

**Legal Practice Course (LPC) – Postgraduate Diploma in  
Professional Legal Practice  
LPC MSc Law Business and Management  
LPC LLM Professional Legal Practice**

**Full-time Accelerated Study from July 2022**

# **Programme Demands Document**

*V2 – 5 July 2022*

## Introduction

This document is produced by The University of Law (the University) to provide information about the demands of the course for prospective students. Detailed questions about the extent of adjustments which may be made for students with support requirements should be addressed to the Disability and Inclusion Service. This document may be made available to medical practitioners who may be asked to provide a professional judgement on the ability of an applicant to complete the course.

The information included is an indicative guide for the full-time accelerated course commencing in July 2022 and January 2023. Students who enrol on the course will be subject to the course regulations in force at that time.

Details of the course/s, including subject coverage and the learning environment, can be found on the University's website.

Please note that students successfully completing the LPC requirements may elect for the award of a Postgraduate Diploma in Professional Legal Practice. Alternatively they may elect for the award of (a) MSc in Law, Business & Management if, in addition to the LPC, they successfully complete the Law and Business module and Case-study Project; or (b) the award of LL.M in Professional Legal Practice if, in addition to the LPC, they successfully complete either the Law and Business module or a fourth elective, along with a Professional Practice Research Report.

This document covers the requirements of the course/s.

## Support for Students

### University of Law Inclusion Plans (ULIPs)

The University has a dedicated Disability and Inclusion Service to assist students in accessing the programme. We encourage students to share information about disabilities and health conditions with the University as early as possible and preferably prior to starting the course so that adjustments can be put in place as early as possible. Medical and / or diagnostic evidence should be provided along with confirmation of any Disabled Students' Allowance (DSA) funding. Upon receipt of this information the Disability and Inclusion Service will create a University of Law Inclusion Plan which will detail any course and exam / assessment adjustments. These are then communicated to campus-based Disability Liaison Officers, tutors and assessment offices to implement the adjustments.

The University is able to provide diagnostic assessments with an Educational Psychologist for students suspecting a Specific Learning Difference (SpLD) for example: Dyslexia, Dyspraxia, and Dyscalculia. The student will incur a small contribution fee of £75. Once completed the Disability and Inclusion Service can put in place a University of Law Inclusion Plan detailing the relevant adjustments to the course and assessments.

The Disability and Inclusion Service can advise you on how to obtain DSA, we recommend you apply as soon as possible. If you are eligible you can apply for Disabled Student's Allowance <https://www.gov.uk/disabled-students-allowances-dsas>.

For more information please visit our disability micro-site <http://www.law.ac.uk/disabilitysupport-service/> or contact [disabilitysupportservice@law.ac.uk](mailto:disabilitysupportservice@law.ac.uk)

### Study Skills Support

All students can access the Bloomsbury Skills4Study online resources via our interactive virtual learning environment, ELITE. Students can also access webinars and workshop sessions and individual one to one sessions with our Study Skills Advisors. For further information contact [studyskills-\[your campus\]@law.ac.uk](mailto:studyskills-[your campus]@law.ac.uk) (for example, [studyskills-bloomsbury@law.ac.uk](mailto:studyskills-bloomsbury@law.ac.uk) for Bloomsbury students).

### Modes of Study

The Full-time accelerated programme is studied with timetabled classes, typically timetabled over 5 days per week.

### Study Locations

Programme	Birmingham	Bristol	Chester	Exeter	Guilford	Leeds	Liverpool	London Bloomsbury	London Moorgate	Manchester	Newcastle	Norwich	Nottingham	Reading	Sheffield	Online
Legal Practice Course LPC MSc in Law, Business and Management LPC LL.M in Professional Legal Practice								✓	✓							

### Summary of Key Learning Outcomes

Development of the legal knowledge and skills required to commence legal practice.

