	24-Apr	Tuesday 25 April: PCR and SA Assessments						PCR 10.30am start, SA 3.00pm start - venue TBC			
	W/C	24-Apr	PLR/LW Assessment starts Thurs 27 April 9am until Fri 28 April 5pm									
19	SAT	06-May	10	11	12				PLP LEC 10 (consolidation)			
19	SUN	07-May	NO TEACHING									
20	SAT	13-May	Revision									
21	w/c	15-May	Thurs 18 May: PLP ASSESSMENT						PLP 10.30am start - venue TBC			
	TERM 3		SMALL GROUP SESSIONS						INDEPENDENT STUDY			
			These are your two hour face to face taught sessions						This is work <u>in addition</u> to your preparation for SGSs			
			LITIGATION			SKILLS			LITIGATION		SKILLS	
			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.									
21	SAT	20-May	NO TEACHING - Litigation Preparation						CIV Lectures 1 and 2 (on-line) (1hr each)		Revisit PCR for the CPAs handout	
22	SAT	27-May	CRIM1	CRIM2	CRIM3							
22	SUN	28-May	CIV 1	CIV2	CIV3							
			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.	
25	SAT	17-Jun	CIV 4	CIV5	CIV6							
25	SUN	18-Jun	CIV7	CIV8		ADV1						
			NO TEACHING						CIV Appeals/Enforcement W/D (to be completed before end of module)			
28	SAT	08-Jul	CRIM4	CRIM5		ADV2			(if do in own time, must be e-mailed to tutor by Fri 15 July)			
28	SUN	09-Jul	Litigation Mock						ADDITIONAL PREP NOTICE - CIV SGS 11 (Arbitration)			
			NO TEACHING									
31	SAT	29-Jul	CIV9	CIV10	CRIM6							
31	SUN	30-Jul	CIV11	CIV12								
32	SAT	05-Aug	Advocacy assessment								Your Advocacy Assessment will take place on either Saturday or Sunday and will last 30 minutes	
32	SUN	06-Aug	Advocacy assessment									
			Revision									
36	w/c	28-Aug	Tuesday 29 August: LITIGATION ASSESSMENT						Civil 10.30am start- Crime 3.00pm start - venue TBC			

Appendix VI

Staff Contact Details

LPC STAFF CONTACT DETAILS

Contents

Page 1 – Advice (Student Advice Service, Support, Examinations Office and so on)

Page 2 – Programme Leaders

Page 3 – Module Leaders

Pages 4 to 7 – Tutors (all)

ADVICE

Contact details

Advice

0330 060 3777

advice@bpp.com

Student Engagement

0845 075 3506

engage@bpp.com

(Deal with clubs and societies, student events, accommodation and so on)

Examinations & Assessments Office

0330 060 3344

examinations@bpp.com

Student Finance Office

0330 060 3100

studentfinance@bpp.com

Admissions

0333 122 3604

admissions@bpp.com

Learning Support

020 7430 7069

learningsupport@bpp.com

IT Service Desk

0330 1000 706

0845 678 7821

0800 056 3949

bpptac@bpp.com

LPC Programme Leaders – contact details

FULL TIME LPC

September Start FTC

Birmingham	Liz Roddis	lizroddis@bpp.com	0121 345 9840
Bristol	Lucinda Bromfield	lucindabromfield@bpp.com	0117 930 1763
Cambridge	Ruth New	ruthnew@bpp.com	01223 309 305
Leeds	Tracey Banks	traceybanks@bpp.com	0113 386 8281
Liverpool	Rebecca Yates	rebeccayates@bpp.com	0161 235 7116
	John Roberts	johnroberts@bpp.com	0161 235 7139
London	Rachel Andrews	rachelandrews@bpp.com	020 7430 7044
	Samidha Malhotra	samidhamalhotra@bpp.com	020 7061 1388
Manchester	Rebecca Yates	rebeccayates@bpp.com	0161 235 7116
	John Roberts	johnroberts@bpp.com	0161 235 7139

January start FTC

Leeds	Tracey Banks	traceybanks@bpp.com	0113 386 8281
London	Althea Cusick	altheacusick@bpp.com	020 7430 7016
Manchester	Rebecca Yates	rebeccayates@bpp.com	0161 235 7116
	John Roberts	johnroberts@bpp.com	0161 235 7139

Fast Track

Birmingham	Liz Roddis	lizroddis@bpp.com	0121 345 9840
London	Abigail Flack	abigailflack@bpp.com	020 7430 5655

Exclusive Firms LPC

Allen & Overy	Tobias Latham	tobiaslatham@bpp.com	020 7061 1308
Baker & McKenzie	Suzanne Maguire	suzannemaguire@bpp.com	020 7855 6966
Clifford Chance	Caroline Lister	carolinelister@bpp.com	020 7430 5679

PART TIME LPC

Birmingham	Liz Roddis	lizroddis@bpp.com	0121 345 9840
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Cambridge	Ruth New	ruthnew@bpp.com	01223 309 305
Leeds	Helen Morley	helenmorley@bpp.com	0113 386 8283
Liverpool	Rebecca Yates	rebeccayates@bpp.com	0161 235 7116
	John Roberts	johnroberts@bpp.com	0161 235 7139
London	Jill Phillips	jillphillips@bpp.com	020 7786 6828
	Paul Staley	paulstaley@bpp.com	020 7430 5646
	Matthew Robinson-Smith	MatthewRobinson-Smith@bpp.com	020 7430 5669
Manchester	Rebecca Yates	rebeccayates@bpp.com	0161 235 7116
	John Roberts	johnroberts@bpp.com	0161 235 7139

BUSINESS MODULES OF MA (LPC WITH BUSINESS)

John Roberts	johnroberts@bpp.com
Francine Allgood	francineallgood@bpp.com
Lucy Irvine	lucyirvine@bpp.com

LPC Module Leaders – contact details

MODULE LEADERS

Core Practice Areas

BLP	DimitriVastardis@bpp.com and IvanMilatovic@bpp.com
Civil Litigation	AnnaCorsellis@bpp.com and JulieNewman@bpp.com
Criminal Litigation	DianaKirsch@bpp.com
Property	AsRichards@bpp.com and SuzanneMaguire@bpp.com

Skills and other modules

Advocacy	TBC
Interviewing & Advising	DavidChantry@bpp.com
Practical Legal Research/Writing	TBC
Professional Conduct & Regulation	AlisonSlack@bpp.com and JillPhillips@bpp.com
Solicitors' Accounts	AmreenaZaidi@bpp.com
Wills & Administration of Estates	AlisonAdams@bpp.com
Drafting	AlexHarmat@bpp.com
High Street Extra	JonnyHurst@bpp.com
Law Firm as a Business	JonnyHurst@bpp.com
Mentoring	AsRichards@bpp.com
	CamillaBrignall@bpp.com

Electives

Advanced Commercial Litigation	DamianSmith@bpp.com
Advanced Commercial Property	CamillaBrignall@bpp.com
Advanced Criminal Litigation	ClairMcCarthy@bpp.com
Commercial Law & Intellectual Property	CatherineShaw@bpp.com and JonathanSilverman@bpp.com
Corporate Finance	AbigailFlack@bpp.com
Debt Finance	AlexHarmat@bpp.com
Employment Law	DianeMillar@bpp.com
Equity Finance	AbigailFlack@bpp.com
Family Law	VenetiaTosswill@bpp.com and Claireillingworth@bpp.com
Immigration	ShailaPal@bpp.com
Insurance Law & Practice	ZeldaPitman@bpp.com
International Trade & Transactions	AronDindol@bpp.com
Media and Entertainment Law	KristieMathers@bpp.com
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Appendix VII

Further Assessment Information

- a. Overview*
- b. Assessment Strategy*
- c. Assessment dates for each mode*
- d. Assessment map*

Stage 1:**Overview of assessments to be taken and nature of award.**

Postgraduate Diploma in Legal Practice 120 Level 7 (Masters) Credits and 30 Level 6 Credits		Assessment		
Module	Credit Rating	Work for Assessment	Requirement for Award	Weighting for Classification
<u>Core Practice Area</u> Business Law and Practice (including Taxation)	30 Credits Level 7 (Masters)	<i>Formative</i> A two (2) hour mock assessment on an unseen case study undertaken in supervised conditions A four (4) hour take-home mock assessment on unseen case study <i>Summative</i> A four (4) hour unseen supervised written assessment	Compulsory	See note on page 71*
<u>Core Practice Area</u> Property Law and Practice	15 Credits Level 7 (Masters)	<i>Formative</i> A one and a half (1.5) hour mock assessment on an unseen case study in supervised conditions A three (3) hour take-home mock assessment on unseen case study <i>Summative</i> A three (3) hour unseen supervised written assessment	Compulsory	See note on page 71*
<u>Core Practice Area</u> Litigation	25 Credits Level 7 (Masters)	<i>Formative</i> A one hour thirty five minute (1hr 35 min) mock assessment on an unseen case study in supervised conditions A four (4) hour and 15 minute take-home mock assessment on unseen case study <i>Summative</i> A four (4) hour and 15 minute unseen supervised written assessment	Compulsory	See note on page 71*
<u>Course Skill</u> Interviewing & Advising	5 (level 6) credits	<i>Formative</i> A twenty minute oral mock assessment followed by one to one written and oral feedback <i>Summative</i> A twenty minute oral supervised assessment based on unseen case study	Compulsory	Course skills are assessed as competent or not yet competent. See note*
<u>Course Skill</u> Advocacy	5 (level 6) credits	<i>Formative</i> Two twenty minute oral mock assessments both followed by one to one written and oral feedback <i>Summative</i> A twenty minute oral supervised assessment based on unseen case study	Compulsory	Course skills are assessed as competent or not yet competent. See note*
<u>Course Skill</u> Practical Legal Research and Writing	5 (level 6) credits for PLR 5 (level 6) credits for writing	<i>Formative</i> A two day take home mock assessment on a research case study presented as a research trail and letter of advice for legal practice <i>Summative</i> A two day takeaway assessment on a research case study presented as a	Compulsory	Course skills are assessed as competent or not yet competent. See note*

		research trail and letter of advice for legal practice		
<u>Course Skill</u> Drafting	5 (level 6) credits	<i>Formative</i> A two (2) hour take home mock assessment on unseen case study <i>Summative</i> A two (2) hour unseen supervised written assessment	Compulsory	Course skills are assessed as competent or not yet competent. See note*
<u>Other modules</u> Professional Conduct and Regulation ('PCR') (including Solicitors' Accounts ('SA'))	5 credits Level 7 (Masters)	<i>Formative</i> A two (2) hour take home mock assessment for each of PCR and SA on unseen case study <i>Summative</i> A two (2) hour unseen supervised MCQ assessment for each of PCR and SA	Compulsory	This module is assessed as competent or not yet competent. See note*
<u>Other modules</u> Will and the Administration of Estates	5 (level 6) credits	<i>Formative</i> A one hour (1) online MCQ test <i>Summative</i> A one hour (1) online MCQ test	Compulsory	This module is assessed as competent or not yet competent. See note*
Students who successfully complete these modules and wish to leave the programme may be awarded a Transcript certifying completion of Stage 1				

Stage 2: Overview of assessments to be taken and nature of award.

Postgraduate Diploma in Legal Practice 120 Level 7 (Masters) Credits		Assessment		
Module	Credit Rating	Work for Assessment	Requirement for Award	Weighting for Classification
Vocational Elective 1	15 Credits Level 7 (Masters)	<i>Formative</i> A three (3) hour take-home mock assessment on unseen case study <i>Summative</i> A three (3) hour unseen supervised written assessment	Elective	See note on page 71*
Vocational Elective 2	15 Credits Level 7 (Masters)	<i>Formative</i> A three (3) take-home mock assessment on unseen case study <i>Summative</i> A three (3) hour unseen supervised written assessment	Elective	See note on page 71*
Vocational Elective 3	15 Credits Level 7 (Masters)	<i>Formative</i> A three (3) take home mock assessment on unseen case study <i>Summative</i> A three (3) hour unseen supervised written assessment	Elective	See note on page 71*
Students who successfully complete any of these Vocational Elective Modules and wish to leave the programme may be awarded a Transcript certifying completion of the relevant Vocational Elective Module.				

Students successfully completing both Stage 1 and Stage 2 will be awarded a Postgraduate Diploma in Legal Practice**Note**

***For a distinction:** You must obtain an overall aggregate of 70% in the Core Practice Area Modules and Vocational Elective Modules at first attempt.

For a commendation: You must obtain an overall aggregate of 60%-69% in the Core Practice Area Modules and Vocational Elective Modules at first attempt.

For a pass: You must obtain 50-59% in all modules (maximum three attempts at each module). If you fail any CPA or Elective module at the first attempt, your marks will be capped at 50% in any subsequent resit.

LPC Assessment Strategy

The aim of the assessment strategy is:

‘to prepare students for practice by requiring them to demonstrate:

- 1. their knowledge and application of the law in a practical context and**
- 2. the associated skills required of a student about to embark on a period of work based learning’.**

The outcomes of the assessment strategy are to ensure assessments:

1. require students to state and apply the law;
2. effectively test legal problem-solving ability;
3. are intellectually demanding and rigorous (for example, they do not merely test a student’s ability to regurgitate information);
4. allow students to demonstrate analytical skills;
5. are relevant to the needs of practice and promote commercial awareness;
6. comply with the requirements of the SRA’s Learning Outcomes;
7. use appropriate methods of assessment; and
8. distinguish between pass, commendation and distinction students.

In achieving these outcomes assessors shall:

1. produce assessments that are intellectually demanding;
2. require understanding and application, not mere regurgitation of materials;
3. create realistic exercises which replicate the kind of tasks that a trainee may be required to carry out in practice;
4. test professional attitudes (organisation, maturity, awareness of the demands of practice and professional ethics);
5. ensure appropriate coverage of the syllabus over an appropriate number of years; and
6. give clear guidance on the criteria for assessment, which will be used in assessing student performance.

Examinations

Examinations will require students to demonstrate:

1. an ability to solve legal problems in a practical context;
2. a clear understanding of substantive legal knowledge;
3. an ability to apply substantive legal knowledge to practical problems;
4. an ability to organise their material effectively prior to the examination;
5. an ability to marshal facts and to apply them quickly and effectively; and
6. an ability to deliver solutions to legal problems that are appropriate for clients.

Course Skills

The Course Skills assessments will require students to demonstrate:

1. an ability to carry out realistic exercises which replicate, as closely as possible, work a trainee may be required to carry out in practice;
2. that they have achieved competency in the elements of the skills set out in the SRA's Learning Outcomes; and
3. their knowledge of the relevant law and their ability to apply it to practical problems (assessors will take account of the fact that it is the skill that is being assessed rather than the substantive law in so far as it is possible to separate the two).

In addition:

1. assessments will be marked on a Competent/Not Yet Competent basis;
2. assessors will determine whether students are Competent/Not Yet Competent according to published guidelines which shall comply with the SRA's LPC Outcomes;
3. oral assessments will take place before at least one assessor and will be recorded on video or DVD; and
4. the assessment for Advocacy will involve a role-play.

PLR assessment

Students will be required to carry out some research and prepare a **record card** for a supervisor in a fictitious law firm. The maximum word count is 1200 words. The research could be on any subject. Students are allowed to use either hard or electronic sources, or both. For the mock and real assessments all of the research can be carried out online.

The purpose of a record card is to train you accurately to record the trail of your research.

Writing assessment

The PLR assessment is also assessed at the same time as Writing. For the Writing assessment students will be expected to produce a **letter of advice**, based on the same research problem. This has a maximum word count of 1000 words.

Students will have 2 days to produce and submit both documents.

Drafting assessment

Drafting will be a 2 hour unseen written examination assessed in the context of a commercial agreement.

Advocacy assessment

The Advocacy Assessment will be:

1. set in a civil litigation context;
2. in the form of a contested hearing; and
3. 20 minutes in duration for each pair of students.

Interviewing & Advising assessment

The Interviewing & Advising assessment will be:

1. a stand-alone exercise;
2. set in a practical context;
3. 20 minutes duration with students interviewing an actor.

Professional Conduct & Regulation

Students are assessed (with the exception of Solicitors' Accounts) by means of:

- questions within each of the core practice area module assessments; and
- a discrete 2 hour multiple choice exam.

Solicitors' Accounts is assessed by means of a discrete 2 hour exam.

Assessment Scheme

The Assessment Scheme of the BPP LPC is designed to meet:

1. The aim of the BPP LPC Assessment Regulations and Assessment Strategy; and
2. The requirements of the SRA Legal Practice Course Assessment Requirements.

The objectives of the Assessment Scheme are to ensure that assessments:

1. require students to state and apply the law;
2. effectively test legal problem-solving ability;
3. are intellectually demanding and rigorous;
4. allow students to demonstrate analytical skills;
5. are relevant to the needs of practice and promote commercial awareness;
6. comply with the requirements of the SRA's LPC Outcomes; and
7. use appropriate methods of assessment.

SUMMATIVE ASSESSMENTS

Summative Assessments will be assessed as follows:

Stage 1 Summative Assessments

Core Practice Area Modules	One assessment per module, supervised and under time constraints. Some assessments are split into two papers but are within the same assessment period.
Course Skills	<ol style="list-style-type: none"> 1. Interviewing & Advising – one supervised assessment within a practical context and under time constraints. 2. Advocacy – one supervised oral assessment within a Civil Litigation context and under time constraints. 3. Writing – one take away assessment within PLR under time constraints. 4. Drafting – one supervised assessment in the context of a commercial agreement (accelerated mode students assessment is in the context of one or more of the supervised Core Practice Area assessments) and under time constraints. 5. Practical Legal Research – one take away assessment under time constraints.
Professional Conduct & Regulation	<ol style="list-style-type: none"> 1. Assessment within each of the three core practice area assessments. 2. One supervised assessment under time constraints.
Solicitors' Accounts	One supervised assessment under time constraints.
Wills and Administration of Estates	Assessed by way of an on-line multiple choice assessment with randomised questions.
Taxation	Assessed where appropriate in the context of the core practice areas and, in particular, within Business Law and Practice.

Stage 2 Summative Assessments

Vocational Elective Modules	<ol style="list-style-type: none"> 1. One assessment per module, supervised and under time constraints or <ol style="list-style-type: none"> 2. some other supervised assessment as agreed with the relevant external examiner
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FORMATIVE ASSESSMENTS

The Formative Assessments will be as follows:

1. Revision exercises to give the students practice at completing tasks similar to those that could be given in the actual assessment under time constraints. The emphasis here is upon assessment technique - facilitating the transition between the academic stage and the LPC. It is not intended to be, nor shall it become, a coaching exercise.
2. Mock assessment in the core practice areas. These are intended to give students a taste of writing exams in timed conditions, particularly as the core practice area assessments will be the first substantive module assessments on the programme. Individual feedback on performance will be given.
3. A full formative assessment, which is intended to give students an idea of the format and type of questions that could be set in the actual assessment. Students complete the formative assessment in their own time and the paper is then reviewed in a Lecture. This gives students an opportunity to self-appraise their own performance and helps to manage student expectations.
4. Oral skills mock assessments. These are intended to give students an example of the type of assessment that might be used as summative.

(N.B. One of the objectives of formative exercises is to provide students with feedback so that they can learn from experience and improve their performance in the summative assessment. Performance is not the sole criterion at this interim stage of the assessment sequence.)

The rationale for the choice and range of assessment methods is based on our experience of running the LPC and other professional programmes over many years. In order to avoid plagiarism, we believe the best way to assess individual knowledge and application is by way of supervised written assessment. However, our approach for some skills recognises that a better way of assessing student ability is by using oral or other practical assessment methods.

Assessment length and content

In agreeing the length and design of assessments the LPC Management Committee considered both the depth and breadth of coverage that would be possible, whilst taking into account the diminishing returns that students may suffer if the assessments are too long.

The Committee decided that an effective way to ensure suitable coverage would be to include a number of Multiple Choice Questions ('MCQs'). It has been agreed that between 15-20% would be appropriate for such questions but that the questions should be intellectually challenging and, where appropriate, would require students to refer to primary source materials and apply legal principles to be able to arrive at the correct answer.

The remaining part of each assessment includes questions set in a transactional context and requires students to extract relevant information from various documents provided in order to advise their client or supervisor appropriately.

Students are only permitted to use statutes and other primary sources as provided by BPP in the assessments.

The assessment lengths for the core practice area examinations are as follows:

Module	Length of assessment
Business Law and Practice	4 hours (Split into two papers, one of 3 hours and one of 1 hour)
Property Law and Practice	3 hours
Litigation	4 hours and 15 minutes (Split between two papers, one Civil Litigation paper lasting 2 hours 45 minutes and one Criminal Litigation paper lasting 1 hour 30 minutes).

All vocational elective examinations are **3 hours**.

Assessment dates for each mode for Academic Year

Please note these dates are provisional and although every effort is made not to change dates you should check the VLE for any changes.

If you are on one of our bespoke law firm programmes your exam dates may be different and your Programme Leader will provide you with all of the information you need.

Allen & Overy Fast Track MA (LPC with Business) - July 2016 Cohort - Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting (For current students, this is your first attempt at the assessment.)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Wills and Administration of Estates		n/a	W/c 8 August 2016	online MCQ test	Exact time/date to be advised	21 October 2016	TBC	TBC
Advocacy	1	tbc	W/c 15 August 2016	oral 30 minute per student	Exact time/date to be advised	21 October 2016	TBC	TBC
PLR	3	n/a	W/c 22 August 2016 (joint assessment see notes)	take-away	Exact time/date to be advised	21 October 2016	TBC	TBC
Writing	3					21 October 2016		
Interviewing and Advising	1	tbc	W/c 12 September 2016	oral 20 minute per student	Exact time/date to be advised	21 October 2016	TBC	TBC
Litigation	4	Fri	28 October 2016	written	Civil 10.30am-1.15pm Criminal 3.00pm-4.30pm	30 January 2017	TBC	TBC
Professional Conduct & Regulation ("PCR")		Mon	31 October 2016 am	written	10.30am-12.30pm	30 January 2017	TBC	TBC
Solicitors' Accounts	4	Mon	31 October 2016 pm	written	3.00pm-5.00pm	30 January 2017	TBC	TBC
Property Law & Practice	4	Wed	2 November 2016 am	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Drafting		Wed	2 November 2016 pm	written	3.00 -5.00 pm	30 January 2017	TBC	TBC
Business Law & Practice	2, 4	Fri	4 November 2016	written	Paper One 10.30am -1.30pm Paper Two 3.00pm-4.00pm	30 January 2017	TBC	TBC
Private Acquisitions		Wed	4 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Equity Finance		Fri	6 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Debt Finance		Mon	9 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC

NOTES

Note 1 - Interviewing and Advising and Advocacy - You will be notified separately of the exact time and date for these assessments.

Note 2 - Taxation is assessed within your BLP assessment only.

Note 3 - Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and Writing are assessed together). Subsequent sits at Writing (if you are "not yet competent" the first time) are assessed in a separate assessment which does not form part of the research exercise.

Note 4 PCR - As well as the discrete assessment in PCR listed above, PCR issues may also arise in your Business Law & Practice, Litigation and Property assessments. However, the question of whether you are "competent" or "not yet competent" at PCR is decided **only** by reference to your mark in the discrete PCR assessment (i.e. without reference to any marks from your assessments in Business Law & Practice, Litigation and Property).

