

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"> <li>• Postgraduate Diploma - Professional Legal Practice</li> <li>• Master of Laws - Professional Legal Practice</li> </ul> <p>The award is Bologna FQ-EHEA second cycle degree or diploma compatible</p>
<b>Name and level of intermediate awards</b>	<ul style="list-style-type: none"> <li>• Postgraduate Diploma (Pg Dip) - Professional Legal Practice</li> <li>• Postgraduate Certificate (Pg Cert) - Professional Legal Practice</li> </ul>
<b>Awarding body/institution</b>	University of Westminster
<b>Teaching institution</b>	University of Westminster
<b>Status of awarding body/institution</b>	Recognised Body
<b>Location of delivery</b>	Primary: Central London
<b>Language of delivery and assessment</b>	English
<b>QAA subject benchmarking group(s)</b>	
<b>Professional statutory or regulatory body</b>	
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"> <li>• Professional Legal Practice, Full-time, September start - 1 year standard length</li> <li>• Professional Legal Practice, Part-time evening only, September start - 2 years standard length</li> <li>• Professional Legal Practice, Full-time, September start - 1 year standard length</li> <li>• Professional Legal Practice, Part-time evening only, September start - 2 years, 2 months standard length</li> </ul>
<b>Valid for cohorts</b>	From 2022/3

## Admissions requirements

There are standard minimum entry requirements for all postgraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/courses/postgraduate/how-to-apply>.

## Aims of the course

The Professional Legal Practice course has been designed to prepare students to demonstrate their foundation and functioning legal knowledge in the key areas required to go on to further study for the first stage of the Solicitors Regulation Authority's (SRA) Solicitors' Qualifying Examination ('SQE 1') or the Bar Standards Board (BSB) authorised training course. The course aims to set that learning of the law within a practical context. It also provides the opportunity to gain an academic qualification at Masters level. The course is designed for students who have not previously studied a law degree and are seeking to learn both the law and the practical application of the law to realistic client-based and ethical problems and situations.

## PG Diploma Pathway

The Professional Legal Practice Postgraduate Diploma is designed as a conversion course for non-law graduates who are seeking to transition to a career in law. The course aims to teach you the law and embed that knowledge in a practical context. The course will provide you with a solid foundation to qualify either as a solicitor or a barrister, whichever profession you decide upon. The knowledge gained on this course will allow you to progress to further study for the Solicitors' Qualifying Examination (SQE) or for a Bar Standards Board authorised barristers' training course. You will learn the essential foundation areas of legal knowledge needed by a legal professional. Furthermore you will be able to develop key, relevant skills in your tutorials; looking at writing, drafting, interviewing and advising, research, case and matter analysis and advocacy.

## **LLM Pathway**

The LLM Professional Legal Practice has been designed to combine the academic and vocational stages of legal education in a single qualification. The course aims to prepare students to demonstrate their functioning legal knowledge in the key areas required for the first stage of the SRA's Solicitors' Qualifying Examination ('SQE 1'), as well as providing the opportunity to gain an academic qualification at Masters level. SQE is a single, national licensing examination that all prospective solicitors will take before qualifying, and the second stage ('SQE2'), which concerns the assessment of practical legal skills, can then be taken during qualified work experience. Students will practise the relevant skills in their tutorials, looking at writing, drafting, interviewing and advising, research, case and matter analysis and advocacy. The course is designed for students who have not previously studied a law degree and are seeking to learn both the law and the practical application of the law to realistic client-based and ethical problems and situations.

## Employment and further study opportunities

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
- Opportunities for part-time work, placements and work-related learning activities are widely available to students
- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

This course is aimed at those who wish to qualify as a solicitor and work in law firms or in-house or alternatively, to be called to the Bar. The same skills and knowledge are sought after in several industries including banking, asset management, charities and any business context.

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
- Opportunities for part-time work, placements and work-related learning activities are widely available to students
- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

### Professional Links:

Westminster Law School and its student law societies provide a series of career and subject-specialist workshops and events throughout the academic year. These are designed to support your academic knowledge by giving insight into the expectations of employers at interviews and in the workplace. Alumni panels provide the opportunity to network with industry professionals. Recent guests and organisations include:

Goldsmiths Chambers, Government Legal Profession, Jo Sidhu QC, Kingsley Napley LLP, Sir Richard Arnold, SEO London, Sheridans, Tuckers Solicitors

### Work experience:

As a law student, you will have the opportunity to volunteer at the Westminster Law School Legal Advice Clinic or take part in other work-based learning opportunities, such as employer-led workshops and legal advice training.

### Job roles:

This course is designed to ensure students have the knowledge required to embark on a career in legal practice and to have the professional skills to be attractive to a wide range of employers providing qualifying legal work experience. However, experience from our alumni has shown that the legal knowledge and professional skills acquired on the course are equally valuable in other professions and industry sectors.

**London Law Fair:** In collaboration with other London universities and the Law Society, Westminster Law School helps to organise the London Law Fair every year. Students are introduced to a wide range of blue-chip employers, plus leaders in the legal profession, through workshops and presentations, offered free careers advice in CV clinics and can network in the headquarters of one of the major branches of the legal profession. Recent exhibitors at the London Law Fair have included: Accutrainee Limited, Bristows LLP, Devonshires Solicitors LLP, Government Legal Profession, HFW, Osborne Clark, Shakespeare Martineau LLP, TLT LLP.

