



## **POSTGRADUATE PROGRAMME SPECIFICATION**

<b>Programme Title:</b>	<b>Postgraduate Diploma in Legal Practice</b>
<b>Awarding Body:</b>	<b>Staffordshire University</b>
<b>Teaching Institution:</b>	<b>Staffordshire University</b>
<b>Final Awards:</b>	<b>Postgraduate Diploma in Legal Practice</b>
<b>Intermediate Awards:</b>	<b>None</b>
<b>Mode of Study</b>	<b>Full-time, part time day, part time evening, blended learning</b>
<b>UCAS Codes:</b>	<b>N/A</b>
<b>QAA Subject Benchmarks:</b>	<b>N/A</b>
<b>Professional/Statutory Body:</b>	<b>Solicitors Regulation Authority</b>
<b>Date of Production:</b>	<b>August 2011</b>
<b>Date of Revision:</b>	

**If you require this document in a larger text or a different media please contact us.**

## EDUCATIONAL AIMS OF THE PROGRAMME

This Programme is recognised by the Solicitors Regulation Authority as a Postgraduate Diploma for the purpose of enabling a student to enter the final professional stage of training. These aims apply to all modes of study.

This award is designed to achieve the following aims:

- to meet the requirements of the Solicitors Regulation Authority, of other external agencies and of Staffordshire University's generic learning outcomes.
- to provide opportunities for flexible learning through different modes of study.
- to enable you to develop as an independent, autonomous and reflective learner with a sound grasp of information literacy.
- to provide a rigorous academic, practical and professional programme of study as a foundation for a successful career as a solicitor in the legal profession, related occupations and in non-legal contexts.
- to provide a creative and imaginative range of student-centred learning opportunities which will stimulate interest in, and commitment to, reflective individual and collaborative study.
- to provide you with good quality personal and academic support and guidance in order to facilitate your academic, personal and professional development.
- to develop your skills in understanding, analysis, interpretation and application of legal rules.
- to develop the transferable skills that will enhance employability, including problem-solving, communication and the application of information technology and team-working.
- to develop an appreciation of the value of life-long learning in society and the skills to become life-long learners on graduation
- to analyse factual material
- to identify the legal context in which factual issues arise
- to relate the central legal and factual issues to each other
- to evaluate complex issues both systematically and creatively
- to demonstrate a systematic understanding and knowledge of both core and elective subjects
- to demonstrate self direction and assume responsibility for own learning
- to develop communication skills

### **What is distinctive about this programme?**

Staffordshire University has one of the highest rated LPCs nationally, having previously been awarded the "Excellent" rating by the SRA under the former grading system, and the highest grade of "Commendable Practice" for all six assessed areas under the new grading system.

LPC tutors maintain strong contact with local practices, the police, magistrates' courts, the judiciary and the CPS all of whom are highly supportive of the course and frequently provide advice and input into the

content and design of our teaching sessions. Some workshop sessions take place at practitioners' offices when this is viable.

You will have the opportunity to join our mentoring scheme which is one of our most important and successful initiatives in which you will be linked to a practitioner for the duration of your time on the LPC. Mentors meet with students regularly throughout the year offering opportunities for shadowing and careers advice and support.

We provide an exceptional level of pastoral care in our personal tutorial system and as we believe that you need to be aware of the tutor support and personal contact available to you as soon as you join us, your initial contact with your personal tutor takes place on your first day. This meeting is followed by other scheduled sessions with your personal tutor however, our LPC team operates an "open door" policy, enabling you to receive advice and support when you need it.