Clifford Chance Fast Track MA (LPC with Business) - July 2016 Cohort - Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting (For current students, this is your first attempt at the assessment.)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Wills and Administration of Estates		n/a	W/c 8 August 2016	online MCQ test	Exact time/date to be advised	21 October 2016	TBC	TBC
Advocacy	1	tbc	W/c 15 August 2016	oral 30 minute per student	Exact time/date to be advised	21 October 2016	TBC	TBC
PLR	3	n/a	W/c 22 August 2016 (joint assessment see notes)	take-away	Exact time/date to be advised	21 October 2016	TBC	TBC
Writing	3					21 October 2016		
Interviewing and Advising	1	tbc	W/c 12 September 2016	oral 20 minute per student	Exact time/date to be advised	21 October 2016	TBC	TBC
Litigation	4	Fri	28 October 2016	written	Civil 10.30am-1.15pm Criminal 3.00pm-4.30pm	30 January 2017	TBC	TBC
Professional Conduct & Regulation ("PCR")		Mon	31 October 2016 am	written	10.30am-12.30pm	30 January 2017	TBC	TBC
Solicitors' Accounts	4	Mon	31 October 2016 pm	written	3.00pm-5.00pm	30 January 2017	TBC	TBC
Property Law & Practice	4	Wed	2 November 2016 am	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Drafting		Wed	2 November 2016 pm	written	3.00 -5.00 pm	30 January 2017	TBC	TBC
Business Law & Practice	2, 4	Fri	4 November 2016	written	Paper One 10.30am -1.30pm Paper Two 3.00pm-4.00pm	30 January 2017	TBC	TBC
Private Acquisitions		Wed	4 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Equity Finance		Fri	6 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC
Debt Finance		Mon	9 January 2017	written	10.30am-1.30pm	30 January 2017	TBC	TBC

NOTES

Note 1 - Interviewing and Advising and Advocacy - You will be notified separately of the exact time and date for these assessments.

Note 2 - Taxation is assessed within your BLP assessment only.

Note 3 - Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and Writing are assessed together). Subsequent sits at Writing (if you are "not yet competent" the first time) are assessed in a separate assessment which does not form part of the research exercise.

Note 4 PCR - As well as the discrete assessment in PCR listed above, PCR issues may also arise in your Business Law & Practice, Litigation and Property assessments. However, the question of whether you are "competent" or "not yet competent" at PCR is decided **only** by reference to your mark in the discrete PCR assessment (i.e. without reference to any marks from your assessments in Business Law & Practice, Litigation and Property).

Legal Practice Course - Full Time Fast Track August 2016/2017 Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Interviewing and Advising	1	tbc	w/c 26 September 2016	oral 20 minute per student	Exact time/date to be advised	31-Jan-17	w/c13 March 2017	w/c 14 August 2017
PLR	2	n/a	w/c 31 October 2016 (two days)	take-away	9am Day 1 to 5pm Day 2 (exact dates to be advised)	31-Jan-17	starts 13 February 2017	starts 14 August 2017
Writing	2							
Writing (for BVC exempt students only)		Thurs	03 November 2016	written	10:30am-12:00pm	31-Jan-17	16 February 2017	14 August 2017
Wills and Administration of Estates		n/a	starts 7 November 2016	online MCQ test	9am 7 November 2016 to 5pm 11 November 2016	31-Jan-17	starts 13 February 2017	14 August 2017
Advocacy	1	tbc	w/c 21 November 2016	oral 30 minute per student	Exact time/date to be advised	31-Jan-17	w/c 20 February 2017	w/c 14 August 2017
Professional Conduct & Regulation ("PCR")	3	Thurs	24 November 2016	written	10.30am-12.30pm	31-Jan-17	25 April 2017	15 August 2017
Solicitors' Accounts		Thurs	24 November 2016	written	3pm-5pm	31-Jan-17	25 April 2017	15 August 2017
Litigation		Thurs	08 December 2016	written	Civil 10.30am-1.15pm Criminal 3pm-4.30pm	11 April 2017	15 May 2017	29 August 2017
Business Law & Practice	4	Mon	12 December 2016	written	Paper One 10.30am -1.30pm Paper Two 3.00-4.00pm	11 April 2017	22 May 2017	04 September 2017
Property Law & Practice		Thurs	15 December 2016	written	10.30am-1.30pm	11 April 2017	18 May 2017	22 August 2017
Drafting		Thurs	15 December 2016	written	3pm-5pm	11 April 2017	18 May 2017	22 August 2017

NOTES

Note 1 Interviewing and Advising and Advocacy: You will be notified separately of the exact time and date for Interviewing and Advising and Advocacy assessments.

Note 2 Writing Unless you have a BVC exemption, Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and writing are assessed together). Subsequent sits at Writing (if you are Not Yet Competent the first time) are assessed in a separate assessment which does not form part of the research exercise.

Note 3 PCR: As well as the discrete assessment in PCR listed above, PCR issues may also arise in your Business Law & Practice, Litigation and Property assessments. However, the question of whether you are Competent or Not Yet Competent at PCR is decided **only** by reference to your mark in the *discrete PCR assessment* (i.e. without reference to any marks from your assessments in Business Law & Practice, Litigation and Property).

Note 4 Taxation is assessed within your BLP assessment only.

		Elective first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply	Day	Assessment Date	Assessment type		Results release date	Date	Date
Corporate Finance		Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Equity Finance		Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Family Law		Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Advanced Commercial Litigation		Tues	21 February 2017	written	10.30am-1.30pm	11 April 2017	08 June 2017	08 September 2017
Commercial Law and Intellectual property		Wed	22 February 2017	written	10.30am-1.30pm	11 April 2017	12 June 2017	11 September 2017
International Trade and Transactions		Wed	22 February 2017	written	10.30am-1.30pm	11 April 2017	12 June 2017	11 September 2017
Debt Finance		Thurs	23 February 2017	written	10.30am-1.30pm	11 April 2017	09 June 2017	05 September 2017
Personal Injury and Clinical Negligence		Thurs	23 February 2017	written	10.30am-1.30pm	11 April 2017	09 June 2017	05 September 2017
Private Acquisitions		Fri	24 February 2017	written	10.30am-1.30pm	11 April 2017	05 June 2017	06 September 2017
Private Client		Mon	27 February 2017	written	10.30am-1.30pm	11 April 2017	14 June 2017	30 August 2017
Advanced Commercial Property		Tues	28 February 2017	written	10.30am-1.30pm	11 April 2017	16 June 2017	07 September 2017
Employment Law		Wed	01 March 2017	written	10.30am-1.30pm	11 April 2017	07 June 2017	01 September 2017
Insurance Law & Practice		Thurs	02 March 2017	written	10.30am-1.30pm	11 April 2017	15 June 2017	13 September 2017
Advanced Criminal Litigation		Thurs	02 March 2017	written	10.30am-1.30pm	11 April 2017	15 June 2017	13 September 2017
Media and Entertainment Law		Fri	03 March 2017	written	10.30am-1.30pm	11 April 2017	06 June 2017	12 September 2017
Immigration Law & Practice		Fri	03 March 2017	written	10.30am-1.30pm	11 April 2017	06 June 2017	12 September 2017

Legal Practice Course - Full Time 2016-2017 Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Litigation		Mon	16 January 2017	written	Civil 10.30am-1.15pm Criminal 3.00pm-4.30pm	11 April 2017	29 August 2017	tbc
Property Law & Practice		Thurs	19 January 2017	written	10.30am-1.30pm	11 April 2017	22 August 2017	tbc
Drafting		Thurs	19 January 2017	written	3.00pm-5.00pm	11 April 2017	22 August 2017	tbc
Business Law & Practice	2	Tues	24 January 2017	written	Paper One 10.30am-1.30pm Paper Two 3.00pm-4.00pm	11 April 2017	04 September 2017	tbc
Wills and Administration of Estates		starts	13 February 2017	online MCQ test	Complete by 17 February 2017 5.00pm	11 April 2017	From 26 June 2017	From 14 August 2017
PLR	3	tbc	From 13 February 2017 (joint assessment see note 3)	take-away	varies - 9.00am day 1 to 5pm day 2 during w/c 13 Feb	11 April 2017	From 24 May 2017	From 14 August 2017
Writing	3					11 April 2017	08-Jun-17	14 August 2017
Writing (for BVC exemption students only in Feb)	3	Thurs	16 February 2017	written	10.30am-12.00pm	11 April 2017	see above	14 August 2017
Advocacy	1	tbc	From 20 February 2017	oral 30 minute per student	Exact time/date to be advised	11 April 2017	From 14 August 2017	tbc
Interviewing and Advising	1	tbc	From 13 March 2017	oral 20 minute per student	Exact time/date to be advised	11 April 2017	From 26 June 2017	From 14 August 2017
Professional Conduct & Regulation	4	Mon	21 March 2017	written	10.30am-12.30pm	21 July 2017	15 August 2017	tbc
Solicitors' Accounts		Mon	21 March 2017	written	3.00pm-5.00pm	21 July 2017	15 August 2017	tbc

NOTES

Note 1 Interviewing and Advocacy: You will be notified separately of the exact time and date for Interviewing and Advocacy assessments

Note 2 Taxation is assessed within your BLP assessment only

Note 3 Writing & PLR Unless you have a BVC exemption, Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and Writing are assessed together). Subsequent sits at Writing (if you are Not Yet Competent the first time) are assessed in a separate assessment which does not form part of the research exercise. If you are assessed as Not Yet Competent for PLR on a first sit but pass the Writing element of the

joint assessment you will be assessed for PLR only in the research exercise on any subsequent attempts at this assessment

Note 4 PCR: As well as the discrete assessment in PCR listed above, PCR issues may also arise in your BLP, Litigation and Property assessments. However, the question of whether you are Competent or Not Yet Competent at PCR is decided **only** by reference to your mark in the *discrete PCR assessment* (i.e. without reference to any marks from your assessments in BLP, Litigation and Property).

Where a third attempt shows 'tbc' (to be confirmed), this is because the attempt will take place in the following academic year and these dates have not yet been set.

		Elective first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes	Day	Assessment Date	Assessment type		Results release date	Date	Date
Private Acquisitions		Mon	05 June 2017	written	10.30am-1.30pm	21 July 2017	06 September 2017	tbc
Media & Entertainment Law		Tues	06 June 2017	written	10.30am-1.30pm	21 July 2017	12 September 2017	tbc
Immigration Law		Tues	06 June 2017	written	10.30am-1.30pm	21 July 2017	12 September 2017	tbc
Employment Law		Wed	07 June 2017	written	10.30am-1.30pm	21 July 2017	01 September 2017	tbc
Advanced Commercial Litigation		Thurs	08 June 2017	written	10.30am-1.30pm	21 July 2017	08 September 2017	tbc
Debt Finance		Fri	09 June 2017	written	10.30am-1.30pm	21 July 2017	05 September 2017	tbc
Personal Injury and Clinical Negligence		Fri	09 June 2017	written	10.30am-1.30pm	21 July 2017	05 September 2017	tbc
Commercial Law and Intellectual Property		Mon	12 June 2017	written	10.30am-1.30pm	21 July 2017	11 September 2017	tbc
International Trade and Transactions		Mon	12 June 2017	written	10.30am-1.30pm	21 July 2017	11 September 2017	tbc
Corporate Finance		Tues	13 June 2017	written	10.30am-1.30pm	21 July 2017	31 August 2017	tbc
Equity Finance		Tues	13 June 2017	written	10.30am-1.30pm	21 July 2017	31 August 2017	tbc
Family Law & Practice		Tues	13 June 2017	written	10.30am-1.30pm	21 July 2017	31 August 2017	tbc
Private Client		Wed	14 June 2017	written	10.30am-1.30pm	21 July 2017	30 August 2017	tbc
Funds and Private Client		Wed	14 June 2017	written	10.30am-1.30pm	21 July 2017	30 August 2017	tbc
Insurance Law		Thurs	15 June 2017	written	10.30am-1.30pm	21 July 2017	13 September 2017	tbc
Advanced Criminal Litigation		Thurs	15 June 2017	written	10.30am-1.30pm	21 July 2017	13 September 2017	tbc
Advanced Commercial Property		Fri	16 June 2017	written	10.30am-1.30pm	21 July 2017	07 September 2017	tbc

Legal Practice Course - January 2016 Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting					Second attempt	Third attempt
Drafting		(For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					(only for those who need it e.g. deferrals and resitters)	(only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Litigation	4	Mon	16 May 2016	written	Civil 10.30am-1.15pm Criminal 3.00pm-4.30pm	22 July 2016	provisionally January 2017	tbc
Property Law & Practice	2, 4	Thurs	19 May 2016	written	10.30am-1.30pm	22 July 2016	provisionally January 2017	tbc
Drafting	4	Thurs	19 May 2016	written	3.00pm-5.00pm	22 July 2016	provisionally January 2017	tbc
Business Law & Practice		Mon	23 May 2016	written	Paper One 10.30am -1.30pm Paper Two 3.00pm-4.00pm	22 July 2016	provisionally January 2017	tbc
Interviewing and Advising	1	tbc	W/c 06 June 2016	oral 20 minute per student	Exact time/date to be advised	22 July 2016	W/c 15 August 2016	tbc
Wills and Administration of Estates		Starts	6 June 2016 9am	online MCQ test	Complete by 10 June 2016 5pm	22 July 2016	15-19 August 2016	tbc
PLR	3	n/a	W/c 6 June 2016 (joint assessment see notes)	take-away	varies - 9.00am day 1 to 5pm day 2 during w/c 6 June	22 July 2016	W/c 15 August 2016	tbc
Writing	3					22 July 2016		
Writing (BVC exempt only)	3	Thurs	09 June 2016	written	3.30pm-5.30pm	22 July 2016	15 August 2016	tbc
Advocacy	1	Starts	W/c 04 July 2016	oral 30 minute per student	Exact time/date to be advised	provisional tbc	W/c 15 August 2016	tbc
Professional Conduct & Regulation ("PCR")		Mon	04 July 2016 am	written	10.30am-12.30pm	provisional tbc	16 August 2016	tbc
Solicitors' Accounts	4	Mon	04 July 2016 pm	written	3.00pm-5.00pm	provisional tbc	16 August 2016	tbc

NOTES

Note 1 - Interviewing and Advising and Advocacy - You will be notified separately of the exact time and date for these assessments.

Note 2 - Taxation is assessed within your BLP assessment only.

Note 3 - Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and Writing are assessed together). Subsequent sits at Writing (if you are "not yet competent" the first time) are assessed in a separate assessment which does not form part of the research exercise. **NB the**

Note 4 PCR - As well as the discrete assessment in PCR listed above, PCR issues may also arise in your Business Law & Practice, Litigation and Property assessments. However, the question of whether you are "competent" or "not yet competent" at PCR is decided **only** by reference to your mark in the discrete PCR assessment (i.e. without reference to any marks from your assessments in Business Law & Practice, Litigation and Property).

here a second/third attempt shows "tbc" (to be confirmed) this is because the attempt take place in the following academic year these dates have not yet been set.

start time of this assessment in June 2016 has been changed to 3.30pm

		Elective first sitting					Second attempt	Third attempt
		(For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					(only for those who need it e.g. deferrals and resitters)	(only for those who need it e.g. deferrals and resitters)
Assessment		Day	Assessment Date	Assessment type		Results release date	Date	Date
Private Client		Wed	31 August 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Equity Finance		Thurs	01 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Corporate Finance		Thurs	01 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Family Law		Thurs	01 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Employment Law		Fri	02 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Debt Finance		Tues	06 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Personal Injury and Clinical Negligence		Tues	06 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Private Acquisitions		Wed	07 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Advanced Commercial Property		Thurs	08 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Advanced Commercial Litigation		Fri	09 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Commercial Law and Intellectual Property		Mon	12 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
International Trade and Transactions		Mon	12 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Media		Tues	13 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Immigration		Tues	13 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Insurance Law		Wed	14 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc
Advanced Criminal Litigation		Wed	14 September 2016	written	10.30am-1.30pm	End Oct 2016	Feb/March 2017	tbc

Legal Practice Course - Part Time 2015 Stage 1 Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: If you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Compulsory first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)					Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Notes which apply (see below)	Day	Assessment Date	Assessment type	Start and Finish Time	Results release date	Date	Date
Wills and Administration of Estates		Mon	starts 21 November 2016	online MCQ test	Complete by 25 November 2016 5.00pm	31 January 2017	From 14 August 2017	TBC
Interviewing and Advising ("Interviewing")	1	tbc	starts 26 November 2016	oral 20 minute per student	Exact time/date to be advised	31 January 2017	From 14 August 2017	TBC
Drafting		Thurs	19 January 2017	written	3.00pm-5pm	11 April 2017	22 August 2017	TBC
Business Law & Practice ("BLP")	2	Tues	24 January 2017	written	Paper One 10.30am -1.30pm Paper Two 3.00 - 4.00pm	11 April 2017	22 May 2017	04 September 2017
Professional Conduct & Regulation ("PCR")	3	Tues	25 April 2017	written	10.30am-12.30pm	21 July 2017	15 August 2017	TBC
Solicitors' Accounts		Tues	25 April 2017	written	3.00pm-5.00pm	21 July 2017	15 August 2017	TBC
PLR	4	n/a	27-28 April 2017 (joint assessment see note 4)	take-away	9.00am on 27 April 2017 to 5.00pm on 28 April 2017	21 July 2017	w/c 14 August 2017	TBC
Writing	4						14 August 2017 (10.30am-12.00pm)	TBC
Writing (BVC exemption students only in April)	4	Thurs	27 April 2017	written	10.30am-12.00pm	21 July 2017	see above	TBC
Property Law & Practice ("PLP")		Thurs	18 May 2017	written	10.30am-1.30pm	21 July 2017	22 August 2017	TBC
Advocacy	1	Sat/Sun	5/6 August 2017	oral 30 minute per student	Exact time/date to be advised	20 October 2017	TBC	TBC
Litigation		Tues	29 August 2017	written	Civil 10.30am-1.15pm Criminal 3.00pm- 4.30pm	20 October 2017	TBC	TBC

NOTES

Note 1 Interviewing and Advocacy: You will be notified separately of the exact time and date for Interviewing and Advocacy assessments

Note 2 Taxation is assessed within your BLP assessment only

Note 3 PCR: As well as the discrete assessment in PCR listed above, PCR issues may also arise in your BLP, Litigation and PLP assessments. However, the question of whether you are Competent or Not Yet Competent at PCR is decided **only** by reference to your mark in the *discrete PCR assessment* (i.e. without reference to any marks from your assessments in BLP, Litigation and PLP).

Note 4 Writing & PLR Unless you have a BVC exemption, Writing (first sit) is assessed as part of the PLR assessment (i.e. PLR and Writing are assessed together). Subsequent sits at Writing (if you are Not Yet Competent the first time) are assessed in a separate assessment which does not form part of the research exercise. If you are assessed as Not Yet Competent for PLR on a first sit but pass the Writing element of the joint assessment you will be assessed for PLR only in the research exercise on any subsequent attempts at this assessment

* Where a third attempt shows "TBC" (to be confirmed) this is because the attempt will take place in the following academic year and these dates have not yet been set.

Legal Practice Course - Part Time Stage 2 Electives Schedule of Assessment Dates (provisional)

All of the assessment dates in this document are provisional. Please check the student intranet and your emails regularly for any changes to these dates.

The following table is a list of the first available sittings of each assessment. You are always expected to sit at the first available opportunity. Note: if you agree with your Programme Leader to defer one or more of these exams you will be expected to sit at the next available sitting. Please note that not all assessments have another sitting within the programme and so if you fail at first attempt or defer any assessment this may delay your completion of the programme.

		Elective first sitting (For current students, this is your first attempt at the assessment. For students from prior cohorts, this is your next attempt)				Second attempt (only for those who need it e.g. deferrals and resitters)	Third attempt (only for those who need it e.g. deferrals and resitters)
Assessment	Day	Assessment Date	Assessment type	Assessment Time	Results release date	Date	Date
Corporate Finance	Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Equity Finance	Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Family Law	Mon	20 February 2017	written	10.30am-1.30pm	11 April 2017	13 June 2017	31 August 2017
Advanced Commercial Litigation	Tues	21 February 2017	written	10.30am-1.30pm	11 April 2017	08 June 2017	08 September 2017
Commercial Law and Intellectual Property	Wed	22 February 2017	written	10.30am-1.30pm	11 April 2017	12 June 2017	11 September 2017
International Trade and Transactions	Wed	22 February 2017	written	10.30am-1.30pm	11 April 2017	12 June 2017	11 September 2017
Debt Finance	Thurs	23 February 2017	written	10.30am-1.30pm	11 April 2017	09 June 2017	05 September 2017
Personal Injury and Clinical Negligence	Thurs	23 February 2017	written	10.30am-1.30pm	11 April 2017	09 June 2017	05 September 2017
Private Acquisitions	Fri	24 February 2017	written	10.30am-1.30pm	11 April 2017	05 June 2017	06 September 2017
Private Client	Mon	27 February 2017	written	10.30am-1.30pm	11 April 2017	14 June 2017	30 August 2017
Advanced Commercial Property	Tues	28 February 2017	written	10.30am-1.30pm	11 April 2017	16 June 2017	07 September 2017
Employment Law	Wed	01 March 2017	written	10.30am-1.30pm	11 April 2017	07 June 2017	01 September 2017
Insurance Law & Practice	Thurs	02 March 2017	written	10.30am-1.30pm	11 April 2017	15 June 2017	13 September 2017
Advanced Criminal Litigation	Thurs	02 March 2017	written	10.30am-1.30pm	11 April 2017	15 June 2017	13 September 2017
Media and Entertainment Law	Fri	03 March 2017	written	10.30am-1.30pm	11 April 2017	06 June 2017	12 September 2017
Immigration Law & Practice	Fri	03 March 2017	written	10.30am-1.30pm	11 April 2017	06 June 2017	12 September 2017

ASSESSMENT MAP – for the compulsory elements of the programme/Stage 1 (Core Practice Areas and Skills)

			Core Practice Areas				Skills						
			Property Law & Practice	Business Law & Practice	Civil Litigation	Criminal Litigation	Advocacy	Drafting	Interviewing & Advising	PCR	PLR	WAE	Writing
Programme Learning Outcomes	Knowledge and Understanding	K1	Exam	Exam	Exam	Exam						Exam (online MCQs)	
		K2	Exam	Exam	Exam	Exam						Exam (online MCQs)	
		K3	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	Takeaway Assessment (with PLR)
		K4					Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)		Takeaway Assessment (with PLR)
	Cognitive Skills	C1	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	Takeaway Assessment (with PLR)
		C2	Exam	Exam	Exam	Exam						Exam (online MCQs)	
	Professional Skills	P1	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment		Takeaway Assessment (with Writing)	Exam (online MCQs)	
		P2	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	Takeaway Assessment (with PLR)
		P3	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	
		P4									Takeaway Assessment (with Writing)		

			Core Practice Areas				Skills						
			Property Law & Practice	Business Law & Practice	Civil Litigation	Criminal Litigation	Advocacy	Drafting	Interviewing & Advising	PCR	PLR	WAE	Writing
	General Transferable Skills	T1	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	
		T2	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)		Takeaway Assessment (with PLR)
		T3	Exam	Exam	Exam	Exam	Oral Assessment	Exam	Oral Assessment	Exam	Takeaway Assessment (with Writing)	Exam (online MCQs)	Takeaway Assessment (with PLR)

ASSESSMENT MAP – for the elective elements of the programme/Stage 2 (Vocational Electives)

			Advanced Commercial Litigation	Advanced Commercial Property	Advanced Criminal Litigation	Commercial Property and Private Client	Corporate Finance	Debt Finance	Employment Law	Equity Finance	Family Law	Immigration Law	Intellectual Property and Commercial Law	Media and Entertainment Law	Personal injury & Clinical Negligence	Private Acquisitions	Private Client (Wills Probate and Estate Planning)
Programme Learning Outcomes	Knowledge and Understanding	K1	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		K2	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		K3	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		K4															
	Cognitive Skills	C1	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		C2	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
	Professional Skills	P1	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		P2	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		P3	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		P4															
	General Transferrable Skills	T1	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		T2	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		T3	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam
		T4	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam	Exam

Appendix VIII

Further Module Information

CURRICULUM MAP – for the compulsory elements of the programme/Stage 1 (Core Practice Areas and Skills)

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

CURRICULUM MAP – for the elective elements of the programme/Stage 2 (Vocational Electives)

			Advanced Commercial Litigation	Advanced Commercial Property	Advanced Criminal Litigation	Commercial Property and Private Client	Corporate Finance	Debt Finance	Employment Law	Equity Finance	Family Law	Immigration Law	Insurance Law	Intellectual Property and Commercial Law	Media and Entertainment Law	Personal injury & Clinical Negligence	Private Acquisitions	Private Client (Wills Probate and Estate Planning)
Programme Learning Outcomes	Knowledge and Understanding	K1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		K2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		K3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		K4																
	Cognitive Skills	C1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		C2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		C3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		C4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Professional Skills	P1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		P4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	General Transferrable Skills	T1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		T2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		T3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Module Outlines

- Core Practice Areas
- Course Skills
- Other Stage 1 modules
- Electives (Note: these are from the 2015-2016 course)
- Practice Ready (non- credit bearing) modules

MODULE OUTLINE

Module Title	Business Law and Practice
School	Law
Level	7
Credit Value	30
Contact Hours	26 x 2hr SGSs 14 x 1hr lectures
Programme(s)	LPC
Joint Module Leaders	Ivan Milatović and Dimitri Vastardis
Contact details	Email: ivanmilatovic@bpp.com / dimitrivastardis@bpp.com Telephone: 0207 061 1363 / 0207 025 0484
How will the module be assessed?	The module will be summatively assessed by way of both a 3 hour long form question written invigilated exam and a 1 hour multiple choice question (' MCQ ') written invigilated exam.
If there is more than one assessment component how will the marks be combined?	80% of the marks are awarded in the long form paper. 20% of the marks are awarded in the MCQ paper.