## **Preliminary Knowledge**

The Solicitors Regulation Authority expects students starting the LPC to have a basic knowledge of Contract, Tort, Land Law, Equity and Trusts, Public Law, Criminal Law, the structure of the court system, remedies, offences, causes of action and defences, property interests and EU law. It is also assumed that students should be able to:

- Listen effectively
- Engage in oral discussion in a clear and concise fashion
- Record or summarise a discussion in clear and concise notes
- Write clearly and precisely with attention to grammar, structure, style, organisation, bibliographies and citations
- Work co-operatively with others in small groups
- Extract, analyse and apply up to date law from primary sources, including case reports, primary and delegated legislation.

All variants of the LPC are taught at master's level, including the postgraduate diploma. The LLM and MSc programmes are consistent with the QAA's Category 3: professional or practice master's degrees.

As such, "all master's degree graduates have in-depth and advanced knowledge and understanding of their subject and/or profession, informed by current practice, scholarship and research. This will include a critical awareness of current issues and developments in the subject and/or profession; critical skills; knowledge of professional responsibility, integrity and ethics; and the ability to reflect on their own progress as a learner." QAA Characteristics Statement, Master's Degree, February 2020, page 4.

A sufficient command of English to follow the course to a successful conclusion (overall band score of 6.5 with no component below 6.0 in the IELTS test).

## **Pre-Course Demands**

The induction week is very intense and includes 7 workshops in the Introduction to Professional Practice Module. As these require between 6 and 7 hours preparation each, students are required to prepare at least 4 workshops (up to 28 hours work) before induction. The course materials are made available on the VLE 2 weeks prior to induction. Students may also wish to refresh their knowledge of the law, and multiple choice quizzes to assist with this are provided on the VLE a month before induction.

## Learning Environment

- 7 modules required by the SRA (4 core areas plus 3 electives), plus 2 additional modules studied by those wanting a master's award.
- Students start off studying 5 modules. Master's students continue studying 5 modules at a time throughout the course, whereas postgraduate diploma students reduce to 4 modules in the second semester.
- Preparation for workshop sessions of up to 35 hours per week, including research, writing, drafting and preparation of advice. This can also include lecture content and other media which is recorded and available on the University's Virtual Learning Environment ('VLE').
- Engagement in workshop sessions of up to 24 students, facilitated by a tutor, two hours in length.
- Occasional live lecture sessions, including interactivity, of up to 180 students, one hour in length.
- Consolidation of up to 2 hours following each workshop.
- Test and Feedback exercises are available as part of your preparation and/or consolidation via the VLE.

Students are expected to participate fully in all workshop activities and lectures and carry out independent learning and preparation as directed.

## Attendance requirements

- The course is very intense over a period of 6 months. The only holiday on the July start course is a 2 week period over Christmas which is immediately followed by exams. There is no break during the January start course.
- July starters attend from early July to the following January. January starters attend from early January to July. Note: if doing the LPC MSc or LPC LLM, the self-study module will be completed in the 3 months after the course with assessment at the end of that period.
- The induction week is very intense with induction procedures, plus 7 workshops.
- You must attend at the relevant University campus on five days per week in teaching weeks. You must also attend your scheduled face to face and online examinations / assessments in exam weeks. Note that examinations and assessments may occasionally occur on a Saturday. Attendance is not required during any holiday or revision weeks.
- The average student day consists of one workshop.
- In a standard week you will have five workshops.
- Students will, from time to time, have additional sessions such as lectures and skills practices which will not normally exceed one hour.

- Attendance at all workshops is compulsory.

The indicative week on this programme is as follows:

<b>Learning format</b>	<b>Hours</b>
Independent learning and preparation for Workshops and consolidation following workshops	42.5
Test and Feedback Exercises	2.5
Workshop sessions	10
<b>Total</b>	<b>55</b>

## **Assessment Demands**

A summary of the assessment schedule for this programme is explained below.

