



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

## LLM Legal Practice

Programme Code: LLMLP

2020/21

**Postgraduate Material Information**  
**IMPORTANT INFORMATION FOR APPLICANTS**

**Version date: July 2020**

# **Postgraduate Material Course Information** **Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)**

## **Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

## **How we will communicate with you**

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our web site: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Start dates will be notified to direct applicants via their offer letter or for Central Applications Board (LawCabs) applicants, via the relevant method of communication. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

## **Timetable Information**

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

However, the academic year 2020/21 will start on the dates notified to you and your course will follow the course calendar that your Course Director will issue at the start of the course.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

## **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

## **Professional Accreditation or Recognition Associated with the Course**

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB). This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

## **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus, online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for teaching block 1 or semester 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University website.

## Learning Support

### Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based School offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

## **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

## **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

## **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed as Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in Halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, find a part-time job or voluntary role, take part in an international project or join societies closer to home.



You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

## Part 2: Important Information Specific to PG Dip Legal Practice for 2020/21

<b>Award</b>	Master of Laws Legal Practice
<b>Contained Awards</b>	Postgraduate Diploma Legal Practice
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 7 of the Framework for Higher Education Qualifications, with 180 credit points at Level 7 of the Higher Education Credit Framework for England

### Course Lengths & Standard Timescales

Start dates will be notified to students via their offer letter. The length and mode of delivery of the course is confirmed below:

- 1 year (full time, campus based)
- 2 year (part time, campus based)

Both part time and full time delivery begin with the same four day Introductory Course. After that, part time delivery takes place over two evenings per week. Part time students will choose one elective module during their first year of study and the remaining two electives during their second year of study. Full time delivery will generally take place over three days per week and full time students will choose three elective modules. Full time students commence the Independent Legal Research Project alongside their three elective modules whilst part time students commence it towards the end of their first year of study.

### Timetable information

This course will be taught via two stages, stage 1 and stage 2 as required by the Solicitors Regulation Authority as well as an Independent Legal Research Project. Details of on campus and other scheduled sessions will be confirmed in your timetable.

All students new to the course are required to attend a four day Introductory course. This may include on-campus sessions and sessions delivered via online learning.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

## Entry Requirements

Admissions criteria are confirmed in your offer letter. Details of how the University recognises prior learning and supports credit transfer are located here: [www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning](http://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning).

Admissions enquiries may be directed to:

[AdmissionsEnquiries@leedsbeckett.ac.uk](mailto:AdmissionsEnquiries@leedsbeckett.ac.uk).

Admission requirements for the course are that each applicant must:

- have completed the academic stage of training required by the Solicitors Regulation Authority; and
- satisfy the criteria for admission in accordance with the policies of the University and published admissions policy of the course.

Leeds Law School's criteria for selection to the LPC are:

- the applicant's academic record, for graduates, normally a minimum honours degree at 2:2 classification or above;
- the applicant's suitability for the course and commitment to the idea of qualifying as a solicitor.

Applications to the full time LPC are made through the agency of the Legal Practice Course Central Applications Board and in accordance with its procedures. Applications to the part time LPC are made directly to the University.

## Course Fees

Course fees and any additional course costs are confirmed in your offer letter. Fees enquiries may be directed to [Fees@leedsbeckett.ac.uk](mailto:Fees@leedsbeckett.ac.uk).

## Policies, Standards and Regulations [www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information)

There are non-standard regulations which relate to your course.

The assessment regulations for this course have been approved by the Solicitors Regulation Authority and those regulations derogate in some areas from the University's regulations. In the event of there being a conflict between the University's academic regulations and the requirements of the Solicitors Regulation Authority, the Solicitors Regulation Authority's regulations take precedence (currently in regards to the pass rate, the number of attempts at assessment, award, mitigation procedures, academic offences). Full details of course regulations can be found in the LLM Legal Practice course handbook.

## Key Contacts

**Your Course Director** Yvonne Marsh, [y.marsh@leedsbeckett.ac.uk](mailto:y.marsh@leedsbeckett.ac.uk)

**Your Academic Advisor** To be confirmed at induction

**Your Course Administrator** [LPC@leedsbeckett.ac.uk](mailto:LPC@leedsbeckett.ac.uk)

## Professional Accreditation or Recognition Associated with the Course

**Professional Body** Solicitors Regulation Authority

### Accreditation/ Recognition Summary

The Solicitors Regulation Authority (SRA) sets the standards for qualifying as a solicitor in England and Wales and the requirements for these are detailed in the Training Regulations 2014 - Qualification and Provider Regulations. These set out the outcomes-focused requirement governing the education and training for people seeking to be admitted as solicitors and those providing training. They are supplemented by Information Packs which provide further guidance.

The Legal Practice Course (LPC) is part of the vocational stage of training and can be studied full time or part time with an authorised provider. The aim of the LPC is to prepare students for work-based learning and to provide a general foundation of practice. The LPC comprises two stages: Stage 1 comprises the core practice areas and skills; Stage 2 includes three vocational electives.

The LPC must be undertaken after the academic stage of training (either a Qualifying Law Degree (QLD) or a Graduate Diploma in Law (GDL) or an Exempting Law Degree at an approved education provider). Leeds Beckett University is an authorised provider for the LPC, the GDL and the QLD.

The vocational stage of training also includes completion of a period of recognised training with an authorised training provider as well as completion of the Professionals Skills Course with an authorised education provider.