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

CHAPTER/LECTURE	SGS
ZONE 1: Setting up and financing a company	
1. Introduction to BLP and Commercial Awareness <u>The BLP Module</u> Overview of the Business Law and Practice module; and introduction to BLP simulated clients. <u>Business Awareness</u> 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
<p>3. Introduction to Companies</p> <p>Introduction to fundamental and pervasive principles of company law including:</p> <ul style="list-style-type: none"> • separate personality; • ownership/management of companies; • duties of directors; • constitutional documentation; • voting. <p>Introduction to differences between private, public and listed companies;</p> <p>introduction to listed companies;</p> <p>introduction to raising capital and the concept of liquidity;</p> <p>listed company shareholders; and</p> <p>overview of the legal and regulatory framework with which listed companies have to comply.</p>	
	<p>1. Setting up in Business</p> <p>Different types of business media and their advantages/disadvantages;</p> <p>the process by which law firms engage new clients;</p> <p>the key elements of a business plan; and</p> <p>introduction to differences between private and public limited companies.</p>
	<p>2. Introduction to Ritchisons Supermarkets</p> <p>Structure of the Ritchisons groups of companies;</p> <p>strategic options for the client to develop the business;</p> <p>developing the required legal advice to implement the client's plans; and</p> <p>introduction to basic group structures; and basic company procedure.</p>

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

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

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.	
CHAPTER/LECTURE	SGS
	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.
	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
<p>9. Introduction to Employment Law</p> <p>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.</p>	
<p>10. Minority shareholders</p> <p>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.</p>	
	<p>15. Internal Disputes 1</p> <p>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.</p>
	<p>16. Internal Disputes 2</p> <p>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.</p>

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

CHAPTER/LECTURE	SGS
	<p>19. Returning Value to Shareholders 2</p> <p>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.</p>
ZONE 4 - Acquisitions	
<p>12. Introduction to Acquisitions</p> <p>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.</p>	
	<p>20. Acquisitions 1</p> <p>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.</p>
	<p>21. Acquisitions 2</p> <p>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.</p>

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

ZONE 6 - Insolvency	
CHAPTER/LECTURE	SGS
<p>13. Introduction to Insolvency Procedures</p> <p>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</p> <p>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.</p>	
	<p>24. Insolvency Procedures</p> <p>Differentiation between insolvency procedures;</p> <p>evaluation of interests of creditors when a company is in financial difficulties;</p> <p>factors which affect choice of insolvency procedures;</p> <p>outcomes of formal insolvency procedures vs negotiated outcomes; and</p> <p>statutory order of priority.</p>
<p>14. Corporate Insolvency – investigating directors and challenging past transactions</p> <p>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;</p> <p>application of statutory provisions (and case law) relating to antecedent transactions;</p> <p>review of the vulnerability of floating charges given to bank, in the event of liquidation;</p> <p>directors' duties; and</p> <p>wrongful and fraudulent trading.</p>	

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	
16. FORMATIVE ASSESSMENT LECTURE	

Essential Reading

Your Business Law and Practice (BLP) materials pack (containing Chapters, SGS materials and workbooks), together with your BLP Pre-Module Reading and Butterworths Company law Handbook, provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

Further Reading

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)

Websites

www.companieshouse.gov.uk

<http://corporate.practicallaw.com>

<https://www.gov.uk/government/organisations/departments-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

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Civil Litigation
School	Law
Level	7
Credit Value	25 Level 7 Credits (when combined with criminal litigation)
Contact Hours	12 x 2 hour SGSs 10 x 1 hour lectures
Programme(s)	LPC
Module Leader	Anna Corsellis, Julie Newman and Deborah Carter
Contact details	Email: annacorsellis@bpp.com Tel: 0207 430 7006 Email: julienewman@bpp.com Tel: 0207 025 0469 Email: deborahcarter@bpp.com Tel: 0207 430 5634
How will the module be assessed?	<p>The module will be summatively assessed by way of a 2 hour 45 minute written invigilated exam.</p> <p>'Litigation' is assessed in two separate exams: Civil Litigation and Criminal Litigation.</p> <p>The pass mark for Litigation is 50%. 65% of your Litigation mark will be comprised of the mark obtained in the Civil Litigation assessment. 35% of your Litigation mark will be comprised of the mark obtained in the Criminal Litigation assessment.</p>

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

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: <ul style="list-style-type: none"> - 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.
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.

<p>4. Allocation, Case and Costs Management</p> <p>Allocation and tracks.</p> <p>Case management conference/directions.</p> <p>Case and costs management.</p> <p>Sanctions for non-compliance with Orders, CPRs and Practice Directions.</p>	<p>4. Allocation, Case and Costs Management</p> <p>Consideration of the procedural structure of a Civil Litigation case and allocation process.</p> <p>Completion of a directions questionnaire.</p> <p>Understand the court's powers of case and costs management and agree appropriate directions. Introduction to the role of an expert in this context.</p> <p>Analysis of the court's powers to impose sanctions on a party for non-compliance.</p>
<p>5. Disclosure</p> <p>Disclosure.</p> <p>Privilege.</p> <p>Electronic Disclosure.</p> <p>Professional conduct considerations.</p>	<p>5. Disclosure</p> <p>Consideration of aspects of disclosure and privilege.</p> <p>Analysis of a number of documents: consideration of whether documents fall within standard disclosure and whether they are privileged from inspection.</p> <p>Discussion of the professional conduct and client care implications of the disclosure process.</p>
<p>6. Evidence: witness of fact and expert evidence</p> <p>Rules relating to evidence - in particular hearsay and CEA 1995.</p> <p>Witnesses of fact, form and content of witness statements, witness summonses.</p> <p>Experts - role and function of experts.</p>	<p>6. Evidence: witness of fact and expert evidence</p> <p>Consideration of the form and content of witness statements, in particular, witness statements for trial.</p> <p>Consideration of the role of experts, the purpose of the without prejudice meeting and the content of expert reports.</p> <p>Considering the role of the expert witnesses meeting once their reports have been exchanged.</p>
<p>7. Part 36/preparation for trial/trial/costs</p> <p>Part 36 offers and payments.</p> <p>Settlement and orders arising from pre-trial settlements.</p> <p>Preparation for trial.</p> <p>Trial.</p> <p>Costs.</p>	<p>7. Part 36/preparations for trial/trial/costs</p> <p>Consideration of Part 36 offers and the resulting cost consequences.</p> <p>Orders arising from pre-trial settlement.</p> <p>Preparation for trial, trial and costs.</p> <p>Discussion of the effect litigation might have on a business and conducting a risk analysis.</p>

	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.

<p>10. ADR & Arbitration</p> <p>Different types of Alternative Dispute Resolution ('ADR').</p> <p>When and why to refer a dispute to mediation.</p> <p>The mediation process.</p> <p>How to draft an effective mediation clause.</p> <p>The meaning of "arbitration" within the context of commercial dispute resolution and why parties would choose to arbitrate.</p> <p>The general provisions of the Arbitration Act 1996 and how arbitration proceeds.</p>	<p>11. Arbitration</p> <p>Explain and compare litigation, arbitration and the principal forms of Alternative Dispute Resolution ('ADR');</p> <p>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;</p> <p>Understand and apply key provisions of the Arbitration Act;</p> <p>Summarise the basic arbitral procedure under the Arbitration Act; and</p> <p>Analyse the application of mandatory and non-mandatory provisions of the Arbitration Act including circumstances when the court might become involved in arbitration.</p>
	<p>12. Consolidation</p> <p>Practice exam style questions on all topics covered on the civil litigation module.</p> <p>Formulate approach to exam style questions.</p>

Essential Reading

The Civil Litigation chapters, SGS materials, CPR and Other Materials Pack Parts 1 & 2 and SRA Code of Conduct provide students with the essential reading and primary sources required for the module. Should students require any supplemental/background information, it can be found in the materials listed below.

Further Reading

1. Civil Procedure (Sweet & Maxwell) ('The White Book').
2. Civil Procedure Rules (Stationery Office) Looseleaf Service.
3. Bullen, Leake & 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, Comparative International Commercial Arbitration.

Websites

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.kluwarbitration.com



CRIMINAL LITIGATION

MODULE OUTLINE

2016-17



Legal Practice Course

MODULE FORM

GENERAL INFORMATION

Module Title	Criminal Litigation
School	Law
Level	7
Credit Value	7 Level 25 Credits (when combined with civil litigation)
Contact Hours	6 x 2 hour SGSs 6 x 1 hour lectures
Programme(s)	LPC
Module Leaders	Elizabeth Hogben and Diana Kirsch
Contact details	Diana Kirsch: dianakirsch@bpp.com 020 7430 8390
How will the module be assessed?	<p>The module will be summatively assessed by way of a 1 hour 30 minute written invigilated exam.</p> <p>'Litigation' is assessed in two separate exams: Civil Litigation and Criminal Litigation.</p> <p>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.</p>

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

Module Outline

CHAPTER/LECTURE	SGS
<p>1. The criminal justice system, the Criminal Procedure Rules, professional conduct and funding.</p> <p>Overview of the module.</p> <p>Introduction to the Criminal Justice process.</p> <p>The Criminal Procedure Rules, their overriding objective, and their application.</p> <p>The court's role in the litigation process, in particular the court's case management powers and duties</p> <p>Introduction to main issues of professional conduct encountered in criminal litigation.</p> <p>Public funding for advice at the police station.</p>	<p>1. The criminal justice system, the Criminal Procedure Rules, professional conduct and funding.</p> <p>Pre-SGS preparation questions on the categories of criminal offences.</p> <p>An overview of the criminal litigation process.</p> <p>Activities on professional conduct.</p> <p>The Criminal Procedure Rules, their overriding objective, and their application.</p> <p>The court's role in the litigation process, in particular the court's case management powers and duties.</p>
<p>2. Police Powers</p> <p>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.</p> <p>The role of the Custody Officer.</p> <p>The rights of suspects detained at the police station.</p> <p>Powers of detention under PACE 1984.</p> <p>Detention times limits under PACE 1984.</p> <p>The solicitor's role at the police station.</p> <p>Police station representative accreditation schemes.</p>	<p>2. Police Powers</p> <p>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.</p> <p>Introduction to interviews.</p>

CHAPTER/LECTURE	SGS
<p>3. Case analysis, police station advice and inferences from silence</p> <p>Elements of offences</p> <p>Investigation and gathering evidence.</p> <p>The right to silence and inferences from silence under the Criminal Justice and Public Order Act 1994.</p> <p>When to advise a client whether and why he or she should exercise their right to silence.</p> <p>Preparing a client for interview.</p> <p>Protecting and advancing the client's rights.</p> <p>Article 6 of the European Convention on Human Rights impacts on the exercise of police powers and the right to silence.</p>	<p>3. Case analysis, police station advice and inferences from silence</p> <p>Introduction to case analysis</p> <p>Activity on advising a client on whether he should exercise his right to silence in interview.</p> <p>Activity on advising a client about the inferences a court could draw at trial.</p>
<p>4. Bail, plea before venue and allocation of trial</p> <p>Introduction to the Bail Act 1976 and the principle of bail within criminal proceedings.</p> <p>The exceptions to the right to bail.</p> <p>The factors that the court must consider when applying the exceptions to the right to bail.</p> <p>The Impact of Article 5 of the European Convention on Human Rights on bail.</p> <p>Bail conditions.</p> <p>Deciding on venue for an 'either way' offence using the allocation guidelines and sentencing guidelines.</p>	<p>4. Bail, plea before venue, allocation of trial and committal proceedings</p> <p>The steps involved in making or contesting a bail application</p> <p>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.</p> <p>Advocacy exercise on bail.</p> <p>Activity on the procedure for determining venue for an either way offence</p>

CHAPTER/LECTURE	SGS
<p>5. Introduction to evidence</p> <p>The definition of evidence.</p> <p>The rules governing the admissibility of evidence.</p> <p>Advising on the admissibility and relevance of evidence and assessing the strengths and weaknesses of the prosecution and defence case.</p> <p>Competence and compellability of witnesses.</p> <p>Opinion evidence.</p> <p>Identification evidence.</p> <p>The definition of a confession under section 82 PACE 1984.</p> <p>Exclusion of evidence at common law and under sections 76 and 78 PACE 1984.</p> <p>The admissibility of bad character evidence</p>	<p>5. Introduction to evidence</p> <p>Activity on confessions and the exclusion of evidence at common law and under sections 76 and 78 PACE 1984.</p> <p>Activity on assessing the weight and admissibility of identification evidence.</p> <p>Identifying evidence of bad character and the gateway through which it might be admitted before the court.</p> <p>Activity on the competence and compellability of witnesses.</p>
<p>6. Sentencing and Appeals</p> <p>An overview of the sentencing process.</p> <p>The Criminal Justice Act 2003.</p> <p>The Powers of Criminal Courts (Sentencing) Act 2000.</p> <p>Sentencing guidelines.</p> <p>The custody threshold.</p> <p>Community sentences.</p> <p>The range of sentences available.</p> <p>Appeals from the magistrates' to the Crown Court and from the Crown Court to the Court of Appeal (Criminal Division).</p>	<p>6. Sentencing and Appeals</p> <p>Activity on sentencing guidelines and identifying aggravating and mitigating factors.</p> <p>The sentencing guidelines and the custody threshold.</p> <p>Sentencing hearings based on the criminal litigation case studies.</p> <p>Activity on appealing from the magistrates' court to the Crown Court.</p> <p>Public funding.</p> <p>Consolidation activity.</p>

LPC MODULE OUTLINE AND INFORMATION

Module Title	Property Law and Practice
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	12 x 2 hour small group sessions ('SGSs') 10 x 1 hour Lectures
Programme(s)	LPC
Module Leaders	As Richards and Suzanne Maguire
Contact details	Email: asrichards@bpp.com Telephone: 020 7430 5650 Email: suzannemaguire@bpp.com Telephone: 020 7855 6966
How will the module be assessed?	The module will be summatively assessed by way of a three hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

Module Outline

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

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

CHAPTER/LECTURE	SGS
<p>4. Registered land:</p> <p>Completion and Post-Completion and Remedies</p> <p>Identify and explain the steps taken by both the buyer's and seller's solicitors to prepare for completion.</p> <p>Understand the role of the property solicitor when acting for and reporting to lenders.</p> <p>Draft the TR1 for sale of whole.</p> <p>Describe what happens at completion.</p> <p>Demonstrate your understanding of the post-completion formalities that the buyer's and seller's solicitors need to carry out.</p> <p>Show your understanding of the remedies for late and non-completion and misrepresentation.</p>	<p>4. Completion and Remedies</p> <p>Distinguish between the buyer's and seller's solicitors' pre-completion tasks and carry out the necessary steps with minimal supervision.</p> <p>Analyse potential problems which can arise in relation to completion and take appropriate steps to resolve them.</p> <p>Explain what happens at completion and complete a property transaction from a buyer's solicitor's perspective.</p> <p>Carry out the post-completion steps with minimal supervision.</p>
	<p>5. PCR in a property context and sales of part</p> <p>Analyse some of the key professional conduct issues which might arise during a property transaction.</p> <p>Appreciate the need to comply with the Money Laundering Regulations 2007 in relation to a property transaction.</p> <p>Appreciate the issues which arise on the sale of part of a freehold property.</p> <p>Critique a draft contract with an attached TP1 for the sale of part of a commercial freehold property.</p>

CHAPTER/LECTURE	SGS
<p>5. Unregistered land Deducing, reporting and investigating an unregistered title</p> <p>Understand the process of investigation of an unregistered title.</p> <p>Perform an investigation of a simple unregistered title with minimal supervision.</p> <p>Understand some of the problems which may arise in this area and advise your client how best to deal with them.</p>	<p>6. Investigating title to unregistered land and first registration</p> <p>Investigate an unregistered title.</p> <p>Advise on issues arising out of that investigation and on the appropriate action to take.</p> <p>Draft a Form TR1 in relation to the sale of an unregistered freehold title.</p> <p>Carry out all necessary post-completion steps.</p>
<p>6. Commercial Security of Tenure</p> <p>Understand the premise behind Part II of the Landlord and Tenant Act 1954 (as amended).</p> <p>Understand and apply the 1954 Act using practical examples.</p> <p>Examine the rights of both the landlord and tenant upon expiry of a commercial lease.</p>	<p>7. Security of Tenure</p> <p>Analyse whether or not a tenancy is covered by Part II of the Landlord and Tenant Act 1954.</p> <p>Understand the contracting out procedure for commercial leases.</p> <p>Explain how tenancies may be terminated and renewed by way of service of statutory notices.</p> <p>Apply an understanding of a landlord's ground of opposition to the renewal of a protected lease.</p> <p>Advise a tenant on the availability of compensation on termination of its lease.</p>

CHAPTER/LECTURE	SGS
Client 2 – Marine Paints International Limited	File name – Marine Paints File
<p>7. Contents of a Lease 1: Repair, Insurance and Landlord's remedies</p> <p>Understand the key consideration to bear in mind on the grant of a lease.</p> <p>Understand and know how and when to apply the Code for Leasing Business Premises.</p> <p>Appreciate the structure of a lease.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>8. Contents of a Lease 1: Repair, Insurance and Landlord's remedies</p> <p>Draft and amend repair clause in a lease.</p> <p>Explain the key features of a repair clause and an insurance clause.</p> <p>By reference to the lease, statute and common law, advise a landlord on its remedies where a tenant breaches its obligations under a lease.</p>

CHAPTER/LECTURE	SGS
<p>8. Contents of a Lease 2: Term, Rent, Service Charge, Alterations and Use</p> <p>Analyse and advise upon:</p> <ul style="list-style-type: none"> 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. 	<p>9. Contents of a Lease 2: Term, Rent, Service Charge, Alterations and Use</p> <p>Identify and explain the important features of clauses dealing with:</p> <ul style="list-style-type: none"> alterations use service charge <p>Explain and apply statutory and common law rules governing these clauses.</p> <p>Advise both a landlord and tenant client in relation to queries concerning these provisions.</p> <p>Appreciate the need for a licence to alter and/or change use and to understand the key provisions in the licence(s).</p> <p>Prepare a checklist of the completion and post-completion steps required on the grant of a lease.</p>
<p>Client 3 – Anglo-Italian Limited (trading as Vento Teso)</p>	
<p>9. Contents of a Lease 3: Rent review and Alienation</p> <p>Understand the main procedural points to be considered on the:</p> <ul style="list-style-type: none"> 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 <p>Including the need for a licence to assign/sublet and the key provisions in those documents.</p> <p>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.</p> <p>Apply relevant case law / statutory provisions to the above scenarios.</p>	<p>10. Contents of a Lease 3: Alienation</p> <p>Analyse alienation covenants and apply relevant common law and statutory provisions in order to advise a client.</p> <p>Advise a client on the procedure for assignment of a lease from the point of view of each of the parties involved.</p> <p>Appreciate the need for a licence to assign and a licence to sublet and to understand the key clauses in each licence.</p>

CHAPTER/LECTURE	SGS
	<p>11. Contents of a Lease 4: Rent Review and Leasehold Consolidation</p> <p>Analyse the rent review provisions in a lease from either a landlord or a tenant's perspective.</p> <p>Then demonstrate further the ability to:</p> <p>Advise on leasehold issues arising in relation to:</p> <ul style="list-style-type: none"> • professional conduct (in a leasehold context); • insurance provisions; • alteration provisions; • landlord's remedies; and • the Landlord and Tenant Act 1954. <p>Carry out the post-completion steps for the grant of a registrable lease out of a registered freehold.</p>
<p>10. Consolidation</p> <p>Review and consolidation of the Property Law and Practice Module.</p>	<p>12. Freehold consolidation</p> <p>Demonstrate further the ability to investigate title and advise on issues arising in relation to both registered and unregistered land.</p> <p>Demonstrate further the ability to carry out post-completion steps following a transfer of registered or unregistered land.</p>

A Sample Paper is available to the students on the student intranet.

Students also have the opportunity to sit a 1½ hour scaled-down mock assessment. This assessment is marked by the teaching team and returned to the students with feedback.

A Formative Assessment is also distributed to students to attempt in their own time, and is reviewed in an online lecture.

GENERAL INFORMATION

Module Title	Advocacy
School	Law
Level	6
Credit Value	5 (Level 6) Credits
Contact Hours	1 x online session. 2 x 1hr small group sessions. 1 x chapter accompanied by online materials/demonstrations.
Programme(s)	LPC
Module Leader	David Chantry
Contact details	Email: davidchantry@bpp.com Telephone: 020 7633 4389
How will the module be assessed?	The module will be summatively assessed by way of a twenty minute, oral, supervised assessment based on an unseen case study.

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. This discrete module of advocacy training is in addition to the compulsory module of litigation. Advocacy training is provided within the context of civil and criminal litigation modules. In civil litigation students are taught how to make an interim application for summary judgment. In the criminal litigation module, students are taught the essential content of an application for bail.

CHAPTER	SGS
<p>After reading the Advocacy chapter handout you should be able to:</p> <ol style="list-style-type: none"> 1. Understand the nature of advocacy and why it is an important skill for all solicitors, regardless of their area of specialism; 2. Understand the nature of the Solicitors Regulation Authority's Code of Conduct 2011 and how it will influence a solicitor's advocacy before the courts; 3. Prepare submissions in support of or in opposition to an application to extend time; 4. Prepare a chronology; 5. Plan how to deliver your submissions in front of a Master or District Judge; and 6. Understand how the skill of Advocacy is assessed on the LPC. 	<p><u>Online Session</u></p> <p>At the end of this SGS you should be able to:</p> <ol style="list-style-type: none"> 1. Understand the nature of 'advocacy' and why it is an important skill for all solicitors, regardless of their area of specialism; 2. Analyse how certain aspects of delivery might impact upon the efficacy of oral submissions before the court; 3. Understand 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; 4. Understand the nature of the SRA's Code of Conduct 2011 and how it will influence a solicitor's advocacy before the courts; and 5. Understand how the skill of Advocacy is assessed on the LPC.
	<p><u>SGS 1</u></p> <p>At the end of SGSs 1 and 2 you should be able to:</p> <ol style="list-style-type: none"> 1. Deliver submissions in support of or in opposition to an application to extend time; 2. Respond to submissions made by your opponent; 3. Deal with interruptions from the Master/District Judge; 4. Reflect on and learn from your performance (and the feedback received from your tutors and, where applicable, your colleagues); and

	5. Deliver constructive, oral, feedback to your colleagues on their presentations.
	<u>SGS 2</u> Advocacy SGS 2 provides you with a further opportunity to practice and consolidate upon the learning outcomes from SGS 1.

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Interviewing and Advising
School	Law
Level	6
Credit Value	5 Level 6 Credits
Contact Hours	1 x 1hr SGS 1 x 2 hr SGS 1 x 0.5 hr mock assessment
Programme(s)	LPC
Module Leader	David Chantry
Contact details	Email: davidchantry@bpp.com Telephone: 0207 633 4389
How will the module be assessed?	The module will be summatively assessed by way of a 20 minute interview – students, appropriately dressed, will interview an actor acting as a client. All scenarios are set in a practical context. Interviews are recorded and assessed by a tutor using BPP's Interviewing and Advising Guide.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The information overleaf is an indicative scheme of work.