If appropriate medical evidence is accepted (a minimum of four weeks prior to the start of any assessment period), we may be able to provide adjustments for assessments including re-scheduling assessments in the programme to avoid more than one on any one day. As part of the University's commitment to an inclusive learning environment, we anticipate the needs of our students and design the coursework tasks to have sufficient time for most students, this includes students with SpLDs. A SpLD is generally not considered a sole justification for granting coursework extensions and coursework extensions are only granted in exceptional, evidenced circumstances.

The University operates a fit to sit policy, which means that students who attend an assessment are deeming themselves to be fit to sit that assessment. It is therefore not possible to submit a concession application for impaired performance for an assessment that has been sat, unless there was a procedural defect in the conduct of the assessment.

## **Professional Body Assessment Requirements**

Some assessments on the Legal Practice Course (LPC) are subject to regulatory requirements from the Solicitors' Regulation Authority (LPC) particularly in terms of supervision of the assessments. The University is not able to waive any such regulatory requirements.

## **Assessment and learning adjustments**

If you have any queries regarding support or adjustments whilst studying at the University of Law please contact the Disability and Inclusion Service on [disabilitysupportservice@law.ac.uk](mailto:disabilitysupportservice@law.ac.uk) or 01483216657.

## **Time limits for Completion**

Irrespective of any adjustments made, in order successfully to complete the LPC, LPC MSc and LPC LLM, all students are required under the regulations to pass all elements of the course within 5 years of the date of the first assessment.

## **Summary of Assessment Demands**

The following tables provide an indication of the duration, style, timing and number of assessments.

### **Accelerated Courses starting in July 2022 and January 2023**

#### Informal Assessments (formative assessment)

There are a number of formative assessments which ensure that students can get meaningful feedback ahead of their summative assessments. There are half length mock exams for the core practice areas (a total of 1 hour 35 minutes per subject) which are completed at home. In addition, students complete a practice legal writing exercise in the first 3 weeks of the course, and have 30 minute practice assessments for the oral skills of interviewing and advocacy.

#### Formal Assessments (summative assessments):

There is a range of different assessment methods. The tables below cover exams, coursework and oral assessments.

The Solicitors Regulation Authority (SRA) has authorised us to offer students a choice of being assessed online or in a campus for subjects that are assessed by examination (Core Practice Area Subjects, Solicitors' Accounts, Professional Conduct, Wills and the Administration of Estates and Electives). Students can sit these exams either in campus as traditional invigilated exams, or in the form of online exams with remote proctoring.

Students will be asked to make a provisional choice of assessment method on enrolment but will be able to change or confirm that choice after having had the opportunity to sit a mock assessment online in proctored exam conditions. Your choice of on campus or online assessment will also apply to your oral skills assessments in Interviewing and Advocacy, so if you elect online proctored exams you will also have your oral skills assessments conducted online using Collaborate, whereas if you elect to attend exams, your oral skills assessments will be conducted face-to-face in campus.

LPC (Postgraduate Diploma in Professional Legal Practice)

Examinations	Number, style and duration of assessments	Timing July intake	Timing January Intake
<ul style="list-style-type: none"> <li>Business Law and Practice</li> <li>Dispute Resolution</li> </ul>	Face to face or online supervised / proctored open-book examination made up of Multiple Choice Questions and written questions based on short case study scenarios – 3 hours 15 minutes.	September, as part of a two-week period of assessments.	Late March, as part of a two-week period of assessments.
<ul style="list-style-type: none"> <li>Real Estate</li> </ul>	Face to face or online supervised / proctored open-book examination made up of Multiple Choice Questions and written questions based on short case study scenarios – 3 hours 15 minutes.	December / January, as part of a two-week period of assessments.	June, as part of a two-week period of assessments.
<ul style="list-style-type: none"> <li>Wills and Administration of Estates</li> </ul>	Face to face or online supervised / proctored open-book examination made up of Multiple Choice Questions  2 hours	September, as part of a two-week period of assessments	Late March as part of a two-week period of assessments