## What will you be expected to achieve?

### Course learning outcomes

Learning outcomes are statements of what successful students have achieved as the result of learning. These threshold statements of achievement are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

Upon successful completion of the the programme, students will have acquired the requisite knowledge and

understanding to:

- 001 identify relevant core legal principles or rules, whether derived from cases, statutes or regulatory sources, and interpret and apply them appropriately ( KU )
- 002 explain the sources of law, legal institutions and legal processes ( KU )
- 003 demonstrate a high level of knowledge in relevant areas of legal professional practice and apply them to legal client situations ( KU )
- 004 understand the key ethical requirements of the Regulatory Code, identify where these may impact and apply them in context ( KU )
- 005 understand how to find and interpret sources of law and research independently further areas of understanding ( KU )
- 006 analyse a range of information and documentation and identify the overall nature of a transaction, then plan and apply relevant processes and procedures to progress the matter effectively ( SS )
- 007 communicate clearly and effectively, orally and in writing, including using the most appropriate method and style of communication for the situation and the recipient(s) ( SS )
- 008 assess a client's commercial and personal circumstances, their needs, objectives, priorities and constraints and ensure that advice is informed by appropriate legal and factual analysis and identifies the consequences of different options ( SS )
- 009 study independently and reflect on their own learning and exercise self-direction for continued professional development ( KTS )

Additionally, the students of the LLM Pathway pathway will be able to:

- 010 communicate complex information in a wide range of formats and tailor the communication form and style to suit the purpose of the communication and needs of different recipients ( KTS )
- 011 deploy originality and initiative in analysing, addressing and solving problems in a range of contexts ( KTS )

## How will you learn?

### Learning methods

Students are encouraged to take command of their own learning. This will involve preparation for classroom contact with tutors by carrying out directed reading and, where needed, additional legal research. The teaching team will provide a framework for acquiring knowledge whilst requiring students to develop their skills of research, critical evaluation and analysis. Students are expected to find, analyse, interpret and apply law, so as to gain an understanding of law that is far more than merely 'learning law'. Reflection on performance is actively promoted, particularly as part of formative assessment. Where appropriate, students will work in small groups and report back on their completed task in class using various methods of presentation. Opportunities to develop their skills in context will be given through simulations which involve practising legal skills such as advocacy. Further consolidation is provided through materials and exercises which enable blended learning. Particular importance is given to the participation of the student in formative assessments which provide the opportunity for written or oral feedback and for the student to review their progress and required areas for improvement.

### Teaching methods

Lectures are either face-to-face (with recordings available subsequently) or delivered on-line. The aim of the lectures is to stimulate the interest of the students in each of the subject areas and to provide a sound foundation of knowledge. Lectures help students to focus on the more complex and demanding issues within each topic which they may have difficulty in understanding from their own reading. At the same time, lectures can begin to develop a critical assessment of the relevant jurisprudence and an awareness of the political, economic and social context in which the law is evolving. A further objective is to ensure that the teaching is relevant to legal practice and develops legal problem-solving skills (in particular legal research) and awareness of appropriate legal procedures. Tutorials will develop these areas by providing the students with opportunities to apply the knowledge they have acquired through pre-sessional study. Students will be expected to participate actively in class and to do so from a position of informed preparation. Further guidance and clarification will be given by the tutors in class who will support group work, question students as well as introducing the tasks and summarising the learning.

## Assessment methods

Various forms of assessment will be used according to the particular module requirements. These will ensure coverage of the SRA's and BSB's standards for functioning and foundation legal knowledge. The aim of using a combination of assessments is to offer the students an opportunity to demonstrate that they have acquired a range of skills as well as having gained the required understanding of the substantive law. Examinations may include scenarios that a trainee solicitor or pupil barrister might face in practice, require the student to analyse legal problems or multiple choice questions. Students will be required to demonstrate their comprehension of the relevant law, practice and procedure and to show their ability to marshal relevant facts and apply the law accurately to a particular legal issue and provide accurate and practical solutions.

## Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Postgraduate students study 180 credits per year. Additional free text information on the choices may also be included, for example where students must choose one of two modules.. Course structures can be subject to change each academic year following feedback from a variety of sources.

## PG Diploma Pathway

### Level 7

Module Code	Module Title	Status	UK credit	ECTS
7LLAW076W	Company Law and Business Practice	Core	20	10
7LLAW095W	Criminal Liability and Procedure	Core	20	10
7LLAW094W	Equity, Trusts & Wills	Core	20	10
7LLAW093W	Land Law	Core	20	10
7LLAW091W	Legal Systems and Public Law	Core	20	10
7LLAW096W	Obligations in Context	Core	20	10

## LLM Pathway

### Level 7

Module Code	Module Title	Status	PT Year (where applicable)	UK credit	ECTS
7LLAW095W	Criminal Liability and Procedure	Core	1	20	10
7LLAW091W	Legal Systems and Public Law	Core	1	20	10
7LLAW096W	Obligations in Context	Core	1	20	10
7LLAW076W	Company Law and Business Practice	Core	2	20	10
7LLAW094W	Equity, Trusts & Wills	Core	2	20	10
7LLAW093W	Land Law	Core	2	20	10
7LLAW087W	Legal Practice Project	Option		60	30
7LLAW040W	Postgraduate Research and Dissertation	Option		60	30

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

## Professional body accreditation or other external references

## Course management

The course is managed by the course leader who supports the individual module leaders. The Personal Tutoring scheme is supported throughout by the senior Personal Tutor.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](https://www.westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://www.westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

## How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

## How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2021©