## **PROGRAMME OUTCOMES**

(See the document: Preferred Approach to Expressing Postgraduate Learning Outcomes)

What will this programme teach me to do? At the end of your studies you should be able to:

### **Postgraduate Diploma**

The following programme outcomes apply to all modes of study;

1. research across a range of practitioner and primary sources and evaluate and apply knowledge of the law and legal practice accurately and effectively (Application, Knowledge and Understanding)
2. demonstrate the transferable skills and qualities to be able to act autonomously in planning and implementing tasks at a professional level (Communication)
3. identify the complex legal and tactical factors relating to the client's objectives and the different means of achieving those objectives and:
  - be aware of the financial, commercial and personal priorities and constraints to be taken into account
  - be aware of the costs, benefits and risks involved in transactions or courses of action and
  - be able to combine that knowledge with other complex issues and factors in the provision of advice to the client (Enquiry)
4. demonstrate self-direction and the assumption of responsibility and the ability to perform the tasks required to advance transactions or matters (Analysis, Application)
5. demonstrate competence in practitioner skills and understand where the rules of professional conduct may impact and be able to apply them in context (Learning, Knowledge and Understanding, Problem Solving)
6. display originality in problem solving situations and be able to implement and apply strategies to achieve the client's objectives (Enquiry, Analysis)
7. demonstrate the ability to evaluate complex legal and factual issues systematically and creatively and apply these to resolving the client's objectives (Analysis)
8. demonstrate the ability to communicate information which has been carefully analysed and synthesised effectively and in an appropriate manner, both orally and in writing, to the client and to other professionals or organisations (Communication, Analysis)

9. demonstrate knowledge, understanding and skills in the areas of:
  - Professional Conduct and Regulation
  - The Core Practice Areas of Business Law and Practice, Property Law and Practice and Litigation, and the areas of Wills and Administration of Estates and Taxation
  - The Course Skills of Practical Legal Research, Writing, Drafting, Interviewing and Advising and Advocacy. You should also be able to transfer skills used in one context to another (Knowledge and Understanding)
10. demonstrate knowledge, understanding and skills in the three areas covered by their choice of Vocational Electives (Knowledge and Understanding, Application)
11. demonstrate independence and the ability to assume responsibility for their own learning to advance their legal and professional skills and knowledge and (Learning, Application and Reflection)
12. reflect on learning and identify own learning needs (Reflection)

## PROGRAMME STRUCTURE, MODULES AND CREDITS

### Programme Title

Potential award = PgDipHE

#### All Full time modes of study

L E V E L  7	Teaching Block 1	Property Law & Practice Solicitors accounts	Business Law and Practice	Litigation	Skills: Advocacy, writing interviewing, drafting, research
	Teaching Block 2	Wills and Administration of Estates	Professional Conduct & Regulation		
		1 elective	1 elective	1 elective	

#### Potential award PgDipHE

#### All Part time modes of study

L E V E L  7	Teaching Block 1	<b>Year 1</b> Property Law & Practice Solicitors accounts	<b>Year 1</b> Litigation	<b>Year 1</b> Skills; Advocacy, Research Drafting	
		<b>Year 2</b> Business Law & Practice	<b>Year 2</b> Wills and Administration of Estates	<b>Year 2</b> Writing, Interviewing	
	Teaching Block 2	<b>Year 1</b> 1-3 electives	Professional Conduct & Regulation		
		<b>Year 2</b> Balance of electives to total 3.			

#### Potential Awards:

Postgraduate Diploma (120 credits)

## HOW WILL I BE TAUGHT AND ASSESSED?

The following teaching and learning strategies apply to all our modes of study;

### **Teaching and Learning**

The LPC requires you to be taught and assessed on your knowledge of law, practice and procedure, legal skills and on the subjects that are pervasive to legal practice including professional conduct and regulation.

### **Full time and part time students**

**Lectures:** Your lectures are for the whole group, will last for an hour and usually contain interactive elements. The sessions provide an overview of key legal principles and identify important issues. They also include practical examples with which you will interact and demonstrate the application of legal rules in a variety of contexts.

**Workshops:** The workshops are in small groups and last for 2 hours. These again are practice-based, interactive workshops to give you experience of a legal transaction. An integral part of these interactive sessions are discussion groups where the application of general principles and procedures are considered and explained through examples arising from legal practice, case studies, presentations and role play. All workshop sessions end with feedback and discussion.

### **Blended Learning students**

You will study the course through a mixture of on-line learning sessions and face to face teaching sessions.