Examinations	Number, style and duration of assessments	Timing July intake	Timing January Intake
<ul style="list-style-type: none"> <li>Professional Conduct and Regulation</li> </ul>	<p>Face to face or online supervised / proctored open-book examination made up of Multiple Choice Questions</p> <p>2 hours</p>	<p>December / January, as part of a two-week period of assessments</p>	<p>June, as part of a two-week period of assessments</p>
<ul style="list-style-type: none"> <li>Solicitors' Accounts</li> </ul>	<p>Face to face or online supervised / proctored open-book examination, including Multiple Choice Questions, short answer questions and accounts ledgers</p> <p>2 hours.</p> <p>If sat online, students have a total of 2 hours and 15 minutes to complete the paper.</p>	<p>September, as part of a two-week period of assessments</p>	<p>Late March, as part of a two-week period of assessments</p>
<ul style="list-style-type: none"> <li>Each Elective</li> </ul>	<p>Face to face or online supervised / proctored open-book examination including Multiple Choice Questions and written questions based on short case study scenarios</p> <p>3 hours</p>	<p>December / January, as part of a two-week assessment period</p>	<p>June, as part of a two-week assessment period</p>

<b>Take Away Timed Assessment</b>	<b>Number and Duration</b>	<b>Timing – July intake</b>	<b>Timing – January Intake</b>
<ul style="list-style-type: none"> <li>Practical Legal Research</li> </ul>	<p>Take away assessment done over one week</p> <p>Estimated time to complete: 6 - 8 hours</p>	August alongside teaching	February alongside teaching
<ul style="list-style-type: none"> <li>Legal Writing</li> </ul>	<p>24 hour real time take away assessment</p> <p>Estimated time to complete: 4 - 6 hours</p>	September, as part of a two-week period of assessments	Late March, as part of a two-week period of assessments
<ul style="list-style-type: none"> <li>Drafting</li> </ul>	<p>24 hour real time take away assessment</p> <p>Estimated time to complete: 4 - 6 hours</p>	September, as part of a two-week period of assessments	Late March / early April, as part of a two-week period of assessments.

<b>Oral Assessments</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – July intake</b>	<b>Timing – January Intake</b>
<ul style="list-style-type: none"> <li>Interviewing and Advising</li> </ul>	<p>Closed book 30-minute oral assessment</p> <p>Assessed online using Collaborate, or face to face</p>	September, during a three-week assessment period	Late March / early April, as part of a two-week period of assessments

<b>Oral Assessments</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – July intake</b>	<b>Timing – January Intake</b>
<ul style="list-style-type: none"><li>• Advocacy</li></ul>	<p>Closed book 30-minute oral assessment for two students. Advocacy is assessed by way of a contested two party hearing with a student representing each party.</p> <p>Assessed online using Collaborate, or face to face</p>	<p>December as part of a two-week assessment period</p>	<p>July as part of a two-week assessment period</p>

Additional assessments for master's students

<b>MSc in Law, Business and Management</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – July intake</b>	<b>Timing –January Intake</b>
<ul style="list-style-type: none"> <li>• Law and Business (taught module)</li> </ul>	3000 word takeaway assessment completed over approximately 5 weeks	Assessment made available in early December, handed in mid-January	Assessment made available in late May, handed in in early July
<ul style="list-style-type: none"> <li>• Case study report (research module)</li> </ul>	3000 word research report plus 500 word reflective statement plus 20 minute oral assessment conducted online	Written in 3 months after electives term has ended. Report and reflective statement submitted in March Oral assessment during March / April in the 3 weeks following submission	Written in 3 months after electives term has ended. Report and reflective statement submitted in September Oral assessment during September in the 3 weeks following submission

<b>LLM in Professional Legal Practice</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – September intake</b>	<b>Timing –January Intake</b>
<p><b>EITHER</b></p> <ul style="list-style-type: none"> <li>• Law and Business (taught module)</li> </ul>	3000 word takeaway assessment completed over approximately 5 weeks	Assessment made available in early December, handed in mid-January	Assessment made available in late May, handed in in early July
<p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Additional elective subject</li> </ul>	Face to face or online supervised / proctored open-book examination including Multiple Choice Questions and written questions based on	December / January, as part of a two-week assessment period	June, as part of a two-week assessment period