LECTURE	SGS
<p>How to conduct an interview</p> <p>Introduction to the interviewing and advising guide and the structure of the interview.</p> <p>Video of an interview demonstrating the skill with interactive exercises.</p> <p>SRA Code of Conduct 2011 (Chapter 1)</p> <p>The lecture (with video) is delivered online, and is also accessible to students on a DVD or CD-rom.</p>	<p>Interview SGS 1</p> <p>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.</p>
	<p>Interview SGS 2</p> <p>Tutor led recap on certain elements of the skill and analysis of areas identified by students as areas for improvement.</p> <p>Role plays in pairs (solicitor, client; client also acting as observer): two scenarios. Each student takes a different role for each scenario.</p> <p>Tutor provides feedback on areas identified by students at start of SGS 2 as areas for improvement</p> <p>Summary of mock and actual assessment procedures. Plenary and "any questions" session to conclude.</p>
	<p>Mock assessment</p> <p>Roleplays in pairs (solicitor, client): two scenarios.</p> <p>Tutor present. Interviews are recorded and the recording handed to students to be reviewed as part of the learning process.</p> <p>Written and oral feedback given to each student on an individual basis.</p>

LPC: MODULE OUTLINE

GENERAL INFORMATION

Module Title	Professional Conduct and Regulation
School	Law
Level	7
Credit Value	5 Level 7 Credits
Contact Hours	2 x 2hr SGSs 3 x 1hr lectures
Programme(s)	LPC
Module Leader	Alison Slack and Jill Phillips
Contact details	Email: alisonslack@bpp.com Tel: 0207 430 7084 Email: jillphillips@bpp.com Tel: 0207 786 6828
How will the module be assessed?	Professional Conduct and Regulation: 1 x 2 hour written invigilated exam (solely multiple-choice questions).

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

Lecture No.	Topic	Subject coverage
1	Money Laundering, Proceeds of Crime	<ul style="list-style-type: none"> • Money laundering - MLR 2007 • Offence and defences under the Proceeds of Crime Act 2002 <p>Self-assessment questions to consolidate understanding.</p>
2	Professional Conduct	<p>Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11</p> <p>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:</p> <ul style="list-style-type: none"> • Types of solicitors' practices, including ABSs. • Equality and Diversity • Publicity • The roles of COLPs and COFAs. • Agreeing (and declining) to act. • Third party instructions. • Client care (including providing a competent service; complaints procedure; information about the cost). • Relations with third parties (including undertakings). • Your client and the court. • Managing the business and outsourcing. • Conflicts of interest. • Confidentiality and disclosure. • Fee sharing and commissions. • SRA / SDT / Legal Ombudsman etc. <p>Self-assessment questions to consolidate understanding.</p>
3	Financial Services	<p>Financial Services and Markets Act 2000 ('FSMA'); FSMA (Regulated Activities Order) 2001 ('RAO').</p> <p>Explanation of what financial services are.</p> <ul style="list-style-type: none"> • Why financial services are regulated. • 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;

		<ul style="list-style-type: none"> • 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'); <p>Self-assessment questions to consolidate understanding.</p>
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PCR SGS Number	1
Topic	Professional Conduct, Money Laundering and the Proceeds of Crime
Duration	2 hrs
Delivery mode	Face to face teaching
Learning outcomes	<p>After the SGS a student should be able to:</p> <ol style="list-style-type: none"> 1. (Conduct) Identify professional conduct issues from a given set of facts and apply the Code to those facts; 2. (Conduct) Conduct an 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; 3. (Money Laundering) apply the MLR 2007 to identify the relevant customer due diligence which may be required when taking on a client; and 4. (Money Laundering) apply the PoCA 2002 to given scenarios, recognise suspicious attributes, suspicious activities and circumstances in relation to clients and/or their transactions, and advise on offences which a solicitor might be at risk of committing and identify any relevant defences.
Preparatory activities	<ol style="list-style-type: none"> 1. Reading and summarising relevant parts of the Code, the MLR and PoCA; 2. Reading and understanding the relevant parts of PCR Lectures 1 and 2; 3. Reading and consolidating relevant statutes and regulations; and 4. Answering pre-SGS questions.
Nature of activities	<p>Case studies designed to cover:</p> <ul style="list-style-type: none"> • Key areas of the Code (including client care, conflicts of interest, the duties of confidentiality and disclosure), the MLR and PoCA which apply when beginning to act for a client • relevant aspects of money laundering including identifying the risk; the need to report suspicions; relevant 'customer

	due diligence' and identifying which offences have been committed.
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SGS Number	2
Topic	Financial Services
Duration	Up to 2 hrs
Delivery mode	Face to face teaching
Learning outcomes	After the SGS students should be able to : <ol style="list-style-type: none">1. understand the practical application of FSMA and the RAO to different types of legal work;2. to identify exempt regulated activities;3. apply the regulations that apply to solicitors undertaking either non-mainstream or exempt regulated activities (including the Scope Rules and the SRACOB Rules.
Preparatory activities	<ol style="list-style-type: none">1. Consolidating PCR Lecture 3 (Financial Services).2. Answering pre-SGS questions.
Nature of activities	Reading through case studies and: <ul style="list-style-type: none">• identifying financial services• identifying regulated activities (specified investments + specified activities)• applying any relevant exclusions• applying s. 327/Scope Rule 4• applying pertinent Scope Rules and SRACOB Rules.

Professional Conduct and Regulation Workbook – Section A (Professional Conduct)
Introduction to the SRA Principles
Chapter 1. Client Care. Self-assessment questions.
Chapter 2. Equality and Diversity. Commentary and self-assessment questions.
Chapter 3. Conflicts of interest. Self-assessment questions.
Chapter 4. Confidentiality and disclosure. Self-assessment questions.
Chapter 5. Your client and the court. Commentary and self-assessment questions.
Chapter 6. Your client and introductions to third parties. Commentary and self-assessment questions.
Chapter 7. Management of your business. Commentary and self-assessment questions.
Chapter 8. Publicity. Commentary and self-assessment questions.
Chapter 9. Fee sharing and referrals. Commentary and self-assessment questions.
Chapter 10. You and your regulator. Commentary and self-assessment questions.
Chapter 11. Relations with third parties. Commentary and self-assessment questions.

Chapter 12.

Separate businesses.

Commentary and self-assessment questions.

Professional Conduct and Regulation Workbook – Section B: Money Laundering and the Proceeds of Crime**Part 1 (of 2)**

Money laundering: customer due diligence and the MLR 2007.

Self-assessment questions.

Part 2 (of 2)

Money laundering: Proceeds of Crime Act 2002.

Self-assessment questions.

Professional Conduct and Regulation Workbook – Section C: Financial Services**Financial Services**

- Financial Services and Markets Act 2000
- Financial Services and Markets Act 2000 (Regulated Activities) Order 2001
- SRA Financial Services (Conduct of Business) Rules 2001 and SRA Financial Services (Scope) Rules 2001

Self-assessment questions.

Essential Reading

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

Further Reading

SRA Code of Conduct 2011

SRA Accounts Rules 2011

Websites

www.sra.org.uk

www.lawsociety.org.uk

Practical Legal Research

1. Introduction and module outline

On your LPC, Practical Legal Research ('PLR') is taught (and assessed) in conjunction with Writing. You will see that Writing has its own (separate) workbook, which you should study in addition to this PLR workbook. The PLR/Writing modules accordingly consist of the following:

1.	This PLR workbook
2.	PLR Online lecture
3.	The PLR workbook
4.	SGS 1 PLR: Research trails & record cards; identifying and analysing legal issues; and planning and drafting a letter of advice
5.	SGS 2 Writing: Attendance notes, letters and e-mails
6.	SGS 3 Combined PLR and Writing: Record cards, letters of advice and further instructions
7.	PLR and Writing mock assessment
8.	PLR and Writing formative assessment
9.	PLR and Writing actual assessment

1.1 Why is this module relevant to me?

The law is constantly changing and you will need to find reliable and up-to-date law in order to advise your clients correctly.

You must learn to use reliable sources that are kept current. Using an overruled case or 'bad' law to advise a client can have very serious consequences, including a complaint to the Solicitors Regulation Authority (the 'SRA') or a negligence suit against you/your firm.

Using general search engines to research can result in finding information that has not been properly verified or checked for recent updates. Using appropriate legal sources, both electronic and hard copy, can ensure that the information you rely on is *accurate*. You will learn what appropriate sources are and how to use them during the course of this module.

Developing good search techniques will help you to conduct your searches effectively and efficiently. Being able to readily find *relevant* information will undoubtedly contribute to a positive professional reputation. Research is a huge part of any lawyer's role, but trainees, in particular, are regularly required to undertake research.

During your PLR module, you will practise identifying and analysing legal issues. This will help you to ascertain what is relevant and important. This is a skill which has a

wider application than PLR; you will use this skill in every LPC module and throughout your work in practice.

In the future, you will be able to find relevant and reliable information, if you put in the effort now to learn how to research as instructed.

Remember: If legal research was as simple as conducting a Google search, clients could do that for themselves. Relying on Google and/or other inappropriate resources might result in negligence. It might also lead to professional conduct issues.

You will be expected to show that you possess the ability to produce legally correct and appropriately presented research from the very first day of your training contract.

The SRA has prescribed a number of 'outcomes' which, from the perspective of the SRA, all solicitors must achieve since they are essential to effective legal research. These outcomes are easier stated than achieved. The SRA's outcomes are provided in full for your reference (see *Appendix 1* to this workbook). Upon successful completion of this module, you should be able to meet (and hopefully exceed) the SRA's required standards. The approach to PLR which we teach you on the LPC meets the 'outcomes' set by the SRA. It is a 'safe' method of conducting legal research. It requires you to break the research process down into three stages. These three stages will be considered in depth within this workbook and will be practised through the module materials and sessions.

Familiarity with this method will improve your confidence by demonstrating that you can find the answers to legal problems - even when you have little or no knowledge of the particular subject matter of the question prior to undertaking the research.

Practising and developing expertise in legal research will contribute towards you being an invaluable trainee and a successful solicitor.

You must be able to create a record of your research that allows another person to re-create your research to either modify it or verify it. If new facts come to light, a good research trail will save time by not having to start the research from scratch. A trail is also useful if an error was made; the trail will assist in identifying where or how the error occurred, much like 'showing your work' in maths.

Practically, a research trail is also needed for billing queries. Your time must be accounted for in practice and a trail details how you used your time to research.

It is critically important that you learn to demonstrate how you searched, where you searched, what you found, and why it matters to your client.

1.2 The PLR and Writing Assessments

The PLR assessment takes place during the core practice area stage of the LPC. It is linked to the Writing assessment. The dates for the assessments can be found on the VLE. For the purposes of the assessment, you will be a trainee at Price Prior solicitors and will receive your instructions in the form of a memorandum.

Both PLR and Writing are graded on a 'Competent' or 'Not Yet Competent' basis. In order to complete the Legal Practice Course, you must successfully pass both the PLR and Writing assessments and be graded as Competent in each separately.

If you are unsuccessful, you can re-take the assessment at the next sitting for your intake. You will find the dates for this on the VLE. It will be in the same form as the original assessment, but based on different material. However, should you be deemed 'Not Yet Competent' in Writing only, you will be required to undertake a discrete Writing assessment in timed conditions.

Important: If you are in difficulty meeting the deadlines for submission of your PLR and Writing assessment you should contact one of the Programme Leaders at the earliest possible opportunity.

1.2.1 PLR Assessment

The **PLR assessment** will consist of carrying out research in response to specific instructions from your supervisor. Then you will produce a record card showing the results of this research. The research could be on any subject. You are allowed to use either hard copy or electronic sources, or both. For the mock and real assessments, you may do all of your research online, if you choose.

The maximum word count for the record card is 1200 words, including headings.

1.2.2 Writing Assessment

The **Writing assessment** occurs at the same time as the PLR assessment. You will write a letter of advice, based on your research to the same problem, in accordance with Price Prior's 'house style'. The concept of 'house style' is discussed in the Writing workbook.

The maximum word count for the letter is 1000 words. It must also be a minimum of 600 words. The word count begins at "Dear" and ends at "sincerely".

1.2.3 Mock assessment

You will have a mock assessment in the same format as the actual assessment. You will conduct research to produce a record card and you will write a letter of advice based on that research. You will receive feedback on your mock assessment from your tutor.

1.2.4 Formative Assessment

The Formative Assessment is an additional opportunity for you to further practise your skills. It is an example of a typical assessment question, and you will be required to research a question that will be made available on the VLE and to produce a record card and letter of advice explaining the results of your research. You will then listen to a recording of the Formative Assessment via the VLE where a PLR tutor will go through the research process with you and you will self-mark your work. You are not required to submit this work to your tutor.

Top tip: Take advantage of every opportunity to practise the skills taught in PLR and Writing.

Legal research and writing will be a **huge** part of your role as a trainee. Developing these skills now will prove invaluable and ensure that you start your training contract with confidence. You will also be able to meaningfully contribute from the first day without your supervisor spending valuable time to instruct you on how to properly research or redrafting your letters.

1.3 Assessment Criteria

The criteria for the PLR assessment are set out below with reference to the relevant sections of the record card you will be expected to produce:

Summary of problem

Accurately and clearly summarise the problem

Search terms

1. Identify relevant search terms for the problem
2. List the search terms in approximate order of priority

Issues/Client objectives

Identify the legal issues and likely client objective(s)

Record of research undertaken

1. Accurately and clearly record the process of the research undertaken
2. Accurately record or summarise the material included
3. Show the source of the material included
4. Show preliminary and final conclusions being drawn
5. Show use of both primary and secondary sources

Result to supervisor/advice to client

Accurately record the correct outcome of the research

Analyse and apply the law to the client's facts

Identify any additional practical matters (e.g. practical steps for the client to take), if applicable

Sources

Summarise the sources

e.g.

Halsbury's Laws

Practitioner's Text (name the text)

PLC

Case law

Legislation

Word count: (maximum 1200 words, including headings)

1.4 Cheating

The PLR and Writing assessments are not supervised. You take the assessment question away and deal with it in your own time. You are entering a profession where your honesty and integrity will be relied upon. This is reflected in the expectation that you will behave appropriately when being assessed. Every assessment carries a declaration that you have read and understood the BPP Unfair Practices Code (which you can find in your Student Codes and Regulations).

You should note, in particular, that a false declaration of the word count on the assessments is an assessment offence. Please note that the word count is the **maximum** number of words.

If you breach the Unfair Practices Code, please bear in mind that a positive finding of an assessment offence will:

1. potentially get you expelled from the LPC. This has happened in the past;
2. potentially result in you having to be reported to the SRA. Even if you are not expelled from the LPC, this could bring your legal career to a premature end; and
3. potentially result in you being reported to your sponsoring firm (or any future employer if BPP is requested to provide you with a reference). This could result in the withdrawal of your training contract offer or any future job offer.

Your assessment must be your own, unaided, work.

1.5 Conducting legal research in the library

As a student at BPP Law School you will have access to a law library containing a wide range of hard copy and electronic legal information resources.

Top tip: Attend the tailored PLR training offered by the law library.

1.5.1 Conduct in the library

Please be considerate of other library users.

1. Do not hold conversations in the library where others may be disturbed.
2. Ensure your mobile phone is switched off before entering the library.
3. When using one of the library's computers, if you leave your work station to take a short break make sure that you lock the computer and remove any memory stick.
4. Please look after your personal belongings as thefts in the library do occur.

1.5.2 Special considerations during the Practical Legal Research assessment

1. Do not hoard materials. Use only those that you need and allow others to carry out their research.
2. Return all legal research materials to the shelves immediately after use so that others may use them. Do not leave materials on desks.
3. Re-shelve items where you found them so that other users may find them easily.
4. Do not mark library materials in any way and do not remove pages from the hard copy materials.

Remember: the library is a community resource provided for the benefit of all the students in the Law School.

1.5.3 Tips for success

- Practise using legal research materials and ensure you are confident using them. Do this before the assessment period begins.
- Please note that the assessment must be all your own work and staff cannot provide any assistance relating to the contents of your assessment.
- Do not leave your research until the last minute. Allow yourself plenty of time to complete your research and submit it in time.

For more detailed information on library opening hours and services please refer to the online library section on the VLE.

Warning: Using Google, or any other general search engine, to conduct your research for the assessment, will likely result in a grade of Not Yet Competent as it demonstrates an unsound research methodology and is an indication of lack of proficiency in the skill.

Legal Writing

1. Introduction and module outline

On your LPC, Writing is taught (and assessed) in conjunction with Practical Legal Research ('PLR'). You will see that PLR has its own (separate) workbook, which you should study in addition to this Writing workbook. The PLR/Writing modules accordingly consist of the following:

1.	This Writing workbook
2.	The PLR workbook
3.	PLR Online lecture
4.	SGS 1 PLR: Research trails & record cards; identifying and analysing legal issues; and planning and drafting a letter of advice
5.	SGS 2 Writing: Attendance notes, letters and e-mails
6.	SGS 3 Combined PLR and Writing: Record cards, letters of advice and further instructions
7.	PLR and Writing mock assessment
8.	PLR and Writing formative assessment
9.	PLR and Writing actual assessment

1.1 Why is this module relevant to me?

You may ask, as many students do, "I can already write, why do I need to take this module?"

The short answer is that the Solicitors Regulation Authority (the 'SRA') requires it. The SRA has prescribed a number of 'outcomes' which, from the perspective of the SRA, all solicitors must achieve since they are essential to effective legal writing. These outcomes are easier stated than achieved. They do not necessarily reflect the way that you are used to writing. The SRA's outcomes are provided in full for your reference (see *Appendix 1* to this workbook). Upon successful completion of this module, you should be able to meet (and hopefully exceed) the SRA's required standards.

Whilst you might have written many personal letters and academic essays, you might not have written many professional letters or reports. As will be seen from the contents of this workbook, there are many conventions which you will have to comply with when writing a professional letter or document. Failure to adhere to such conventions might make your documents look unprofessional.

Unfortunately, many lawyers do not write effectively and the meaning of their words is not easily understood.

Why do lawyers write so that no one can understand them? They say it is because they need to be precise, and that their language has been honed by centuries of litigation. But this is baloney. The real reason is that, although they are paid for their skill with words, most lawyers are dull and clumsy writers who have not broken the bad habits they learned as students.¹

Specifically, “**archaic vocabulary, tortuous sentence construction, disorder in the arrangement of points – plus a deep emotional attachment to legalese**” are the main contributors to unclear legal writing.

The principal aim of this module is to make you aware of how important it is to write well and to write clearly. You will also have the opportunity to practise the necessary skills.

The standard of your writing will be used to form impressions of you both by colleagues and clients. From a professional and personal perspective, you should want these to be good impressions. Unclear, rushed or sloppy writing reflects very poorly on you and is typically avoidable with careful planning and proofreading.

Writing is difficult. A lawyer must write clearly and persuasively, often about very complicated subjects. This workbook (and the other writing work you undertake during the LPC) should help you achieve this aim.

You will see that SGS 1 deals with PLR. SGS 2 is your first ‘substantive’ Writing SGS. It is recommended that you attempt the **online Writing quiz** before attending Writing SGS 2. This quiz is located on the VLE.

1.2 The PLR and Writing Assessments

The Writing assessment takes place during the core practice area stage of the LPC. It is linked to the PLR assessment. The dates for the assessments can be found on the VLE. For the purposes of the assessment, you will be a trainee at Price Prior solicitors and will receive your instructions in the form of a memorandum.

Both PLR and Writing are graded on a ‘Competent’ or ‘Not Yet Competent’ basis. In order to complete the Legal Practice Course, you must successfully pass both the PLR and Writing assessments and be graded as Competent in each separately.

If you are unsuccessful, you can re-take the assessment at the next sitting for your intake. You will find the dates for this on the VLE. It will be in the same form as the original assessment, but based on different material. However, should you be deemed ‘Not Yet Competent’ in Writing only, you will be required to undertake a discrete Writing assessment in timed conditions.

Important: If you are in difficulty meeting the deadlines for submission of your PLR and Writing assessment you should contact one of the Programme Leaders at the earliest possible opportunity.

¹ Cutts, M. *Oxford Guide to Plain English*. 4th ed. Oxford: Oxford University Press, 2013.

1.2.1 PLR Assessment

The **PLR assessment** will consist of carrying out research in response to specific instructions from your supervisor. Then you will produce a record card showing the results of this research. The research could be on any subject. You are allowed to use either hard copy or electronic sources, or both. For the mock and real assessments, you may do all of your research online, if you choose.

The maximum word count for the record card is 1200 words, including headings.

1.2.2 Writing Assessment

The **Writing assessment** occurs at the same time as the PLR assessment. You will write a letter of advice, based on your research to the same problem, in accordance with Price Prior's 'house style'. The concept of 'house style' is discussed later in this workbook.

The maximum word count for the letter is 1000 words. It must also be a minimum of 600 words. The word count begins at "Dear" and ends at "sincerely".

1.2.3 Mock assessment

You will have a mock assessment in the same format as the actual assessment. You will conduct research to produce a record card and you will write a letter of advice based on that research. You will receive feedback on your mock assessment from your tutor.

1.2.4 Formative Assessment

The Formative Assessment is an additional opportunity for you to further practise your skills. It is an example of a typical assessment question, and you will be required to research a question that will be made available on the VLE and to produce a record card and letter of advice explaining the results of your research. You will then listen to a recording of the Formative Assessment via the VLE where a PLR tutor will go through the research process with you and you will self-mark your work. You are not required to submit this work to your tutor.

Top tip: Take advantage of every opportunity to practise the skills taught in PLR and Writing.

Legal research and writing will be a **huge** part of your role as a trainee. Developing these skills now will prove invaluable and ensure that you start your training contract with confidence. You will also be able to meaningfully contribute from the first day without your supervisor spending valuable time to instruct you on how to properly research or redrafting your letters.

1.3 Assessment Criteria

The criteria for the Writing assessment are:

1. Spelling/grammar/punctuation

It is not possible to write well if the rules of good spelling, grammar and punctuation are not observed. This is the **most** common category for errors in the assessment. It is also the most avoidable.

2. Structure

Good writing is well-organised and has a clear and logical flow. This means taking care about how to arrange and present the content.

3. Brevity

Surplus words hide the point and makes additional work for the reader.

4. Clarity

It is important to develop the ability to communicate without ambiguity.

5. Register

You must ensure that what you write is directed appropriately at its intended audience. If you are writing a report or memorandum to a supervisor, you may quite rightly assume legal knowledge and therefore be able to use legal terminology quite freely. If you are writing to a client whether by e-mail or letter, however, the situation is clearly different.

1.4 Cheating

The PLR and Writing assessments are not supervised. You take the assessment question away and deal with it in your own time. You are entering a profession where your honesty and integrity will be relied upon. This is reflected in the expectation that you will behave appropriately when being assessed. Every assessment carries a declaration that you have read and understood the BPP Unfair Practices Code (which you can find in your Student Codes and Regulations).

You should note, in particular, that a false declaration of the word count on the assessments is an assessment offence. Please note that the word count is the **maximum** number of words.

If you breach the Unfair Practices Code, please bear in mind that a positive finding of an assessment offence will:

1. potentially get you expelled from the LPC. This has happened in the past;
2. potentially result in you having to be reported to the SRA. Even if you are not expelled from the LPC, this could bring your legal career to a premature end; and
3. potentially result in you being reported to your sponsoring firm (or any future employer if BPP is requested to provide you with a reference). This could result in the withdrawal of your training contract offer or any future job offer.

Your assessment must be your own, unaided, work.

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Solicitors' Accounts
School	Law
Level	7
Credit Value	5 Level 7 Credits
Contact Hours	2 x 2hr SGSs
Programme(s)	LPC
Module Leader	Amreena Zaidi
Contact details	Email: amreenazaidi@bpp.com Tel: 0207 061 1302
How will the module be assessed?	The module will be summatively assessed by way of Solicitors Accounts: 1 x 2 hour written invigilated exam.