**On-line sessions:** The on-line learning sessions are designed for self study. They generally consist of an audio podcast of about 1 hour and contain interactive elements. The podcast is supplemented by practice-based case studies for you to complete. You will be encouraged to engage in collaborative learning, support each other and receive feedback from tutors via Ning on-line discussions, FAQ's and, occasionally, on-line audio workshops in order to work towards building an on-line community and engendering motivation within your group.

**Face to face teaching sessions:** These teaching sessions consist of face-to-face interactive workshops for transactions which reflect legal practice as well as for the teaching and practice of the five legal skills. These sessions have been particularly designed to be collaborative and provide the ideal format for face-to-face group work.

**Assessment – applies to all our modes of study.**

All LPC assessments are transactional in nature, apart from the Multiple Choice Questions (MCQs) and Short Answer Questions (SAQs) which may not always be transactional and which account for up to 20% of an assessment. Most assessment papers contain elements of advance reading to enable us to incorporate more complex transactional client scenarios.

You will have mock (formative) assessments in all core subjects, solicitors' accounts, professional conduct and regulation, electives and skills to enable you to become familiar with the practical, case based approach and content of the summative assessments. Feedback is provided on both the formative and summative assessments either in a lecture or workshop context backed up with individual feedback where needed.

The core subject assessments and elective assessments are all unseen, supervised assessments of, on average, 2.5 hours in length. The oral skills assessments of interviewing and advocacy are by way of role play scenarios and the written skills assessments of writing, research and drafting are all in supervised conditions.

All assessments are second marked by the teaching team and the external examiners who receive examples of each grade of assessment in accordance with Law School policy.

The LPC assessments and Assessment Regulations meet the SRA requirements and are approved by the SRA.

**ADDITIONAL INFORMATION****Entry Requirements (including IELTS score)****What qualifications would I need to join this programme?****For all modes of study;**

A qualifying law degree, a graduate diploma in law, an Exempting Law Degree or completion of an integrated course of study with confirmation by way of a certificate from the Solicitors Regulation Authority that you have completed the academic stage of training.

The entry requirements for the award are normally: as above.

**Disability Statement**

Staffordshire University operates a policy of inclusive teaching and learning to ensure that all students have an equal opportunity to fulfil their educational potential. Details about how to apply to have your needs assessed can be found at: [http://www.staffs.ac.uk/study\\_here/disabled\\_students/index.jsp](http://www.staffs.ac.uk/study_here/disabled_students/index.jsp)

## AWARD SPECIFIC INFORMATION

You can choose to study the LPC on either a full time or a part time basis.

Full time study is by either 2 days a week, four half days a week or one day and 2 evenings a week.

Part time day study is over 2 years attending all day Monday in year 1 and all day Tuesday in year 2. It is possible to complete the course over 18 months if 3 electives are studied in Year 1.

Part time evening study is also over 2 years attending on Tuesday and Thursday evenings from 6-9pm.

Blended learning study can be either full time or part time and is a mixture of on-line and face to face to face teaching sessions.

For more information contact the course administrator Julie Gingell on [j.gingell@staffs.ac.uk](mailto:j.gingell@staffs.ac.uk)

For all modes of study:

You will need to apply to the Solicitors Regulation Authority for a certificate confirming completion of the academic stage of training – please see their website [www.sra.org.uk](http://www.sra.org.uk) for relevant deadlines for applications.

All applications for full time LPC on all modes of study have to be submitted via [www.lawcabs.ac.uk](http://www.lawcabs.ac.uk).

Applications for the part time LPC are made directly to the Law School - email [j.gingell@staffs.ac.uk](mailto:j.gingell@staffs.ac.uk)

**Further information about the award can be found in the relevant Student Handbook and on the University Website. This includes information about optional modules, student support, and academic regulations.**

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## **ADDENDUM FOR DELIVERY AT A PARTNER INSTITUTION**

This section should record any matters within the programme specification which do not apply to the delivery at the partner. It should also note any differences in delivery, course content, module choice etc.

**Not Applicable**

All of the above sections should be completed as appropriate for each partner organisation.

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