Following a review of legal education in April 2017 the SRA approved the introduction of a Solicitors Qualifying Examination (SQE) which will fundamentally change the process of qualification as a solicitor. The SQE will introduce a common assessment that must be passed as part of the process of qualifying as a solicitor. At the time of writing, this is set to be introduced in Autumn 2021. There will be a period of transition where the current route to qualification, including the LPC, will be available.

## **Course Overview**

### **Aims**

The aims of the programme are to:

- meet the Legal Practice Course Outcomes set by the Solicitors Regulation Authority;
- prepare students for work-based learning;
- provide a general foundation for practice in the solicitors profession;
- enable students to understand and explore concepts of professionalism and the demands of professional practice; and
- give students the opportunity to undertake a substantial piece of research.

On completion of the course, students should be able to commence or continue a period of work-based training with the necessary underpinning skills and knowledge which can then be enhanced and consolidated throughout the period of training and on into general practice.

Students successfully completing the LLM in Legal Practice will achieve an LLM award as well as the vocational qualification of the LPC.

### **Course Learning Outcomes**

At the end of the course, students will be able to:

- 1 Demonstrate and apply research skills appropriately in the context of complex law and legal practice
- 2 Critically analyse the client's needs and/or objectives, advise the client on the means of achieving those objectives and evaluate the strengths and weaknesses of the choices available
- 3 Apply intellectual transferable legal skills as a means of achieving the client's objectives in a range of complex client transactions
- 4 Demonstrate a deep understanding of the rules of professional conduct with reference to their impact and the capability to apply them in the relevant context
- 5 Demonstrate critical knowledge and the ability to apply skills specified in the Solicitors Regulation Authority's Legal Practice Course Outcomes, including the ability to integrate and synthesise knowledge and skills in the relevant areas of practice

- 6 Demonstrate the qualities of the reflective practitioner through ongoing critical evaluation of their learning
- 7 Demonstrate a critical, ethical, and reflective approach to the responsibilities of a legal professional, and its relation to making complex professional judgements in practice
- 8 Demonstrate originality in the use of knowledge and the application of theory and techniques through the production of a significant piece of high-level independent scholarship addressing a question in the field of law

## **Teaching and Learning Activities**

### **Summary**

The approach for academic year 20/21 will be one of 'blended learning' – this means that some sessions will be scheduled to take place on-campus and others online. You will be provided with a timetable at the start of the academic year indicating which sessions are on-campus and which are online. The course has an attendance policy and this applied to both on-campus and online sessions.

Teaching on the LLM Legal Practice is by way of workshops of three hours duration.

In each workshop students will be required to:

- develop their analytical skills;
- learn and develop practical skills; and
- understand the issues of professionalism that exist in relation to realistic client scenarios and simulated practice sessions.

Each workshop is supported by written course materials and online learning resources which can be accessed remotely via the University's virtual learning environment (MyBeckett).

No large group sessions will be delivered on the Legal Practice Course. Podcasts/narrated PowerPoints will be used to cover more complicated areas of law and issues.

The course (both full time and part time modes) will commence with a four day introductory period, which will enable students to study in some depth elements of the professional nature of the course and to appreciate how the course prepares them for work-based learning and for practice. In particular, students will consider the course skills.

Students will be provided with a course calendar and their timetable at the start of the course.

## Your Modules

The LLM Legal Practice may be studied one year full time or over two years part time. It comprises the LPC and the Independent Legal Research Project. The Solicitors Regulation Authority prescribes the content of the LPC component in two stages which may be delivered as a combined programme. The requirements for each stage are as follows:

### STAGE 1

Core practice areas:

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

Course skills:

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

Other core areas:

Professional Conduct and Regulation

Wills and Administration of Estates

Solicitors Accounts

Taxation

### STAGE 2

Students must choose and study three vocational electives.

The following elective modules are indicative of a typical year. There may be some variance in the availability of elective modules;

- Commercial Law and Practice
- Commercial Leases
- Commercial Dispute Resolution
- Employment Law and Practice
- Family Law and Practice
- Mental Health Law
- Personal Injury and Clinical Negligence
- Private Acquisitions

This range of vocational electives provides students with a choice of contentious and non-contentious practice areas which all complement and build on the concepts studied in the core practice areas.

In relation to the part time LPC, stages 1 and 2 are combined so that at the conclusion of the two-year period of study students will have demonstrated the learning outcomes for both stages.

#### INDEPENDENT STUDY

- Independent Legal Research Project

### **Assessment Balance and Scheduled Learning and Teaching Activities**

The assessment balance and overall workload associated with this course are calculated from core modules and typical option module choices undertaken by students on the course. They have been reviewed and confirmed as representative by the Course Director.

Modules may have more than one component of assessment.

#### **Assessment**

On this course students will be assessed by a varied diet of assessments which are matched to the learning outcomes and are primarily transactional in nature. Those deployed are designed to be rigorous, realistic and test the ability to analyse and apply knowledge. They include examinations, practical skills assessments, multiple choice testing and written assignments. The Independent Legal Research Project is an independent study module, which will require the production of a research project of 12,000.



## Workload

<b>Overall Workload for the Course</b>	
Teaching, Learning and Assessment	322 hours
Independent Study	1478 hours

## Learning Support

Students will be provided with textbooks for all modules on the course. This will be via e-books and where the relevant e-books are not available, hard copy books. The cost of these are included in the course fees. In addition, see above support in part 1.