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

SGS Number	1
Topic	Solicitors' Accounts
Duration	2 hrs
Delivery mode	Face to face delivery
Learning outcomes	<ol style="list-style-type: none">1. Distinguish between office money and client money2. Identify the circumstances in which money can or must be paid into the office bank account or client bank account3. Record basic transactions involving office money and client money.
Preparatory activities	Completing Chapters 1 and 2 of the Solicitors' Accounts Workbook.
Nature of activities	Reading through a list of client scenarios and: <ol style="list-style-type: none">1. applying the SRA Accounts Rules to the money referred to in the client scenarios and identifying the nature of the money as either client or office money2. applying the SRA Accounts Rules to the money in the scenarios to work out whether or not the money should be paid into the client bank account or office bank account3. recording the double entries in the ledgers for each of the transactions listed in the client scenarios.
Post SGS Activities	Consolidation of any areas students have not understood to date.

SGS Number	2
Topic	Solicitors' Accounts
Duration	2 hrs
Delivery mode	Face to face delivery
Learning outcomes	<ol style="list-style-type: none">1. Analysing and interpreting client and office ledger entries relating to property transactions.2. Accounting for deposit interest paid to clients.3. Accounting for VAT.4. Preparing financial statements for the client in sale and purchase scenarios.
Preparatory activities	Completing Chapters 3, 4, 5 and 6 of the Solicitors' Accounts Workbook.
Nature of activities	Reading through client scenarios and: <ol style="list-style-type: none">1. recording the double entries in the ledgers for each of the transactions listed in the client scenarios;2. recording double entries in relevant ledgers to reflect interest received by a client3. recording double entries in relevant ledges to reflect VAT paid by a client4. Preparing financial statements for clients in a sale transaction and a purchase transaction.
Post SGS Activities	Consolidation of any areas students have not understood to date.

Solicitors' Accounts Workbook**Chapter 1.****The Solicitors' Accounts Rules 2011**

Introduction to the Solicitors' Accounts Rules and client accounting:

Clients' money and office money. Client bank account and the office bank account. Client records.

Rules regarding payments into and withdrawals from the office and client bank accounts, including mixed receipts. Transfers from client account.

Compliance with the Rules.

The structure of a solicitor's accounting system.

Accounting for basic transactions.

Distinguishing between client money and office money. Deciding whether to make payments into/out of office account or client account. Transfers from client account to office account. Mixed receipts. Recording these transactions in the solicitor's accounts.

Chapter 2.**Client Accounting**

Recording basic cash transactions in office and client ledger including paying money in and out, raising a bill of costs, paying money to the client and transfers between client and office accounts.

Chapter 3.**The Solicitors' Accounts Rules and property transactions**

The application of the Solicitors' Accounts Rules to property transactions, and accounting for these transactions.

Accounting for disbursements, deposit monies (stakeholder accounts), secured lending finance, completion and lender's costs.

Three case studies relating to accounting for property transactions without reference to VAT implications:

Accounting for transactions relating to the purchase of a property.

Accounting for transactions relating to the sale of a property.

Analysing and interpreting transactions recorded in a set of accounts.

Solicitors' Accounts Workbook**Chapter 4.****Accounting for VAT, abatement of costs and bad debts**

Application of the SRA Accounts Rules to contentious business and the recording of such transactions in the accounts. VAT, accounting for VAT, agents' fees, VAT on disbursements, abatement of costs and bad debts.

Exercises which include the recording of VAT in respect of rendering a bill of costs and the payment of disbursements on an agency/principal basis, abating costs, dishonoured cheques and bad debts.

Chapter 5.**Deposit interest**

The rules on deposit interest.

Accounting for deposit interest.

Property transactions and VAT.

Paying deposit interest to clients, funding the deposit interest and accounting for the deposit interest.

Accounting for property transactions, with VAT included in the transactions.

Chapter 6.**Financial Statements**

Analysing and interpreting ledger entries relating to property transactions. Accounting for property transactions.

Preparing financial statements for the client in purchase and sale transactions.

Essential Reading

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

Further Reading

SRA Code of Conduct 2011

SRA Accounts Rules 2011

Websites

www.sra.org.uk

www.lawsociety.org.uk

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Wills and Administration of Estates
School	Law
Level	6
Credit Value	5 credits
Contact Hours	Self study module. Student initiated tutor support available.
Programme(s)	LPC
Module Leader	Alison Adams
Contact details	Email: alisonadams@bpp.com Telephone: 020 7633 4345
How will the module be assessed?	The module will be summatively assessed by way of an open book 90 minute online assessment. Students are required to be adjudged competent by attaining 50% or higher in the assessment.

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

At the beginning of the course students are issued with a Wills and Administration of Estates workbook divided into five sections. The workbook contains all of the material required by students for the completion of 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.

WILLS AND ADMINISTRATION OF ESTATES WORKBOOK	
Section A	Distribution of a person's property on death: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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): <ul style="list-style-type: none"> - 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): <ul style="list-style-type: none"> - 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	<p>Forms:</p> <ul style="list-style-type: none"> - Death certificate and grant of probate - Oaths - HMRC inheritance tax forms (IHT 400 and IHT 205) <p>This section is supplemental to Sections C and D and students will refer to it as they complete the corresponding parts of the workbook.</p>
Section F	Solutions to workbook activities.

Essential Reading

Wills and Administration of Estates workbook.

Further Reading

CLP: Cousal and King

Private Client: Wills, Trusts and Estate Planning

The Encyclopaedia of Forms and Precedents

Sherrin et al

Williams on Wills

Yeldham et al

Tristram and Coote's Probate Practice

Butterworths

Wills Probate & Administration Service

Simon's Direct Tax Service

Websites

HMRC

www.gov.uk/government/organisations/hm-revenue-customs

Probate Service

www.gov.uk/wills-probate-inheritance/overview

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Advanced Commercial Litigation
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7 x chapters, accompanied by 7 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader	Damian Smith
Contact details	Email: damiansmith@bpp.com Telephone: 0207 430 7074
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

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 <u>where</u> 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.
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,

	<p>including consideration of whether (and how) the court's permission will be required.</p> <p>Requests for Further Information pursuant to CPR 18.</p>
<p>4. Advanced Disclosure</p> <p>Conducting a disclosure exercise – the search for documents, documents which have never been under the disclosing party's control, listing the documents.</p> <p>Failure to give proper disclosure – specific disclosure, other sanctions.</p> <p>Failure to allow proper inspection – specific inspection, other sanctions.</p> <p>Privilege – issues arising in relation to copy documents and translations, accidental disclosure of privileged documents, waiver of privilege.</p> <p>Applications for pre-action disclosure, non-party disclosure and 'Norwich Pharmacal' orders.</p>	<p>5. Advanced Disclosure I</p> <p>Conducting an application for specific disclosure and specific inspection.</p>
	<p>6. Advanced Disclosure II</p> <p>Consideration of both pre-action and non-party disclosure in large, complex cases.</p> <p>Consideration of difficult examples of privilege, including detailed research into case law in order to solve specific problems.</p>
<p>5. Advanced Disclosure: Regulatory Disputes</p> <p>Looking at the practical and legal issues to be considered by a firm when dealing with a regulatory problem.</p> <p>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.</p> <p>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).</p>	<p>7. Advanced Disclosure III: Regulatory Disputes</p> <p>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.</p>

<p>6. Pre-emptive remedies</p> <p>Consideration of the nature and scope of anti-suit injunctions.</p> <p>Consideration of search orders – applying for a search order, privilege issues that may arise, applying to vary, maintain or discharge a search order.</p>	<p>8. Search Orders</p> <p>Preparing a search order application.</p> <p>Conducting a search.</p> <p>Applying for the variation / discharge / maintenance of the order.</p> <p>Applying for damages in the light of procedural irregularities that arose when the search order was being executed.</p>
<p><i>[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.]</i></p>	<p>9. Commercial Court Practice and International Aspects of Litigation</p> <p>The nature and jurisdiction of the Commercial Court.</p> <p>Exercises on Commercial Court procedure.</p> <p>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.)</p>
<p>7. The Administrative Court and Judicial Review</p> <p>Considering the rules and procedure relating to claims for judicial review within the Administrative Court.</p>	<p>10. The Administrative Court and Judicial Review</p> <p>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.</p>
	<p>Online Consolidation</p> <p>Various activities consolidating on the material covered in the ACL module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.</p>

Essential Reading

Your Advanced Commercial Litigation ('ACL') chapter handouts, together with the ACL Materials Pack, your SGS materials and the SRA Code of Conduct, provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed in the next section of this module outline.

Further Reading

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).

Websites

- <http://www.justice.gov.uk/>
- <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Advanced Commercial Property
School	Law
Level	7
Credit Value	15 credits
Contact Hours	10 x 2 hr SGSs 7 x 1 hr lectures
Programme(s)	LPC
Module Leader	Camilla Brignall
Contact details	Email: camillabrignall@bpp.com Telephone: 020 74308395
How will the module be assessed?	The module will be assessed by way of a three hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER/LECTURE	SGS
<p>1. Commercial property in practice</p> <p>Overview and introduction to the module, the assessment process, the use of materials and approach to the module.</p> <p>An introduction to the commercial property market: investors and developers in the public and private sector.</p> <p>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.</p> <p>Introduction to the case study.</p> <p>Introduction to the role of property in a corporate transaction including key considerations in both asset and share sales.</p>	<p>1. Acquisition and Development – initial considerations</p> <p>Consideration of the different issues which might impact on the property developer and analysis of the various parties involved in a development transaction.</p> <p>Detailed investigation of a commercial property title and drafting sections of a report on title to a developer client.</p> <p>Consideration of advice and action necessary to deal with problems identified at the property.</p>
<p>2. Planning and Environmental law</p> <p>The planning process from application to decision, appeal and enforcement.</p> <p>The involvement of the public sector in development.</p> <p>Investigating the planning ‘titles’ of development sites, the use of planning agreements, planning conditions and the Community Infrastructure Levy.</p> <p>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.</p> <p>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.</p>	<p>2. Planning and Environmental Issues</p> <p>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.</p> <p>Recognising planning issues arising from the consideration of documentation and advising on implications and also identifying issues surrounding an existing s.106 Agreement.</p> <p>Advising on clients’ future planning requirements.</p> <p>Considering the impact of environmental issues.</p> <p>Advising clients on the possible contractual solutions to contamination and considering from the seller’s perspective how to deal with issue of contamination.</p>

CHAPTER/LECTURE	SGS
<p>3. Tax</p> <p>VAT treatment of a range of commercial property transactions.</p> <p>The use of the option to tax.</p> <p>Drafting considerations for commercial sale and purchase contracts.</p> <p>VAT in leasehold transactions – including surrenders, reverse premiums, contributions to fitting out costs and rent free periods.</p> <p>Stamp duty land tax.</p>	<p>3. Contractual matters: satisfying contractual conditions and VAT</p> <p>Drafting and negotiating a commercial contract conditional on planning and environmental issues.</p> <p>Considering a draft planning permission and advising client whether it is satisfactory under the conditional contract.</p> <p>Advising the client on the VAT issues in sale and purchase contracts.</p> <p>Considering the use of options.</p> <p>Registration of documents at the Land Registry</p>
<p>4. Construction and development issues</p> <p>An introduction to the key issues and legal documentation relating to construction procurement including the use and purpose of collateral warranties.</p> <p>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.</p>	<p>4. Construction</p> <p>Construction issues on site development.</p> <p>Analysis of the different ways to procure the professional team – traditional or design and build.</p> <p>The use and content of deeds of appointment and collateral warranties.</p> <p>The defects liability period, practical completion and retentions.</p>
	<p>5. Agreements for lease in development transactions and transfers of going concerns</p> <p>Considering an Agreement for Lease which contains construction obligations for the Landlord.</p> <p>Considering tenant's protections under the Agreement for Lease.</p> <p>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.</p>

CHAPTER/LECTURE	SGS
<p>5. Introduction to leases and landlord and tenant amendments to the commercial lease workbook: Part 1</p> <p>Factors influencing a lease negotiation.</p> <p>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:</p> <p>General amendments;</p> <p>Repair / insurance;</p> <p>Alterations; and</p> <p>Service charge.</p>	<p>6. Heads of Terms and Agreements for lease</p> <p>Role plays between landlord/tenant's advisers relating to the Heads of Terms for a proposed grant of a commercial lease of office premises.</p> <p>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.</p> <p>Considering the VAT consequences of inducements given to the tenant to take the lease.</p>
	<p>7. Key clauses in the commercial lease – Repair, Insurance and Service Charge</p> <p>Identifying and understanding the procedures on the grant of a lease and the main terms to be included in the lease.</p> <p>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.</p> <p>Analysing the service charge provisions in a draft lease.</p>
<p>6. Landlord and tenant amendments to the commercial lease workbook: Part 2</p> <p>Common landlord and tenant amendments to key clauses (incorporating the Code on Leasing Business Premises) in the draft lease. Including:</p> <p>Rent review;</p> <p>Use; and</p> <p>Alienation.</p>	<p>8. Key clauses in the commercial lease – Rent Review</p> <p>Analysing and evaluating a draft rent review clause.</p> <p>Understanding the effect of assumptions and disregards. Identifying amendments to be made when acting for a Tenant.</p>

CHAPTER/LECTURE	SGS
	<p>9. Key clauses in the commercial lease – Alienation and Alterations</p> <p>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.</p> <p>Advising on the substantive and procedural issues in relation to alienation generally.</p> <p>Advising on the substantive and procedural issues relating to the granting of consent to alterations.</p> <p>Drafting and negotiating a licence for alterations.</p>
<p>7. Property Management</p> <p>An overview of the key clauses and issues arising in property management documentation including licences to assign, underlet, alter and change use.</p> <p>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.</p> <p>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.</p> <p>The Commercial Rent Arrears Recovery legislation.</p> <p>The impact of tenant insolvency on the commercial lease to include relevant statutory framework, the LPA receiver, administration, liquidation and bankruptcy.</p>	<p>10. Property Management: Surrender, landlord and tenant default and termination of leases</p> <p>Termination of tenancies including consideration of:</p> <p>key terms of an agreement for surrender and deed of surrender (including any VAT consequences); and</p> <p>operation of conditional break clauses.</p> <p>Advising on the substantive and procedural issues in relation to tenant default considering in particular use, alteration and non-payment of rent.</p> <p>Advising on the range of remedies available in relation to a series of fact patterns.</p> <p>Advising landlords on the impact of tenant insolvency on the commercial lease.</p>

CHAPTER/LECTURE	
Online Formative lecture Taking students through a suggested answer to a formative Advanced Commercial Property exam paper to consolidate and revise the whole module.	

Essential Reading

Your ACP chapters and materials pack, together with your SGS materials and the Property Law and Practice Handbook provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

Further Reading

Students are encouraged to explore areas of law arising on this module independently through further reading of texts available in the library or via the Online Library, for example:

Commercial Property by Anne Rodell

Woodfall Landlord and Tenant.

Ross on Commercial Leases

Estates Gazette magazine

Websites

www.landregistry.gov.uk

www.bpf.org.uk

<http://uk.practicallaw.com/>

www.hmrc.gov.uk

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Advanced Criminal Litigation
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7 x chapters, accompanied by 7 x1 hour recorded lectures
Programme(s)	LPC
Module Leader	Clair Mc Carthy
Contact details	Email: clairmccarthy@bpp.com Telephone: 0121 3459 858
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER	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. 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
2. The Role of the Prosecutor, Disclosure and Hearsay The Code for Crown Prosecutors. Disclosure Defence statement Hearsay Special measures	3. Disclosure, Bail, Evidence and Defence Case Statement, Hearsay and Special measures The Disclosure regime for the prosecution and the defence. Advising on bail issues. Advising on evidence and plea. Drafting a defence statement. Applying the law on hearsay and special measures

LECTURE	SGS
3. Representing Youths Youth Courts – the legislative framework Bail of Youths Jurisdiction of the Youth Court Youth Sentencing	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
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	5. Representing Youths Bail Jurisdiction Grave Crimes Jointly charged with an adult
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	6. Road Traffic Act Offences and Procedure 1 RTA common substantive offences CPS charging careless and dangerous driving.
6. Ancillary Orders on Conviction Ancillary orders on sentence including: Restraining orders Registration on the sexual offences register POCA Deportation Extradition	7. Road Traffic Act 2 Disqualification Different types of disqualification Alcohol related offences Sentencing Advising the 'totter' Special reasons and exceptional hardship.
7. Prison Law	8. Sentencing Different types of determinate and indeterminate sentences

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

Reading list

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

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Corporate Finance
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 9 x chapters, accompanied by 9 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader	Abigail Flack
Contact details	Email: abigailflack@bpp.com Telephone: 0207 430 5655
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER	SGS
<p>1. Flotations</p> <p>Introduction to raising capital – equity finance and liquidity.</p> <p>Reasons for ‘going public’ and implications of listing on the Main Market.</p> <p>The role of a sponsor and other advisers.</p> <p>The impact of CREST on the issue and transfer of listed company shares.</p> <p>Preparation for listing including consideration of conditions for listing contained in the Listing Rules and compliance with the Listing Principles.</p> <p>Corporate Governance – the Corporate Governance Code and how this affects a company preparing to list.</p> <p>The flotation structures – focusing on public offer structures; offer for sale/subscription.</p> <p>The flotation structures – focusing on non-public offer structures; placing, intermediaries offer, introduction.</p> <p>Comparison of public versus institutional offers.</p> <p>The timetable for an offer.</p>	

CHAPTER	SGS
<p>2. AIM</p> <p>Introduction to AIM.</p> <p>Reasons to seek an admission to AIM.</p> <p>Preparation and process for admission to AIM.</p> <p>Corporate Governance and how this affects a company on AIM.</p> <p>A review of the flotation structures public offer structures and non-public offer structures.</p> <p>The timetable for an offer.</p> <p>The tax advantages of AIM.</p>	<p>1. Flotations I</p> <p>Following appointment by Marine Paints International plc ('MP') in relation to its proposed flotation:</p> <p>(a) analysis of the commercial impact of flotation on a prospective applicant for listing; and</p> <p>(b) analysis of the key admission criteria and continuing obligations of the Main Market of the London Stock Exchange.</p> <p>Conduct of a legal due diligence exercise in relation to MP to ensure that:</p> <p>(a) it is an appropriate applicant for listing under the LR's; and</p> <p>(b) its management and corporate structure comply with the Listing Principles and the Corporate Governance Code.</p>
	<p>2. Flotations II</p> <p>As a preparatory exercise, and during the SGS, using a market case study and prospectus (given to students in advance) to consider, in detail:</p> <p>(a) the requirement, format and contents requirements of a prospectus;</p> <p>(b) the key stages in the offer and listing application process on a flotation; and</p> <p>(c) the use and purpose of bookbuilding.</p> <p>All exercises will involve students familiarising themselves with and interpreting and applying provisions of the LPDT Rules.</p>

CHAPTER	SGS
<p>3. Common principles of primary and secondary share issues</p> <p>The requirement for a prospectus.</p> <p>Regulation of contents of prospectuses under the Prospectus Rules and FSMA.</p> <p>Purpose of due diligence and verification in the preparation of a prospectus.</p> <p>Potential liabilities of 'persons responsible' for a prospectus.</p> <p>Consideration of supplementary prospectuses and corrections.</p> <p>Approval of financial promotions pursuant to section 21 FSMA.</p> <p>The advertisement regime under PR 3.3.</p>	<p>3. Alternatives to the Main Market</p> <p>Comparing the differences between a standard and a premium listing and comparing with AIM.</p> <p>Understanding the differences in regulation and terminology between AIM and the Main Market.</p> <p>Explain the advantages and disadvantages of AIM over the Main Market.</p> <p>Identify and explain the admission requirements for AIM including looking at some of the documentation.</p> <p>Understand the content requirements for an Admission Document and how it differs from a prospectus.</p> <p>Review a case study Admission Document for an AIM company.</p>
<p>4. Continuing Obligations</p> <p>Explanation of the Pre-Emption Group Guidelines and Treasury Shares.</p> <p>Consideration of communications with listed company shareholders.</p> <p>Consideration of matters to be addressed at a listed company's AGM.</p> <p>Regulation of circulars under Chapter 13 of the Listing Rules.</p> <p>Disclosure obligations of listed companies under the Listing Rules and the Disclosure and Transparency Rules.</p>	<p>4. Liabilities for share issues</p> <p>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.</p> <p>Provision of advice to MP on the range of potential liabilities arising from the preparation and publication of a prospectus, including sections 90, 118 FSMA and ss. 89-91 FS Act 2012 and statutory and common law liabilities including misrepresentation and negligence.</p> <p>Understanding the need to conduct effective verification and analysing and verifying a brief selection of potentially misleading statements from MP's prospectus.</p> <p>Advising MP of its potential liability for matters arising before or after commencement of trading.</p> <p>Consideration of supplementary prospectuses.</p>

CHAPTER	SGS
<p>5. Secondary share issues</p> <p>The contractual relationships within secondary share issues.</p> <p>Methods: placings, rights issues and open offers.</p> <p>Dilution of shareholdings (Companies Act 2006, Listing Rules implications and Pre-Emption Group Statement of Principles).</p> <p>Role of brokers, underwriters and sub-underwriters, the contractual relationships and the allocation of risk in secondary share issues.</p> <p>Consideration of deeply discounted issues.</p>	<p>5. Secondary Shares Issues I</p> <p>Key resolutions of an AGM with reference to the CA 2006, the LRs and the Pre-Emption Group Statement of Principles.</p> <p>Authority to allot under s. 551 CA 2006, disapplication of pre-emption rights under s. 570 CA 2006.</p> <p>Advising on the principal differences between a rights issue, a placing and an open offer and assessment of the advantages and disadvantages of each of them for Ritchisons and its shareholders.</p> <p>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</p>
<p>6. Share dealings</p> <p>Regulation of share dealings in listed companies including review of Chapter 3 of the Disclosure and Transparency Rules, the Model Code and Part 22 CA 2006.</p> <p>Market abuse under s.118 FSMA.</p> <p>Insider dealing under the CJA 1993.</p> <p>Criminal liability under the FS Act 2012.</p> <p>Potential liability under the Fraud Act 2006.</p>	<p>6. Secondary share issues II</p> <p>Review of the advantages and disadvantages for our client of raising required finance by means of a rights issue, an open offer and/or a placing.</p> <p>Review the timetable of different types of secondary issues.</p>

CHAPTER	SGS
	<p data-bbox="818 297 1182 331">7. Continuing Obligations</p> <p data-bbox="818 353 1377 488">Advising Ritchisons on the sources of law and regulation that impose disclosure obligations on listed companies and those connected with them.</p> <p data-bbox="818 510 1377 678">Analysis of the obligations contained in the Model Code, Part 22 CA 2006 and in the Disclosure and Transparency Rules and advising whether compliance with these obligations is required.</p> <p data-bbox="818 701 1377 902">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).</p> <p data-bbox="818 925 1377 1025">The application of the insider dealing offences to share trading and related professional conduct considerations.</p> <p data-bbox="818 1048 1377 1137">Identification of instances of market abuse pursuant to the provisions of FSMA.</p>

CHAPTER	SGS
<p>7. Introduction to Loans</p> <p>Examination in detail of different forms of debt including overdrafts, term loans, revolving credit facilities.</p> <p>Overview of the regulation of banks and the relevance of the capital adequacy regime.</p> <p>Overview of the anatomy of a loan transaction. Understanding in overview the role of due diligence and legal opinions.</p> <p>Understanding the structure of a loan agreement. Review of a term sheet and its main terms.</p>	<p>8. Introduction to Loan agreements</p> <p>Discussion of the stages of a simple loan transaction, including the consideration of a term sheet to highlight key terms and commercial issues.</p> <p>Based on a series of exercises, review of the purpose and function of the representations and undertakings clauses.</p> <p>Highlighting some common concerns and negotiation points for lenders and borrowers in relation to these clauses.</p>
<p>8. Bonds</p> <p>Introduction to bonds and the capital markets.</p> <p>Overview of the main characteristics of a bond and comparison with a loan.</p> <p>Review of how the capital markets work (including credit rating and clearing systems) and the types of bonds issued.</p> <p>Review of the main parties (investors, issuer, lead manager, trustee and fiscal agent).</p> <p>An overview of the regulations applicable to the admission to trading or public offer of debt instruments.</p>	<p>9. Introduction to Bonds</p> <p>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.</p> <p>Appreciate the content of some key bond issue documents and the factors that can affect the timetable for a typical bond issue.</p> <p>Understand the procedure and regulatory framework for issuing a listed bond and, in particular, identify the relevant disclosure requirements for a listed bond issue.</p>

CHAPTER	SGS
<p>9. Security</p> <p>Review of the basic elements of security and understanding of its purpose.</p> <p>Examining and contrasting different forms of security including mortgages and charges.</p> <p>Identifying key considerations and issues to consider relating to security over specific assets.</p> <p>Understanding the concepts of fixed and floating charges. Types of assets used as security.</p> <p>Perfection and priority of charges including review of perfection methods.</p>	<p>10. Security</p> <p>Identifying the appropriate form of security over assets.</p> <p>Discussion of common law issues as an influencing factor when drafting security provisions in the debenture.</p> <p>Analysis of the steps to be taken to register security over various assets.</p> <p>Considering how certain standard provisions in a debenture protect the lender.</p> <p>Understanding the principles of priority between security interests.</p>

Websites

1. The London Stock Exchange website **www.londonstockexchange.com** and its Regulatory News Service **www.londonstockexchange-rns.com**
2. The FCA website **www.fca.gov.uk**
3. The Companies House website **www.companieshouse.org.uk**
4. The Institutional Voting Service website **www.ivis.co.uk**
5. The Financial Reporting Council's website **www.frc.org.uk/corporate**
6. The business sections of national newspapers and their websites e.g. the Financial Times (**www.ft.com**) and The Times (**www.thetimes.co.uk**)
7. www.loan-market-assoc.com
8. Practical Law Company available through online library: **<http://uk.practicallaw.com>**

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Commercial Law and Intellectual Property
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7x chapters (accompanied by 7 x 1 hour recorded lectures)
Programme(s)	LPC
Module Leaders	Caroline Lister and Jonathan Silverman
Contact details	Email: carolinelister@bpp.com and jonathansilverman@bpp.com Telephone: Caroline Lister 0207 430 5679 Jonathan Silverman 0207 633 4341
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

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.
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.