<b>LLM in Professional Legal Practice</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – September intake</b>	<b>Timing –January Intake</b>
	short case study scenarios  3 hours		
<ul style="list-style-type: none"> <li>Professional Practice Research Report (research module)</li> </ul>	3000 word research report plus 500 word reflective statement plus 20 minute oral assessment conducted online	Written in 3 months after electives term has ended. Report and reflective statement submitted in March Oral assessment during March / April in the 3 weeks following submission	Written in 3 months after electives term has ended. Report and reflective statement submitted in September Oral assessment during September in the 3 weeks following submission

### Number of Assessments

#### PgDip students

9 x examinations  
3 x coursework  
2 x oral assessments

#### MSc students

9 x examinations  
5 x coursework  
3 x oral assessments

#### LLM students

9 x examinations (10 if choose a 4<sup>th</sup> elective)  
4 x coursework (5 if choose Law and Business)  
3 x oral assessments

Potential Resit Assessments:

<b>Resit Assessments (if required)</b>	<b>Number, style and duration of assessments</b>
Students may elect which, if any, resit assessments they undertake at each assessment period so long as all are successfully completed within 5 years from the date of the first assessment undertaken on the course.	All resits will generally be in the form of the original assessment, but the University reserves the right to transfer resit students onto the assessment method used by current students when changes are made.

## Digital and technological resources and requirements

### Introduction

For general computer hardware, students are recommended to have access to a computer which can access the latest browsers (see below). This will enable them to access wider institutional software, including Microsoft OneDrive, Blackboard Collaborate Conferencing System, Panopto Multimedia Player and the Library Systems. The computer (laptop or desktop) should be multimedia enabled with a webcam. Students are also recommended to have a headset with built-in microphone.

### What is an illustrated (Minimum) specification?

#### Operating System

- Windows 10, macOS 10.13+

#### Processor

- Intel i3/AMD

#### RAM

- 8GB

#### Storage

- 256GB

#### Camera

- Minimum 640 x 360 resolution

#### Microphone

- Separate headphone set

#### Internet enabled

- Wifi 2.4GHz or 5GHz

#### Browsers

- Google Chrome Firefox Safari Microsoft Edge

### Internet access

The learning model will require you to collaborate and interact online. Therefore, if you are using a laptop we would recommend that you are able to connect this to your Internet Router and use an Ethernet cable.

## **What software will I likely use at the University of Law?**

At the University of Law we use a number of core learning technologies within our learning, teaching and assessment models. The following lists key systems with links to their required technologies:

### **Blackboard Learn Ultra**

- [https://help.blackboard.com/Learn/Student/Ultra/Getting\\_Started/Browser\\_Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support)

### **Blackboard Collaborate Ultra**

- [https://help.blackboard.com/Collaborate/Ultra/Participant/Get\\_Started/Browser\\_Support](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support)

### **Respondus**

- <https://web.respondus.com/he/lockdownbrowser/resources/>

### **Panopto**

- <https://support.panopto.com/s/article/Learn-About-Viewing-Requirements>

## **Can I use a Chromebook?**

Currently, we do not recommend a Chromebook as these are not fully supported by all our Digital Assessment platforms.

## **Typing**

To be able to effectively sit online assessments, it is expected that students have a typing speed of 30-40 words per minute, the average typing speed for adults. This will enable them to successfully complete the assessments within the given timeframe. If students are unsure as to the speed of their typing, they may wish to self-assess their typing speed by using the following online tool:

<https://10fastfingers.com/typing-test/english>

It is recommended that an external Bluetooth or wired keyboard should be utilised, as this provides a better typing position. Students may also wish to investigate the use of ergonomic keyboards, if required.