CHAPTER/LECTURE	SGS
	<p>5. Patents and infringement of IP rights</p> <p>Understanding the statutory requirements for the grant of a patent through analysis of a developing fact pattern.</p> <p>Consideration of a claim for patent infringement.</p> <p>Problem solving in a scenario to compare and contrast infringements of multiple IP rights and apply understanding of infringement claims.</p>
<p>5. Intellectual property in practice (Independent learning session)</p> <p>Exploitation of IP rights, in particular through licensing. Key terms of a trade mark licence.</p> <p>Consideration of the basics of IP portfolio management, including IP audit and factors influencing choice of what to register, with examples from practice.</p>	<p>6. Exploitation of IP rights</p> <p>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.</p> <p>Application of statutory provisions relating to assignments of copyright and registrable transactions in relation to trade marks.</p> <p>Applying understanding of IP rights generally, by identifying IP rights which may subsist in selected consumer products.</p>

CHAPTER/LECTURE	SGS
<p>6. Sale of goods</p> <p>Consideration of supply of goods contracts, in a business-to-business context, in particular:</p> <ul style="list-style-type: none"> • Key provisions of the Sale of Goods Act 1979 ('SGA'), particularly in relation to the statutory implied terms and of the Unfair Contract 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. 	<p>7. Negotiating commercial contracts</p> <p>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.</p>
	<p>8. International sales</p> <p>Consideration of delivery terms in a sale of goods contract, including ancillary clauses such as liquidated damages and force majeure.</p> <p>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.</p>
	<p>9. Commercial contracts online</p> <p>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.</p>

CHAPTER/LECTURE	SGS
<p>7. Competition law</p> <p>UK competition law relevant to commercial agreements. Review UK Competition Act 1998 ('CA'), including approaches to applying law and official guidance relevant to the general prohibition of anti-competitive agreements (s.2 CA).</p> <p>Analysis of the commercial and legal relationship between manufacturer and distributor and consideration of UK competition law in the context of distribution agreements (including the vertical agreements block exemption).</p>	<p>10. Competition law</p> <p>Analysing the facts of given scenarios to identify competition law issues arising under the CA.</p> <p>Application of available de minimis exceptions, block exemptions and limited immunity under UK law.</p> <p>Brief consideration of powers of investigation of national competition authorities.</p> <p>Consideration of a draft short form distribution agreement. Testing in detail the application of UK competition law, in particular the block exemption for vertical agreements.</p>
<p>Formative Assessment</p> <p>Review of sample examination paper, with emphasis on exam technique.</p>	<p>Consolidation and revision pack</p> <p>Answering a series of problems based on a complex scenario given out as preparation.</p> <p>Further activity with a solution provided for students' use in revision.</p>

Essential Reading

The permitted material Commercial Law & Intellectual Property Handbook 'Legislation and additional materials', ('CLIP Handbook') comprising primary and secondary legislation extracts and additional primary materials relevant to the module.

The Pre-Module Reading which is a brief written introduction to intellectual property law, concepts and practice, which students must read before commencing the module.

Further Reading

Students are encouraged to explore areas of law arising on this module independently through further reading of texts available in the library or via the Online Library, for example:

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.

Main Primary Sources

Complete texts of materials extracted in the CLIP Handbook (and related primary materials) can be found from online sources and the most recent editions of the following:

- Butterworths Intellectual Property Handbook.
- Butterworths Competition Law Handbook.
- Butterworths E-commerce and IT Law Handbook.

The following contain extracts from similar primary sources that are more comprehensive than those provided in the CLIP Handbook but not, in every case, the complete texts:

- Blackstone's Statutes on Intellectual Property.
- Blackstone's EC Legislation.
- Blackstone's Statutes on Commercial and Consumer Law.

Students are expected to read PLC Magazine and a newspaper such as the Times or the Financial Times on a regular basis (hard copy or via the Online Library).

Useful Websites

www.practicallaw.com (access via the Online Library to view subscription content)
Online version of PLC magazine with access to practice notes and other practitioner materials relating to a range of topics covered on the module.

www.gov.uk/government/organisations/intellectual-property-office

UK IPO – official site of the UK intellectual property registry which contains information about all registrable intellectual property rights, legislation, decisions and searchable online registers of trade marks, designs and patents.

www.oami.europa.eu/ohimportal/en/

Office for Harmonization in the Internal Market (trade marks and designs). The official site of the EC registry, including information and materials on Community Trade Marks and Community Registered Designs and searchable online registers.

www.wipo.int

World Intellectual Property Organisation - administers international IP treaties. Website provides access to a range of IP resources including articles and reports relating to IP developments, issues and debates, reference materials, IP data collections, texts of IP legislation and treaties.

www.cipa.org.uk/pages/advice

The Chartered Institute of Patent Agents – includes basic information on a range of IP rights.

www.bl.uk/bipc/dbandpubs/intpropres/index.html

British Library website - services for business. Includes links to IP-related websites.

www.itma.org.uk

Institute of Trade Mark Attorneys - includes basic information about trade mark registration procedure and frequently asked questions.

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

Department of Business, Industry and Skill – general website for commerce and industry with links to government departments and guidance on e-commerce.

www.gov.uk/government/organisations/competition-and-markets-authority

Competition and Markets Authority which took over from the Office of Fair Trading on 1 April 2014.

www.ec.europa.eu/comm/competition/index_en.html

Website for EU competition legislation: Treaty Articles, Block Exemptions and other regulations, notices and guidance, with links to other international competition websites and national authorities.

www.iccwbo.org

International Chamber of Commerce – useful for codes, rules and model contracts (including Incoterms 2010).

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Debt Finance
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7 x chapters, accompanied by 7 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader	Alex Harmat
Contact details	Email: alexharmat@bpp.com Telephone: 0207 430 7066
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER/LECTURE	SGS
<p>1. Introduction to debt finance</p> <p>General overview of the module, the assessment process and the use of materials.</p> <p>Overview of the nature of debt (looking at debt providers and understanding that debt can take different forms).</p> <p>Comparison of bilateral and syndicated loans. Explanation of syndicated loans and the reasons why a loan might be syndicated.</p> <p>Considering key issues of the bank/client relationship and commercial reality.</p> <p>Consideration of the banking business and related issues such as authorisation, supervision and capital adequacy.</p> <p>Examination of different forms of debt including overdrafts, term loans, revolving credit facilities and bonds</p> <p>Review of bank funding, including inter-bank funding and cost plus loans.</p> <p>Overview of a loan transaction including due diligence, credit approval and term sheets and the anatomy of a loan agreement.</p>	
LECTURE	SGS
<p>2. Loan provisions</p> <p>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.</p> <p>Analysis of their different contractual significance and the risk element in relation to each.</p> <p>Considering the role of the agent in managing the operation of the loan.</p>	

<p>Review of the function of conditions precedent.</p> <p>Review of categories of representation (commercial and legal).</p> <p>Review of the role of undertakings.</p> <p>Overview of financial covenants and their purpose.</p> <p>Review of subordination, both structural and contractual, and consideration of issues that can arise and potential issues.</p>	
<p>3. Events of default</p> <p>Consideration and application of common events of default.</p> <p>Review of the options available to a lender following the occurrence of a default.</p> <p>Analysis of the potential liabilities of the agent and its protections in the loan agreement.</p>	
	<p>1. Overview of a banking transaction, syndication and term sheet</p> <p>Discussion of the stages of a simple banking transaction.</p> <p>Review of basic aspects of syndication – marketing, information memorandum, underwriting, market flex clauses.</p> <p>Review of a term sheet from the perspective of the borrower following a client meeting.</p>
	<p>2. Representations, undertakings and margin protection</p> <p>Based upon a series of exercises, review of the purpose and function of the representations and undertakings clauses.</p> <p>Highlighting some common concerns and negotiation points for lenders and borrowers in relation to these clauses.</p> <p>Consideration of the tax gross-up, increased costs and mitigation clauses.</p>

LECTURE	SGS
	<p>3. Events of default</p> <p>Preparatory exercise: consideration of borrower comments on an event of default clause.</p> <p>Discussion of a scenario where a borrower is seeking waivers of various possible defaults.</p> <p>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.</p>
	<p>4. Due diligence, conditions precedent and transaction structure</p> <p>Discussion of the function of company searches and due diligence.</p> <p>Analysis of the conditions precedent appropriate for a loan transaction.</p> <p>Analysis of the purpose and format of a legal opinion.</p> <p>Analysis of the structure of a loan transaction, including specific structural issues.</p>
<p>4. Loan transfers</p> <p>Understanding the reasons why participations in loans are transferred.</p> <p>Review of the factors to be considered when choosing the appropriate transfer method.</p> <p>Analysis of each method of transfer (novation, assignment, sub-participation, risk participation) including the formalities required and the advantages and disadvantages of that method.</p>	

LECTURE	SGS
	<p>5. Loan transfers</p> <p>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.</p> <p>Fact patterns advising a client of the most appropriate method of transferring a loan given differing circumstances.</p>
<p>5. Introduction to bonds</p> <p>Introduction to bonds and the capital markets.</p> <p>Overview of the main characteristics of a bond and comparison with a loan.</p> <p>Review of how the capital markets work (including credit rating and clearing systems) and the types of bonds issued.</p> <p>Review of the main parties (investors, issuer, lead manager, trustee and fiscal agent).</p>	
	<p>6. Bonds: parties and documentation</p> <p>Review of the differences between raising finance through loans and bonds and the consequences of these differences.</p> <p>Discussion of the role and function of the parties to a bond issue, including a comparison of a trustee and a fiscal agent.</p> <p>Analysis of the core documentation including a review of key provisions.</p>

LECTURE	SGS
<p>6. Issuing and listing bonds</p> <p>Review of the Financial Services and Markets Act 2000 in the context of a prospectus and other disclosure requirements.</p> <p>An overview of the regulations applicable to the admission to trading or public offer of debt instruments.</p> <p>Analysis of the listing procedure and the timings involved (from mandate and due diligence through to signing and closing).</p>	
	<p>7. Bonds: issuing and listing a eurobond</p> <p>Overview of the reasons for listing a bond.</p> <p>Discussion of issues that can affect the timetable for a bond issue.</p> <p>Analysis of key steps and key documentation required for a bond issue.</p> <p>Overview of prospectus disclosure requirements.</p> <p>Review of prospectus liability.</p>
<p>7. Security and credit support</p> <p>Review of the basic elements of security, analysing its object, nature and examining and contrasting different forms of security (including mortgages and charges).</p> <p>Understanding the concepts of fixed and floating charges.</p> <p>Appreciating the different types of assets available to be used as security.</p> <p>Identifying key considerations and issues to consider relating to security over specific assets.</p> <p>Perfection and priority of charges including review of perfection methods.</p> <p>Insolvency Act issues.</p> <p>The effect of common law issues on debenture drafting.</p>	

LECTURE	SGS
	<p>8. Security: assets and priorities</p> <p>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.</p> <p>Discussion of practical and commercial issues raised by the security package.</p> <p>Understanding the principles of priority between security interests.</p> <p>Analysis of the steps to be taken to register security over various assets.</p>
	<p>9. Security: risks</p> <p>In the context of a practical case study, review of a Form MR01 and some of the terms of the debenture.</p> <p>Review of banking due diligence in relation to the acquisition of a company and resolving the issues arising from it.</p> <p>Exercise considering possible financial assistance issues in relation to various scenarios.</p> <p>Discussion of common law issues as an influencing factor when drafting security provisions.</p>
	<p>10. Guarantees and debentures</p> <p>Review of a Borrower's comments on a debenture from the Bank's point of view.</p> <p>Considering how certain standard provisions in a debenture protect the Bank.</p> <p>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.</p>

LECTURE	SGS
	<p>Online consolidation and revision</p> <p>Issue spotting and application of law covered on the course to a syndicated loan transaction to fund the acquisition of a group of companies (acquisition finance).</p> <p>Consolidation of the Debt Finance module: issue-spotting and answering exam style questions.</p>

Essential Reading

The Debt Finance Chapters, the SGS Descriptions, the LMA Syndicated Facility Agreement and the BPP LPDT Rules Extracts, all incorporated in the materials pack issued at the start of the module.

Further Reading

1. Adams, Banking and Capital Markets 2015 (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)

Websites

1. www.ft.com
2. www.icma-group.org
3. www.fca.org.uk
4. www.treasurers.org

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Employment Law
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 8 x chapters, accompanied by 8 x1 hour recorded lectures
Programme(s)	LPC
Module Leader	Diane Millar
Contact details	Email: dianemillar@bpp.com Telephone: 01223 309297
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER	SGS
<p>1. Sources of employment law: definition of employee</p> <p>Overview of the module and how employment law fits into the overall legal framework.</p> <p>Sources of employment law.</p> <p>Employment status.</p> <p>Provisions of ss.1-7 ERA 1996 dealing with written particulars.</p>	
<p>2. Express and Implied Terms</p> <p>Identifying the core express and implied terms.</p> <p>Confidential information and restrictive covenants.</p> <p>The Working Time Regulations 1998.</p>	<p>1. Employee or self-employed? Working Time Regulations</p> <p>Analysing the commercial, practical and legal consequences surrounding the employment relationship.</p> <p>Investigation of a number of factual scenarios to establish whether individuals are employed, self-employed or workers.</p> <p>Advising on the application of the Working Time Regulations 1998.</p>
	<p>2. Terms of the contract and Policies and Procedures</p> <p>Compliance with s1. ERA 1996.</p> <p>Identifying some of the main express terms of an employment contract.</p> <p>Consideration of implied terms.</p> <p>Consideration of policies as contractual terms.</p> <p>Considering constructive dismissal..</p>
<p>3. Termination of employment and wrongful dismissal</p> <p>Termination of employment. Breaches of contract by the employer or employee. Identifying summary and constructive dismissal.</p> <p>Wrongful dismissal remedies and quantum.</p>	<p>3. Wrongful Dismissal</p> <p>Analysing a wrongful dismissal claim, liability, remedies, mitigation and quantum.</p> <p>Taxation issues arising on termination.</p> <p>Unlawful deductions from wages.</p>

CHAPTER	SGS
<p>4. and 5. Discrimination</p> <p>Discrimination on the grounds of sex, sexual orientation, religious belief, race, age, disability.</p> <p>Direct and indirect discrimination, victimisation and harassment.</p> <p>Discrimination arising from disability and the duty to make reasonable adjustments.</p> <p>Defences. Prevention of claims. Evidence. Remedies.</p>	<p>4. and 5. Discrimination</p> <p>Advising an employer and employees on potential liability for discrimination claims.</p> <p>Consideration of an equal opportunities policy and prevention of claims.</p> <p>Analysis of evidence required to establish discrimination claims.</p>
<p>6. Unfair Dismissal</p> <p>Qualifying for statutory protection.</p> <p>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.</p> <p>Automatically unfair dismissal.</p>	<p>6. Unfair Dismissal</p> <p>Identifying the circumstances in which an employee qualifies for the right not to be unfairly dismissed.</p> <p>Analysis of scenarios illustrating the potentially fair reasons.</p> <p>Advice concerning the importance of fair procedure.</p> <p>Application of the fairness in all the circumstances test.</p>
<p>7.Redundancy and unfair dismissal remedies (including Tribunal Procedure and Settlement)</p> <p>Definition of redundancy.</p> <p>Redundancy procedure and payments. Relationship with unfair dismissal.</p> <p>Unfair dismissal remedies.</p> <p>Making and defending a claim before an Employment Tribunal. Case management discussions and pre-hearing reviews. The hearing itself. Settlement agreements. Tax considerations.</p>	<p>7.Unfair dismissal remedies and redundancy</p> <p>The two main elements of unfair dismissal compensation: calculating the basic award, and consideration of the principles concerning the compensatory award.</p> <p>Calculation of statutory redundancy payments. Advising a client concerning redundancy procedure. Discussion of relationship with unfair dismissal.</p>

CHAPTER	SGS
	<p>8. Contentious employment law</p> <p>Running a claim in the Employment Tribunal; time limits for bringing claims.</p> <p>Consideration of Employment Tribunal practice and procedure including Tribunal Fees.</p> <p>Consideration of ACAS early conciliation procedure.</p>
<p>8. TUPE</p> <p>Consideration of the definition of “relevant transfer” within the meaning of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended).</p> <p>The effect and consequences of a transfer on contracts of employment.</p> <p>Practical consequences for commercial transactions.</p>	<p>9. TUPE</p> <p>Application of legislation (and Spijkers criteria) to ascertain whether a transfer of an undertaking has taken place.</p> <p>Preparation of advice concerning consequences of a transfer for the transferor, transferee and the employees arising out of a factual scenario.</p>
	<p>10. Negotiation and Settlement</p> <p>Negotiation of final terms of an agreement to resolve an employment dispute.</p> <p>Critical analysis of a draft settlement agreement and consideration of whether it reflects the commercial deal agreed and complies with statutory requirements.</p>

Essential Reading

Your Employment Law ('EL') Chapters, together with your SGS materials and Blackstones Statutes on Employment Law, provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

Further Reading

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

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)

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Equity Finance
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 8 x chapters, accompanied by 8 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader	Abigail Flack
Contact details	Email: abigailflack@bpp.com Telephone: 0207 430 5655
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER	SGS
<p>1. Flotations</p> <p>Introduction to raising capital – equity finance and liquidity.</p> <p>Reasons for ‘going public’ and implications of listing on the Main Market.</p> <p>The role of a sponsor and other advisers.</p> <p>The impact of CREST on the issue and transfer of listed company shares.</p> <p>Preparation for listing including consideration of conditions for listing contained in the LRs and compliance with the LPs.</p> <p>Corporate Governance – the Corporate Governance Code and how this affects a company preparing to list.</p> <p>The flotation structures – focusing on public offer structures; offer for sale/subscription.</p> <p>The flotation structures – focusing on non-public offer structures; placing, intermediaries offer, introduction.</p> <p>Comparison of public versus institutional offers.</p> <p>The timetable for an offer.</p>	

CHAPTER	SGS
<p>2. AIM</p> <p>Introduction to AIM.</p> <p>Reasons to seek an admission to AIM.</p> <p>Preparation and process for admission to AIM.</p> <p>Corporate Governance and how this affects a company on AIM.</p> <p>A review of the flotation structures public offer structures and non-public offer structures.</p> <p>The timetable for an offer.</p> <p>The tax advantages of AIM.</p>	<p>1. Flotations I</p> <p>Following appointment by Marine Paints International plc ('MP') in relation to its proposed flotation:</p> <p>(a) analysis of the commercial impact of flotation on a prospective applicant for listing; and</p> <p>(b) analysis of the key admission criteria and continuing obligations of the Main Market of the London Stock Exchange;</p> <p>Conduct of a legal due diligence exercise in relation to MP to ensure that:</p> <p>(a) it is an appropriate applicant for listing under the LRs; and</p> <p>(b) its management and corporate structure comply with the Listing Principles and the Corporate Governance Code.</p>
	<p>2. Flotations II</p> <p>As a preparatory exercise, and during the SGS, using a market case study and prospectus (given to students in advance) to consider, in detail:</p> <p>(a) the requirement, format and contents requirements of a prospectus;</p> <p>(b) the key stages in the offer and listing application process on a flotation; and</p> <p>(c) the use and purpose of bookbuilding.</p> <p>All exercises will involve students familiarising themselves with and interpreting and applying provisions of the LRs and PRs.</p>

CHAPTER	SGS
<p>3. Common principles of primary and secondary share issues.</p> <p>The requirement for a prospectus.</p> <p>Regulation of contents of prospectuses under the PRs and FSMA.</p> <p>Purpose of due diligence and verification in the preparation of a prospectus.</p> <p>Potential liabilities of 'persons responsible' for a prospectus.</p> <p>Consideration of supplementary prospectuses and corrections.</p> <p>Approval of financial promotions pursuant to section 21 FSMA.</p> <p>The advertisement regime under PR 3.3.</p>	<p>3. Alternatives to the Main market</p> <p>Comparing some of the differences between a standard and a premium listing and comparing with AIM.</p> <p>Understanding the differences in regulation and terminology between AIM and the Main Market.</p> <p>Identify and explain the admission requirements for AIM including looking at some of the documentation.</p> <p>Understand the content requirements for an Admission Document and how it differs from a prospectus.</p> <p>Review a case study Admission Document for an AIM company.</p>
<p>4. Continuing Obligations</p> <p>Explanation of the Pre-Emption Group Statement of Principles and Treasury Shares.</p> <p>Consideration of communications with listed company shareholders.</p> <p>Consideration of matters to be addressed at a listed company's AGM.</p> <p>Regulation of circulars under Chapter 13 of the LRs.</p> <p>Disclosure obligations of listed companies under the LRs and the DTRs.</p>	<p>4. Liabilities for share issues</p> <p>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.</p> <p>Provision of advice to MP on the range of potential liabilities arising from the preparation and publication of a prospectus, including sections 90, 118 FSMA and ss. 89-91 FS Act 2012 and statutory and common law liabilities including misrepresentation and negligence.</p> <p>Understanding the need to conduct effective verification and analysing and verifying a brief selection of potentially misleading statements from MP's prospectus.</p> <p>Advising MP of its potential liability for matters arising after Impact Day and before or after commencement of trading.</p> <p>Consideration of supplementary prospectuses.</p>

CHAPTER	SGS
<p>5. Secondary share issues</p> <p>The contractual relationships within secondary share issues.</p> <p>Methods: placings, rights issues and open offers.</p> <p>Dilution of shareholdings (Companies Act 2006, LRs implications and Pre-Emption Group Statement of Principles).</p> <p>Role of brokers, underwriters and sub-underwriters, the contractual relationships and the allocation of risk in secondary share issues.</p>	<p>5. Secondary Shares Issues I</p> <p>Key resolutions of an AGM with reference to the CA 2006, the LRs and the Pre-Emption Group Statement of Principles.</p> <p>Authority to allot under s. 551 CA 2006, disapplication of pre-emption rights under s. 570 CA 2006.</p> <p>Advising on the principal differences between a rights issue, a placing and an open offer and assessment of the advantages and disadvantages of each of them for Ritchisons and its shareholders.</p> <p>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</p>
	<p>6. Secondary share issues II</p> <p>Review of the advantages and disadvantages for our client of raising required finance by means of a rights issue, an open offer and/or a placing.</p> <p>Review the timetable of different types of secondary issues.</p>

CHAPTER	SGS
<p>6. Share dealings</p> <p>Regulation of share dealings in listed companies including review of Chapter 3 of the Disclosure and Transparency Rules, the Model Code and Part 22 CA 2006.</p> <p>Market abuse under s.118 FSMA.</p> <p>Insider dealing under the CJA 1993.</p> <p>Criminal liability under the FS Act 2012.</p> <p>Potential liability under the Fraud Act 2006.</p>	<p>7. Continuing Obligations</p> <p>Advising Ritchisons on the sources of law and regulation that impose disclosure obligations on listed companies and those connected with them.</p> <p>Analysis of the obligations contained in the Model Code, Part 22 CA 2006 and in the DTRs and advising whether compliance with these obligations is required.</p> <p>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).</p> <p>The application of the insider dealing offences to share trading and related professional conduct considerations.</p> <p>Identification of instances of market abuse pursuant to the provisions of FSMA.</p>

CHAPTER	SGS
<p>7. Introduction to Takeovers, Announcements and the Traditional Offer</p> <p>Commercial rationale for takeovers.</p> <p>Roles of parties involved in a takeover.</p> <p>The Takeover Code – introduction and application of the General Principles and Rules.</p> <p>Role, powers and procedures of the Takeover Panel.</p> <p>Roles of parties involved in a takeover.</p> <p>Structure of the takeover – recommended or hostile, and voluntary or mandatory.</p> <p>Overview and timetable of the bid process.</p> <p>Issues arising before announcement of a takeover bid and when announcements must be made and the consequences of making these announcements.</p>	<p>8. Structuring a takeover bid and schemes of arrangement</p> <p>Stages and timetable of a takeover bid when effected by means of a contractual offer structure.</p> <p>Effecting a takeover by means of a scheme of arrangement as an alternative to the traditional offer structure.</p> <p>Key features of a scheme of arrangement and outline the regulatory content requirements for the scheme document; and</p> <p>Assessing the different forms of consideration which may be offered by a bidder to offeree shareholders.</p>
<p>8. Mandatory Offers, Schemes of Arrangement, Stakebuilding and Post-takeover issues.</p> <p>When a mandatory Offer is required.</p> <p>Stakebuilding and tactics.</p> <p>Schemes of arrangement under s. 895 CA 2006, including types of schemes and the scheme timetable.</p> <p>Compulsory acquisition procedure.</p> <p>Post-takeover actions including de-listing and re-registration.</p> <p>Implications of an unsuccessful offer.</p>	<p>9. Overview of the takeover process and preparation for a takeover bid.</p> <p>Analyse the restrictions on, and assess the effects of, stakebuilding prior to and during a takeover offer.</p> <p>Identify when a mandatory offer is required and the conditions attaching to such an offer.</p> <p>Analyse and advise as to when an announcement of an offer is required under the Takeover Code.</p> <p>Identify the key documents, procedural steps and stages in the timetable.</p>

CHAPTER	SGS
	<p>10. Conduct of a takeover bid</p> <p>Advising an offeror and an offeree in the context of a bid. Including consideration of:</p> <p>(a) announcements;</p> <p>(b) the key documents, procedural steps and timetable in a hostile takeover bid;</p> <p>(c) the underlying law and regulation relating to tactics adopted in the defence of hostile takeover bids;</p> <p>(d) the key documents, procedural steps and timetable in the later stages of a takeover bid; and</p> <p>(e) the implementation of the statutory compulsory acquisition procedure to purchase minority shareholdings.</p>

Websites

1. The London Stock Exchange website
www.londonstockexchange.com and its Regulatory News Service
www.londonstockexchange-rns.com
2. The FCA website **www.fca.gov.uk**
3. The Takeover Panel website **www.thetakeoverpanel.org.uk**
4. The Companies House website **www.companieshouse.org.uk**
5. The CREST website **www.crestco.co.uk**
6. The Institutional Voting Service website **www.avis.co.uk** The Financial Reporting Council's website **www.frc.org.uk/corporate**
7. The business sections of national newspapers and their websites e.g. the Financial Times (**www.ft.com**) and The Times (**www.thetimes.co.uk**)
8. Practical Law Company available through the online library:
<http://uk.practicallaw.com>

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Family Law
School	Law
Level	7
Credit Value	Level 7, 15 Credits
Contact Hours	10 x 2 hour SGSs 8 x 1 hour lectures
Programme(s)	LPC
Module Leaders	Claire Illingworth & Venetia Tosswill
Contact details	Email: venetiatosswill@bpp.com Telephone: 0207 430 5641 Email: claireillingworth@bpp.com Telephone: 0113 386 8256
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

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
	<p>3. Children II - Private</p> <p>Identifying procedural steps in making the application pursuant to the CAP 2014.</p> <p>Consideration of content and importance of the Children and Family Reporter's Welfare Report.</p> <p>Negotiation of s.8 order acceptable to both parties.</p> <p>Consideration of enforcement of s.8 Children Act 1989 Order.</p>
<p>3. Children Public Law</p> <p>Care and supervision orders including contact, discharge and effects.</p> <p>Emergency protection orders and interim care orders.</p> <p>Procedure under the Public Law Outline 2014 (the 'PLO 2014')</p>	<p>4. Children III - Public</p> <p>Consideration of emergency protection orders.</p> <p>Consideration of the procedure for Part IV Children Act proceedings pursuant to the PLO 2014.</p> <p>Application of the law in relation to interim care orders and consideration of the 'Threshold Criteria'.</p> <p>Understanding the disposal of care proceedings and appreciating the range of orders a court can make.</p>
<p>4. Financial Orders : The Law</p> <p>s.22-25 Matrimonial Causes Act 1973</p> <p>The principle of the clean break and how it can be achieved.</p> <p>Evaluation of what orders can be made in respect of the former matrimonial home, and how they relate to the availability of maintenance.</p> <p>The effects of taxation and welfare benefits on a financial package.</p>	<p>5. Financial Orders I: the package</p> <p>Review of ground for matrimonial order (divorce) and potential jurisdiction problem.</p> <p>Application of s.25 MCA 1973 factors.</p> <p>Student presentations on viable options and a comprehensive package.</p> <p>Calculating spousal maintenance.</p> <p>Consideration of welfare benefits and taxation.</p>

CHAPTER/LECTURE	SGS
<p>5. Financial Orders : Procedure</p> <p>Procedure Initial stages:</p> <p>Interviewing the client.</p> <p>Importance of disclosure and negotiation, with a consideration of the impact of material non-disclosure.</p> <p>Prevention of the disposal of assets.</p> <p>Summary of Financial Orders procedure.</p> <p>Consent orders.</p> <p>Variation.</p> <p>Completion of the Form E.</p>	<p>6. Financial Orders II : Procedure and Documentation</p> <p>Consideration of the procedure for financial order proceedings pursuant to FPR 9.</p> <p>Consideration of the court's powers to prevent or set aside a disposition of an asset.</p> <p>Consideration of the process of disclosure with a student activity to highlight specific steps that need to be taken.</p> <p>Reviewing and critiquing a Form E.</p> <p>Drafting a Statement of Issues and Questionnaire.</p>
	<p>7. Financial Orders III : Settlement</p> <p>Consideration of the role of settlement negotiations within the context of financial order proceedings.</p> <p>Review of the final Schedule of Assets, Liabilities, Income and Outgoings for the Green case study.</p> <p>Division of students into teams representing applicant's solicitor and respondent's solicitor.</p> <p>Discussion of proposals for settlement based on client's instructions and formulation of offer.</p> <p>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.</p>
<p>6. Financial Orders: High Net Worth Clients</p> <p>Recent developments in the law relating to high net worth financial order cases.</p> <p>The court's approach to non-matrimonial property.</p> <p>The application of the section 25 factors in high net worth financial order cases.</p> <p>The court's approach to pre-nuptial agreements.</p>	<p>8. High Net Worth Clients</p> <p>Consolidation of learning from previous Financial Order SGSs</p> <p>Consideration of issues arising when acting for high net worth clients including:</p> <p>Non-matrimonial property;</p> <p>Maintenance awards and Duxbury calculations; and</p> <p>Pre-nuptial agreements.</p>

CHAPTER/LECTURE	SGS
<p>7. Domestic Abuse</p> <p>Part IV Family Law Act 1996.</p> <p>The effect of non-molestation and occupation orders and who can apply.</p> <p>Factors and balance of harm test.</p> <p>Procedure and enforcement.</p> <p>Domestic Violence, Crime and Victims Act 2004.</p>	<p>9. Domestic Abuse</p> <p>Consideration of client's instructions and provision of preliminary advice on obtaining non-molestation and occupation orders on notice.</p> <p>Consideration of balance of harm test and the s.33(6) Family Law Act 1996 criteria.</p> <p>Consideration of costs and enforcement, including the Domestic Violence, Crime and Victims Act 2004.</p> <p>Analysis and application of s.42, s.33(3) and s.33(6) FLA 1996 criteria and advising client on likely outcome of application.</p> <p>Identifying procedural steps for a without notice application.</p> <p>Drafting the Applicant's witness statement.</p> <p>Considering procedure following the making of an order and enforcement.</p>
<p>8. Cohabitation</p> <p>Property disputes:</p> <p>s.14 Trusts of Land and Appointment of Trustees Act 1996; and resulting and constructive trusts.</p> <p>Occupation of the home.</p> <p>Children: Schedule 1 Children Act 1989.</p>	<p>10. Cohabitation</p> <p>Problem solving: a selection of problems relating to cohabittees.</p> <p>Understanding the differences between ss33 – 36 Family Law Act 1996.</p> <p>Preparation of presentations/reporting back to the group relating to advice to clients including outlining the options available for settlement of disputes.</p>

Essential Reading

Your Family Law chapters, together with your SGS materials, Family Law statutes, Family Procedure Rules Pack and SRA Code of Conduct provided you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

Further Reading

Family Law Handbook - Jane Sendall
 Legal Practice Court Guide – Family Law – Bond, Black & Bridge
 Rayden & Jackson on Divorce and Family Matters
 Butterworths Family Law Service
 Clarke Hall & Morrison on Children

Children Law & Practice – Herschman & McFarlane
Emergency Remedies and Procedures – Fricker et al
Practical Matrimonial Precedents – Clark et al
Family Law (periodical)
Family Law Reports
The Family Court Practice – Bracewell et al
Cohabitation. Law, Practice and Procedures – Wood et al
A Practical Guide to Family Proceedings – Blomfield & Brooks
The Family Procedure Rules 2010 - Parker

Websites

www.familylaw.co.uk

www.courtservice.gov.uk

www.justice.gov.uk

www.resolution.org.uk

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Insurance law and Practice
School	Law
Level	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7 x chapters, accompanied by 7 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader	Zelda Pitman
Contact details	Email: zeldapitman@bpp.com
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

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. Basic 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,	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 Good Faith and the consequences of breach of that duty in the form of non-disclosure or misrepresentation by an insured at inception.
4. Basic 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.

<p>5. Claims I (Notifications)</p> <p>Appreciating the factors that might influence an insurer client's approach to claim notifications.</p> <p>Difference between claims made and occurrence policies.</p> <p>The role of claims handlers and solicitors in handling insured claims.</p>	<p>5. Policy Cover</p> <p>Considering loss scenarios and whether to accept notification.</p> <p>Exercises on coverage consolidating and applying learning on breach of policy terms and avoidance.</p>
	<p>6. Advising on cover & policy response</p> <p>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.</p>
<p>6. Claims II (Claims Handling)</p> <p>Understanding the role of a solicitor in the claims handling process.</p> <p>Appreciating the tactical issues arising in relation to an insurance claim.</p>	<p>7. Acting for insurers</p> <p>Considering service level agreements and their impact on the work of solicitors representing insurers.</p> <p>Considering the claims handling process and applying it to a new case study, to include reporting to insurers and writing to insureds.</p> <p>Understanding policy limits.</p>
	<p>8. Interviewing, reserving and advising</p> <p>Quantifying damages, providing advice to insurers, drafting a report to insurers and calculating a reserve.</p>
<p>7. Reinsurance</p> <p>Considering the distinctive features of reinsurance and the legal principles that apply.</p> <p>Appreciating the historical issues arising from reinsurance and how reinsurance can impact on underlying policies of insurance.</p>	<p>9. Subrogation and other insurance issues</p> <p>Considering subrogation in relation to a case study.</p> <p>Exercises on double insurance and contribution.</p> <p>Reviewing different types of reinsurance arrangements.</p>

	<p>10. Reinsurance</p> <p>Considering legal issues and terms specific to reinsurance policies, in particular claims control and claims co-operation clauses and follow the settlements clauses.</p> <p>Exercise on a coverage dispute involving insurance and reinsurance policies.</p>
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Recommended reading

- Birds' Modern Insurance Law by John Bird;
- Tolley's Insurance Law Handbook by Barlow, Lyde and Gilbert;
- MacGillivray on Insurance Law by Leigh-Jones, Birds and Owen;
- Reinsurance Practice and the Law by the Reinsurance and International Risk team at Barlow Lyde and Gilbert;
- Civil Procedure Rules: The White Book published by Sweet and Maxwell;
- Colinvaux's Law of Insurance by Colinvaux and Merkin.

Websites

<http://www.bila.org.uk/>

<http://www.lloyds.com/>

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Immigration Law
School	Law
Level	7
Credit Value	15 Credits
Contact Hours	10 x 2hr SGSs 8 x 1hr lectures
Programme(s)	LPC
Module Leader	Shaila Pal
Contact details	Email: shailapal@bpp.com Telephone: 0207 061 1327
How will the module be assessed?	The module will be assessed by way of a 3 hour written invigilated exam.

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

CHAPTER/LECTURE	SGS
<p>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.</p> <p>Where and how immigration control operates and the institutions, personnel and terminology of control.</p> <p>Leave to enter and remain in the U.K. Types of application. Applying to extend or vary status. Powers of the UKVI.</p> <p>Funding of legal advice and appeals. The Legal Help scheme and Controlled Legal Representation.</p>	<p>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.</p> <p>Consideration of the system of immigration control using short factual scenarios.</p> <p>Taking initial instructions from a new client.</p> <p>Assessing eligibility to Legal Help.</p> <p>Legal areas: confidentiality, authority and funding.</p>
<p>2. EEA nationals The EEA countries and Croatia special provisions.</p> <p>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.</p> <p>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.</p> <p>Documentation: registration certificates and residence cards – making an application.</p> <p>Rights of appeal against negative decisions. Deportation and exclusion of EEA nationals.</p>	<p>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.</p> <p>Applying for documentation from the UKVI confirming rights of residence for EEA national and family members.</p> <p>Advising (in writing) a British national and spouse returning to the U.K. after a period of employment in a Member State.</p> <p>Client care and costs/funding.</p>
<p>3. Human Rights The European Convention on Human Rights (ECHR) – The Convention and the Articles.</p> <p>The Human Rights Act 1998 – framework and operation.</p> <p>The application of the European Convention on Human Rights to</p>	<p>3. Immigration for temporary purposes. Working and studying under the Points Based System</p> <p>Students take roles of solicitor and chief immigration officer to:</p> <p>Obtain information, consider relevant issues, seek to make or respond to</p>

<p>immigration and asylum cases.</p> <p>Particular consideration of:</p> <p>Article 3 (freedom from torture, inhuman and degrading treatment).</p> <p>Article 8 (right to private and family life).</p> <p>Types of cases where human rights arise. Types of leave granted on human rights grounds.</p> <p>Appealing in human rights cases.</p>	<p>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.</p> <p>Client care, ethics and costs/funding considered.</p> <p>Advising a client on an application under the Points Based System as a worker.</p> <p>Advising a client on an application under the Points Based System as a student.</p> <p>Prior research required.</p>
<p>4. Immigration for temporary purposes as a visitor, worker or student.</p> <p>The immigration rules in respect of:</p> <p>Visitors (including special categories of visitor) – the law and procedure of applications in this category.</p> <p>Workers - Introduction to the Points Based System and the Immigration Rules relating to working in the U.K.</p> <p>Identifying the individual tiers and understanding the provisions relating to high value migrants.</p> <p>Understanding the provisions relating to skilled workers and temporary workers.</p> <p>Making applications under the Points Based System.</p> <p>Students – the law and procedure of applications under the points based system. Family members.</p> <p>Other temporary categories.</p> <p>How to apply to enter/remain. Applications to vary or extend leave. Appealing against refusals.</p> <p>The public funds requirement, issues of welfare benefits and working for persons subject to immigration control.</p>	<p>4. Family relationships</p> <p>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.</p> <p>Completing an application form for extension of stay in the U.K. as an unmarried partner. Considering documentation and fee.</p> <p>Student presentations on options available for a family wishing to bring an elderly relative to the U.K. in form of letter of advice.</p> <p>Consideration of client care, funding and ethics in respect of each case study.</p> <p>Discussion of the human rights implications in the area of family relationships.</p> <p>Prior research required.</p>
<p>5. Immigration to join family members and British Nationality Law</p> <p>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</p>	<p>5. British Nationality Law</p> <p>The criteria/requirements for naturalisation or registration as a British citizen.</p> <p>Awareness of who is British by birth and who can acquire citizenship by registration.</p>

<p>U.K. Bereavement and domestic violence</p> <p>The legal and procedural framework. Types of application both within and outside the immigration rules.</p> <p>Civil partnerships, non-married partners, fiancé/es and marriage visitors.</p> <p>Children – types of application on behalf of children with and without family members. The sole responsibility test.</p> <p>Other family members. The application of Human Rights issues in all areas of family applications. Appealing against refusals.</p> <p>British nationality law – an introduction to the law and procedure of naturalisation and registration.</p>	<p>How an individual can become a British citizen through naturalisation.</p> <p>A short quiz looking at factual scenarios and considering whether individuals are British citizens.</p> <p>Client care and costs/funding.</p> <p>Prior research required</p>
<p>6. Asylum I</p> <p>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.</p> <p>The procedure for making an asylum claim. The criteria applied by the UKVI in decision-making and the assessment of claims.</p> <p>The role of the solicitor. Special considerations when representing asylum seekers. Funding of cases.</p> <p>Support and accommodation for asylum seekers. Employment issues for asylum seekers.</p> <p>Outcomes of an application for asylum:</p> <p>Refugee status</p> <p>Humanitarian Protection</p> <p>Discretionary Leave.</p> <p>Rights associated with these outcomes in terms of family reunion, travel documentation, rights to work and claim welfare benefits.</p> <p>Refusal of an asylum application – notification of decision, analysing the refusal.</p>	<p>6. Asylum and Human Rights I</p> <p>First interview with an asylum client. Advising on Immigration specification regarding scope of work and completion of Legal Help form.</p> <p>Consideration of the application of the definition of a refugee and human rights issues and advising the client accordingly.</p> <p>Analysis of asylum screening form.</p> <p>Taking instructions with a view to drafting client's preliminary statement and identifying issues and further information for preparation of substantive statement.</p> <p>Discussion of applicable country research. Client care in respect of vulnerable asylum seeker, funding.</p>

<p>7. Immigration detention, removal and deportation from the U.K. Criminal offences.</p> <p>Detention: Power to and grounds for detention. Lawfulness of detention. Places of immigration detention.</p> <p>Temporary admission/Temporary Release.</p> <p>Bail – Chief Immigration Officer and the First-tier Tribunal (Immigration and Asylum Chamber).</p> <p>Removal following refusal of entry and illegal entry. Administrative removal under s. 10 Immigration and Asylum Act 1999. Law and procedure of removal. Remedies.</p> <p>Automatic and discretionary Deportation. Deportation of EEA nationals. Appeals. Revocation of the order.</p> <p>Criminal offences – an overview.</p> <p>Terrorism offences.</p>	<p>7. Asylum and Human Rights II</p> <p>Analysing a UKVI refusal of asylum.</p> <p>Assessing eligibility for Controlled Legal Representation. Funding considerations.</p> <p>Drafting notice of appeal against a UKVI decision (including grounds for appeal). Consideration of refugee and human rights law.</p> <p>Duties to the client and to the court.</p> <p>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.</p> <p>Funding, client care and ethics in respect of the case studies.</p> <p>Prior research required.</p>
<p>8. Appeals</p> <p>The rights of appeal set out in the relevant legislation.</p> <p>Time limits for lodging appeals.</p> <p>Procedures on appeal – including first hearings and directions.</p> <p>The one-stop process and limitations on one-stop appeals in the legislation.</p> <p>Rights of appeal against refusal – the legal and procedural framework. Preparing for an appeal.</p> <p>Types of refusal:</p> <p>Standard</p> <p>Certification of claims: safe third countries, clearly unfounded asylum and human rights claims.</p> <p>The Tribunal and the appeal procedure in asylum cases.</p>	<p>8. Immigration detention and Criminal Offences</p> <p>Making an oral application for temporary admission to a Chief Immigration Officer.</p> <p>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.</p> <p>Funding of applications, client care issues, and duties to the court.</p> <p>Preparing memorandum of advice to criminal partner who is representing a recently arrived asylum-seeking client charged with a criminal offence.</p> <p>Prior research required.</p>
	<p>9. Administrative removal and deportation.</p> <p>Students take role of applicant's solicitor attending at a local enforcement office where a client is detained and threatened</p>

	<p>with administrative removal.</p> <p>Fact gathering. Taking instructions. Formulating advice to client and an action plan of possible outcomes. Identifying points for negotiation with the Immigration Officer.</p> <p>Consideration of Judicial Review as a remedy.</p> <p>Drafting guidance in form of a memorandum on the possibility of a recommendation for deportation.</p> <p>Assisting a client who is threatened deportation in relation to representations and an appeal. Drafting appropriate documents.</p> <p>Drafting an application to revoke a deportation order.</p> <p>Funding, ethics and client care.</p> <p>Prior research required.</p>
	<p>10. Appeals</p> <p>Consideration of the system of immigration and asylum appeals.</p> <p>Students consider the role of solicitor and Home Office Presenting Officer to present an appeal to the Tribunal.</p> <p>Deal with preliminary issues including country research.</p> <p>Seek to make or respond to examination in chief, cross examination and representations.</p> <p>Consider presenting submissions to the immigration judge.</p>

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	International Trade and Transactions
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 7 x chapters, accompanied by 7 x1 hour recorded lectures
Programme(s)	LPC
Module Leader	Liam Howard
Contact details	Email: liamhoward@bpp.com Telephone: 0207 430 7067
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER / LECTURE	SGS
<p>1. Conflict of Laws</p> <p><u>Part A: Contract</u></p> <p>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).</p> <p><u>Part B: Tort</u></p> <p>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.</p>	<p>1. Conflict of Laws: Contract</p> <p>Exercises on the governing law in relation to international contracts.</p>
<p>2. Commercial Contracts I (Introduction to the sale of goods)</p> <p>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 Contract Terms Act 1977 ('UCTA') (in relation to exclusion and limitation of liability provisions).</p>	<p>2. Commercial Contracts I (Introduction)</p> <p>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.</p>
<p>3. Commercial Contracts II (E-commerce)</p> <p>Consideration of particular issues which might arise in connection with commercial contracts, including:</p> <ul style="list-style-type: none"> ▪ 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). 	<p>3. Commercial Contracts II (E-commerce)</p> <p>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.</p>

CHAPTER / LECTURE	SGS
	<p>4. Aviation I (Aviation Finance)</p> <p>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.</p>
<p>4. Aviation</p> <p><u>Part A: The Aviation Industry (An Overview)</u></p> <p>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).</p> <p><u>Part B: The Carriage of Goods by Air</u></p> <p>This part of the chapter will focus on the Montreal Convention regime. Key aspects include:</p> <ul style="list-style-type: none"> • Documentation (air waybills/cargo receipts); • Liability; and • Limitation of liability. 	<p>5. Aviation II (Carriage of Goods by Air)</p> <p>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.</p>
<p>5. The International Sale and Carriage of Goods</p> <p>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:</p> <ul style="list-style-type: none"> • Incoterms (in particular CIF and FOB); • Bills of lading; • The Hague-Visby Rules; and • Payment, in particular focussing on: <ul style="list-style-type: none"> ○ Letters of credit; and ○ Bills of exchange. 	<p>6. The International Sale and Carriage of Goods</p> <p>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).</p>

CHAPTER / LECTURE	SGS
<p>6. Shipping</p> <p>A general introduction to various issues relating to shipping, including funding and charters. This Chapter will in particular cover:</p> <p>UNCLOS and the means by which the use of the seas is regulated.</p> <p>The principal types of cargo and an introduction to the vessels which carry them.</p> <p>The regulation of vessels (including flag state control and port state control).</p> <p><u>Dry (& Cargo)</u></p> <p>An introduction to shipping law, introducing topics such as the terms of the contract of carriage; bills of lading; charterparties.</p> <p><u>Wet (& Hull)</u></p> <p>To include:</p> <ul style="list-style-type: none"> • Maritime insurance; • Limitation of liability under the LLMC; • Pollution; and • Salvage. 	<p>7. Shipping I</p> <p>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'.</p>
	<p>8. Shipping II</p> <p>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.</p>

CHAPTER / LECTURE	SGS
<p>7. An Introduction to Energy Law</p> <p>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.</p>	<p>9. Energy Law</p> <p>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).</p> <p>Building on SGSs 1 and 8, this SGS will also consider the law which will be applied to an international tort/environmental claim.</p>
	<p>10. International Arbitration</p> <p>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.</p>
	<p>Online Consolidation</p> <p>Various activities consolidating on the material covered in the ITT module, providing examples of the types of questions which might be posed in the final exam and practice for that assessment.</p>

Essential Reading

Your International Trade and Transactions ('ITT') chapters and the ITT materials pack, together with your SGS materials and the SRA Code of Conduct, provide you with the essential reading and primary sources required for this module.

Further Reading

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

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).

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Media & Entertainment Law
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2 hour small group sessions ('SGSs') 8 x chapters, accompanied by 8 x 1 hour recorded lectures
Programme(s)	LPC
Module Leader(s)	Kristie Mathers
Contact details	Email: kristiemathers@bpp.com Telephone: 0161 244 6329
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

Module Outline

LECTURE	SGS
<p>1. Copyright</p> <p>Aspects of copyright law & moral rights under the Copyright Designs and Patents Act 1988 (CDPA), as amended including infringements, defences and remedies.</p> <p>Rights in performances - rights of performers and those having recording rights.</p>	<p>1. Copyright, Moral Rights & Performers' Rights</p> <p>Advising clients on issues relating to copyright and moral rights in various works. Requirements for protection of those rights and practical considerations.</p> <p>To identify types of infringement, liability and the remedies and defences available.</p> <p>Considering rights of performers including moral rights.</p> <p>Developing an appreciation as to how different copyright works sit together and how copyright is managed and exploited in the media and entertainment industry.</p>
<p>2. Music Industry</p> <p>Overview of the music industry.</p> <p>Ownership and exploitation of rights in musical compositions and sound recordings.</p> <p>Rights in Music Publishing, Recording Agreements and Management Agreements.</p> <p>Issues of contractual negotiation and drafting in the entertainment industry, including:</p> <ul style="list-style-type: none"> i) equality of bargaining power; ii) undue influence; iii) restraint of trade; 	<p>2. Music Industry I</p> <p>Considering the role of record companies, publishing companies and other relevant participants in the music industry.</p> <p>Understanding methods of commercial exploitation in the music industry by way of licences and assignments. Considering rights in performances and the form of appropriate releases.</p> <p>Considering key terms in Publishing & Recording Agreements.</p> <p>Considering how restraint of trade case law has had an impact on terms of recording and publishing agreements.</p>

LECTURE	SGS
	<p>3. Music Industry II</p> <p>General considerations in negotiating and enforcing contracts in the entertainment industry, specifically the music industry.</p> <p>Focus on the role of managers and the management agreement.</p> <p>Negotiating a recording agreement.</p> <p>Considering how undue influence and restraint of trade case law specifically applies in the context of management agreements.</p>
<p>3. Film & Television</p> <p>Overview of the film and television industries and the main stages and agreements involved in television and film development, financing and production.</p> <p>Explaining rights in underlying works and contents clearances and the film distribution process, including sales agency and exploitation 'windows'.</p>	<p>4. Film & Television I</p> <p>Considering the life-cycle of a typical film and the solicitor's role in the process.</p> <p>Considering the purpose and key terms of an option and assignment agreement.</p> <p>Detailed review of the key terms of a writer's agreement.</p>
	<p>5. Film & Television II</p> <p>Forms of financing and methods for securing return of investments.</p> <p>Reviewing and considering key terms of a Production, Financing and Distribution Agreement ("PFD") and the competing interests of the typical parties to the agreement.</p> <p>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.</p>

LECTURE	SGS
<p>4. Defamation</p> <p>Principal concerns under the law of defamation and the effect on the media.</p> <p>Consideration of the Defamation Acts 1996, 2013 and internet defamation.</p> <p>Defences and remedies.</p> <p>Introduction to malicious falsehood.</p> <p>Relevant procedural aspects including 'Offers of Amends' and conditional fee agreements.</p> <p>Aspects of media self-regulation. The role of the Ofcom Broadcast Code and IPSO.</p>	<p>6. Defamation</p> <p>Discussion of defamation and the media through case examples including internet libel.</p> <p>Considering and applying available defences, in particular the defences under the common law and statute.</p> <p>Introducing the tort of malicious falsehood.</p>
<p>5. Privacy</p> <p>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.</p> <p>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.</p> <p>Media self-regulation and powers of the regulating bodies such as Ofcom and IPSO on matters of Privacy.</p> <p>Protection of personal data via the Data Protection Act 1998.</p> <p>Brief consideration of Protection from Harassment Act 1997 and trespass in the context of privacy.</p>	<p>7. Privacy</p> <p>Identifying areas of protection against media invasion of privacy. Advising clients 'in the public eye'.</p> <p>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.</p> <p>Considering media self-regulation. The role of the Ofcom Broadcast Code and IPSO.</p>

LECTURE	SGS
<p>6. Contempt of Court and Reporting Restrictions</p> <p>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'.</p> <p>Considering broadcasting and non-broadcasting media restrictions on the reporting of court proceedings.</p>	<p>8. Contempt of court</p> <p>Reporting current affairs and reconciling rights granted under the ECHR, particularly the right to a fair trial and the right to freedom of expression.</p> <p>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.</p>
<p>7. Advertising in the Media</p> <p>Consideration of various advertising media.</p> <p>Sources of advertising law and application to different forms of advertising.</p> <p>Self-regulation through extra-judicial codes in the advertising industry.</p>	<p>9. Advertising</p> <p>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.</p> <p>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.</p>
<p>8. Sport and Sponsorship</p> <p>Introduction to the regulation of sport and associated governing bodies.</p> <p>Consideration of 'image rights' as applied to sporting 'celebrities' and the means of protecting these rights via intellectual property law.</p> <p>Exploitation of sporting success through sponsorship, including the typical structure of sponsorship deals.</p> <p>Endorsement, merchandising and 'ambush marketing'.</p>	<p>10. Sports and Related Agreements</p> <p>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.</p> <p>Considering image rights and the use of trade marks and passing off to protect those rights.</p>

A formative assessment is distributed to students to attempt in their own time, and is reviewed in a lecture.

A past paper is available to the students on the student intranet. Students also have access to a number of multiple choice questions.

Principal Reference Texts

Essential Reading

Your Media & Entertainment Law ('MEL') lectures, chapters and the MEL materials pack and cases pack, together with your SGS materials and the SRA Code of Conduct, provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

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.

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

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Private Acquisitions
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 8 x chapters, accompanied by 8 x1 hour recorded lectures
Programme(s)	LPC
Module Leader	Matthew Robinson-Smith
Contact details	Email: matthewrobinson-smith@bpp.com Telephone: 0207 430 5669
How will the module be assessed?	The module will be summatively assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

CHAPTER	SGS
<p>1. Introduction</p> <p>General overview of the module and its aims and objectives including how the lectures and SGSs will work.</p> <p>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.</p> <p>How the case study will work.</p> <p>Auctions including process letters and indicative bids.</p> <p>Different ways of structuring consideration (including completion accounts) and an overview of the methods of payment of the consideration.</p> <p>Use of break fees.</p> <p>Transitional services agreements.</p> <p>Appendix - Sample heads of agreement with exclusivity clause.</p>	

CHAPTER	SGS
<p>2. Preliminary Considerations</p> <p>Requirements for shareholder consent.</p> <p>Particular concerns for a publicly listed buyer or seller.</p> <p>Competition issues, including dealing with a split exchange and completion.</p> <p>Data Protection, what a practitioner needs to know and why.</p>	<p>1. Introduction to Auction Sales</p> <p>Consideration of the principal differences in practice and procedure between a private treaty sale and an auction sale.</p> <p>Identify preliminary considerations, reflecting back to Chapter 2.</p> <p>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.</p> <p>Consideration of the use and purpose of confidentiality agreements in an auction and identification of the usual clauses contained in such an agreement.</p>
	<p>2. Advanced due diligence</p> <p>As preparation for the session, students will consider a number of documents relating to Eurolearn for inclusion in a virtual data room.</p> <p>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.</p> <p>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.</p> <p>Review of a draft Process Letter including a consideration of its purpose and content.</p>

CHAPTER	SGS
	<p>3. Evaluation of Bids and Forms of Consideration</p> <p>Identification of the advantages and disadvantages of each of a number of indicative bids received by LTC for the Eurolearn group of companies.</p> <p>Consideration of the use of completion accounts and the different methods by which the prospective bidders are proposing to finance the acquisition.</p> <p>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.</p> <p>Review of a draft earn-out clause providing deferred consideration.</p> <p>Application of class tests to determine the class of the proposed transaction for a listed bidder.</p>
<p>3. Drafting the acquisition agreement: contractual protections</p> <p>A buyer's requirement for contractual protections and limiting the seller's exposure.</p> <p>Effective disclosure following the case of Infiteland.</p> <p>Vendor protection provisions.</p> <p>Remedies for breach of warranty and misrepresentation.</p> <p>Entire agreement clauses.</p>	<p>4. Allocation of Risk – Part One Warranties and Indemnities</p> <p>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.</p> <p>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 reinforcing key elements and considering the use of statements such as 'as far as the seller is aware'.</p> <p>Consideration of a simple tax covenant.</p> <p>Split exchange and completion and consideration of impact on risk allocation</p>

CHAPTER	SGS
<p>4. Corporate Support 1: Intellectual Property, Know-how and Confidential Information</p> <p>Introduction to the concept of corporate support.</p> <p>Introduction to IP rights. Carrying out due diligence into a target's IP rights.</p> <p>Points to check in relation to IT rights.</p> <p>IP rights issues arising on a share sale and a business sale including IP licences.</p> <p>Restrictive covenants and the requirements for enforceability.</p> <p>Protecting a target's know-how including restricting the activities of the seller and the seller's group.</p> <p>Example of Restrictive Covenants for a director's service contract.</p>	<p>5. Allocation of Risk – Part Two Disclosure and Vendor Protection</p> <p>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.</p> <p>Brief discussion of the purpose of disclosure, practical issues relating to it, and the standard of effective disclosure.</p> <p>Consideration of the general disclosures set out in the draft disclosure letter and discussion about amendments that would be required by a buyer.</p> <p>Brief consideration of the effect of a buyer's knowledge on its ability to sue for breach of warranty.</p> <p>Exercise on drafting specific disclosures based on information revealed in the due diligence process.</p> <p>Review of methods of limiting the liability of, and providing contractual protections for, the seller including consideration of the drafting of certain such clauses.</p>

CHAPTER	SGS
<p>5. Corporate support 2: Employment, Property and Pensions issues</p> <p>The different issues that commonly arise in connection with property and environment aspects of corporate transactions.</p> <p>The different methods by which the buyer ensures the target has good and marketable title to property in the context of a corporate transaction</p> <p>Liability in relation to environmental issues in share and asset sales.</p> <p>The importance of employment and pensions issues in the context of a share sale and a business sale.</p> <p>Due diligence issues that arise during a transaction.</p> <p>Typical warranties and indemnities in the acquisition agreement.</p> <p>Introduction to different types of pension scheme.</p> <p>The effect of a corporate transaction on pension arrangements.</p> <p>Post completion issues.</p>	<p>6. Report on Draft Acquisition Agreement</p> <p>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.</p> <p>During this time the students will be acting for the buyer.</p> <p>The students will be required to produce a mark up of the draft acquisition agreement.</p> <p>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.</p> <p>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.</p> <p>Each group will receive feedback on their work.</p>

CHAPTER	SGS
<p>6. Asset Sales</p> <p>The content of a typical asset sale agreement, including the need to identify clearly the assets and liabilities (if any) being transferred.</p> <p>The advantages and disadvantages of transferring debtors and creditors.</p> <p>Alternative methods of dealing with third party contracts, including the effect of non-assignment provisions.</p> <p>Employees, the operation of TUPE and the duty to inform and consult.</p>	<p>7. Asset Sales – Legal and Commercial Issues</p> <p>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.</p> <p>Consideration of a selection of clauses to be included in an asset sale including provisions relating to pensions, TUPE, debtors and third party contracts.</p> <p>Discuss issues that may arise for the buyer as a result of all the seller's assets being sold.</p> <p>Post-SGS questionnaire on key issues arising with asset sales.</p>
<p>7. Private Equity Funds and Management Buyouts</p> <p>What is a Private Equity Fund?</p> <p>Structuring of typical MBO/MBI</p> <p>Concerns of the key players, including the competing interests of the parties involved.</p> <p>Principal documentation.</p> <p>Tax issues in a typical MBO/MBI</p>	<p>8. Asset Sales – Tax Issues</p> <p>Discussion of the tax consequences for LTC and Eurolearn of restructuring the sale of the Eurolearn group as an asset sale.</p> <p>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.</p>

CHAPTER	SGS
<p>8. Tax</p> <p>Interactive lecture in which material covered in the Tax & Group Structures Workbook will be applied to a case study.</p> <p>The role of tax advisers in an acquisition.</p> <p>Common tax issues arising on an asset sale as compared with those on a share sale.</p> <p>Advising individuals on a sale of shares.</p> <p>Analysing group structures for tax.</p>	<p>9. Private Equity and Management Buyouts</p> <p>Plenary discussion on the structure of a management buyout including financing by a private equity fund.</p> <p>Consideration of the position of the management team and the duties and obligations to be borne in mind during negotiations.</p> <p>Group debate on the following issues:-</p> <ul style="list-style-type: none"> • 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. <p>Brief group discussion regarding the contents of a business plan.</p> <p>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.</p> <p>Introduction to an investment agreement.</p>

CHAPTER	SGS
	<p>10. Contractual Protections in an MBO</p> <p>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.</p> <p>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.</p> <p>Presentations by individual students on the provision allocated to them followed by questions and answers from the rest of the class.</p> <p>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.</p>

A formative assessment is distributed to students to attempt in their own time, and is reviewed in a lecture.

A past paper is available to the students on the student intranet. Students also have access to a number of multiple choice questions.

Reading list

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).

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title		Private Client (Wills, Probate and Estate Planning)
School		Law
Level		7
Credit Value		15 Credits
Contact Hours		9 x 2hr SGSs 1 x ILE 7 x chapters, accompanied by 7 x 1 hour recorded lectures
Programme(s)		LPC
Module Leader		Alison Adams
Related Modules	Pre-requisites	N/A
	Co-requisites	N/A
	Post-requisites	N/A
	Excluded Combinations	N/A
External Accrediting Body (if appropriate)		SRA
Delivery Locations (Holborn / Leeds / Manchester / Cambridge / Liverpool / Birmingham / Bristol)		All (subject to demand and minimum numbers)

The following indicative scheme of work sets out how these requirements prescribed by the SRA will be covered by this module. The scheme of work may also show additional areas that BPP also chooses to cover.

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 payable on death. Advising on the distribution of an estate. Advising a client on the reasons for making a will. Analysing and evaluating methods of saving tax by lifetime giving. Planning the structure of the will.
	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. A review of execution, incorporation, codicils, alterations and revocation.	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.

	<p>4. Will Drafting 2</p> <p>Reviewing the will precedents.</p> <p>Drafting a will using precedents.</p> <p>Selecting and adapting clauses to meet the client's requirements.</p> <p>Considering execution where the testator is unable to read.</p>
<p>4. Discretionary Trusts</p> <p>A review of discretionary will trusts and lifetime settlements.</p> <p>Identifying and drafting beneficial and administrative provisions and advising on related tax consequences.</p> <p>A review of post death arrangements, two year discretionary trusts and precatory trusts.</p>	<p>5. Discretionary Will Trusts and Lifetime Settlements 1</p> <p>Trustee powers.</p> <p>Understanding the nature of discretionary trusts and their general taxation regime.</p> <p>Common trust drafting issues.</p> <p>Analysing the taxation and practical issues arising from the creation of a discretionary will trust or lifetime settlement.</p>
	<p>6. Discretionary Will Trusts and Lifetime Settlements 2 and Two Year Discretionary Trusts</p> <p>Trustee powers.</p> <p>Advising on the tax consequences of an exit from the trust and a 10 year periodic charge.</p> <p>Advising on the completion of a deed of appointment relating to the distribution of a part of the trust fund.</p> <p>Drafting the deed of appointment.</p> <p>Advising a client on a two year discretionary trust.</p>
<p>5. Life Interest Will Trusts and Lifetime Settlements, Trusts for Bereaved Minors and other Trusts for Young Persons</p> <p>A review of life interest will trusts and lifetime settlements and trusts for bereaved minors and other trusts for young persons.</p> <p>Selecting an appropriate trust, identifying and drafting beneficial and administrative provisions and advising on related tax consequences.</p>	<p>7. Life Interest Trusts and Trusts for Young People</p> <p>Trustee powers.</p> <p>Analysing the taxation and practical issues arising from the creation of a life interest will trust and lifetime settlement.</p> <p>Calculating the inheritance tax consequences under s. 49A IHTA 1984 on the death of a life tenant.</p> <p>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</p>

	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.
	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.
	Online 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.

Essential Reading

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

Further Reading

CLP: Cousal and King	Private Client: Wills, Trusts and Estate Planning
The Encyclopaedia of Forms and Precedents	
Sherrin et al	Williams on Wills
Yeldham et al	Tristram and Coote's Probate Practice
Butterworths	Wills Probate & Administration Service
Simon's Direct Tax Service	

Websites

HMRC	www.hmrc.gov.uk
Probate Service	www.justice.gov.uk/courts/probate

LPC: MODULE OUTLINE AND INFORMATION

GENERAL INFORMATION

Module Title	Personal Injury and Clinical Negligence
School	Law
Level	7
Credit Value	15 Level 7 Credits
Contact Hours	10 x 2hr small group sessions ('SGSs') 8 x chapters, accompanied by 8 x1 hour recorded lectures
Programme(s)	LPC
Module Leader	Anna Corsellis
Contact details	Email: annacorsellis@bpp.com Telephone: 0207 430 7006
How will the module be assessed?	The module will be assessed by way of a 3 hour written invigilated exam.

A more detailed outline for this module is contained in the LPC Programme Handbook. This gives details of the over-arching aims and outcomes for this module including any specified by the SRA. The following is an indicative scheme of work.

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 Drafting 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 SG

CHAPTER / LECTURE	SGS
<p>4. Quantification of damages</p> <p>General damages</p> <p>Special damages</p> <p>How to conduct quantum research</p> <p>Claw back provisions under the Social Security (Recovery of Benefits) Act 1997</p> <p>Provisional damages and periodical payments</p>	<p>3. Quantum</p> <p>Analysing medical reports in RTA case study</p> <p>Conducting quantum research and producing a research note</p> <p>Drafting a schedule/counter-schedule of special damages</p> <p>Considering updated medical report and re-assessing quantum valuation</p> <p>Understanding the claw-back provisions under the Social Security (Recovery of Benefits) Act 1997</p> <p>Considering Part 36 offers</p>
<p>5.Highways & Occupiers' liability</p> <p>Liability of highways authority and private land owners.</p> <p>Defences to such actions</p>	<p>4. Highways accident claims</p> <p>Introduction to highways case study</p> <p>Analysing liability and evidence in the case study</p> <p>Understanding a s.58 defence</p> <p>Considering implications of an admission of liability</p> <p>Considering appropriate interim steps.</p>
	<p>5. Drafting Defences and Instruction of experts.</p> <p>Considering badly drafted particulars of claim in the highways case study</p> <p>Drafting a defence in the highways case study.</p> <p>Considering choice of expert(s) in a personal injury case study</p> <p>Considering the selection of experts and when it is appropriate to instruct</p> <p>Considering use of single or joint expert and seeking permission to instruct an additional expert</p>

CHAPTER / LECTURE	SGS
	<p>6. Concluding claims</p> <p>Considering consent orders</p> <p>Considering whether periodical payments are appropriate in the highways case study</p> <p>Understanding the steps to be taken in preparation for trial</p> <p>Conducting an in-house pre-trial review</p> <p>Considering contents of a trial bundle</p>
<p>6. Clinical negligence liability</p> <p>Establishing client's objectives</p> <p>NHS complaints procedure</p> <p>Obtaining medical records</p> <p>Liability of medical professionals to patients (including breach of duty and causation)</p> <p>Informed consent</p> <p>Other causes of action</p> <p>Identifying the correct defendant</p> <p>Experts:</p> <p>(i) Condition and prognosis report</p> <p>(ii) Liability report</p> <p>(iii) Other quantum report</p>	<p>7. Clinical negligence claims: Claimant</p> <p>Introduction to clinical negligence case study</p> <p>Analysing liability and causation in case study</p> <p>Advising client in relation to NHS complaints procedure</p> <p>Considering state funding</p> <p>Reviewing the Pre-Action Protocol for Resolving Clinical Disputes</p> <p>Obtaining medical records</p>
	<p>8. Clinical negligence claims: Claimant and Defendant</p> <p>Considering what expert evidence needs to be obtained and drafting questions to the expert</p> <p>Considering medical report</p> <p>Considering acting on behalf of Defendant in a clinical negligence claim.</p> <p>(Drafting Instructions to Counsel is a Post SGS exercise)</p>

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 Assessment This is a lecture taking students through a suggested answer to a Personal Injury & Clinical Negligence exam paper which students have completed prior to the lecture, including revision tips and exam technique.	

Essential Reading

Your Personal Injury and Clinical negligence Litigation ('PICN') chapters and the PICN materials pack, together with your SGS materials and the SRA Code of Conduct, provide you with the essential reading and primary sources required for this module. Should you require any supplemental/background information, it can be found in the materials listed below.

Further Reading

Principal reference texts

1. BPP Personal Injury & Clinical Negligence Resource Pack;
2. Civil Procedure Rules (provided by BPP in Civil Litigation);
3. Judicial College Guidelines, 12th Edition, published by Oxford University Press;
4. The Highway Code.

Additional reference texts

Found in the Law School's library (please note that not all of these texts will be found in all the libraries) or online:

- CLP Legal Practice Guides: Personal Injury & Clinical Negligence Litigation, published by CLP
- Butterworths Personal Injury Litigation Service by Golderein & De Haas et al
- Personal Injury Pleadings by Curran, published by Sweet & Maxwell
- Personal Injury Practice and Procedure by Solomon, Middleton and Pritchard, published by Sweet & Maxwell
- Personal Injury Practice: The Guide to Litigation in the County Court and High Court by Buchan, Kennedy, Woolf et al, published by Tottel
- Clinical Negligence by Powers & Harris, published by Tottel
- Clinical Negligence: A Practical Guide by Charles Lewis, published by Butterworths
- Clinical Negligence by Khan, Robson and Swift, published by Cavendish
- Personal Injury Law: Liability, Compensation, and Procedure by Peter Barrie, published by Oxford University Press
- Kemp & Kemp - Quantification of damages (Loose leaf service)
- 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