



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

Professional Diploma  
in Legal Executive  
Practice #@

Course Code: hQ

2021/22

**Award & Title**                      **Professional Diploma in Legal Executive Practice (CILEx) (PLEXP)**

**Applicant Facing Course Specification for 2021/22 Undergraduate Entrants**

Confirmed at MAR/2021

**General Information**

**Award**    Professional Diploma in Legal Executive Practice (CILEx)  
**Contained Awards**                              Professional Diploma in Legal Executive Studies

**Awarding Body**                                      Leeds Beckett University

**Level of Qualification & Credits**              Level 6 of the Framework for Higher Education Qualifications, with 60 credit points at each of Levels 6 of the UK Credit Framework for Higher Education.

**Course Lengths & Standard**

**Timescales**    Start dates will be notified to students via their offer letter. The length of the course is confirmed below and modes of delivery will be confirmed prior to the start date in line with Government guidance:

- 1 year (part time), Starts September 2021 / Ends June 2022

**Location(s) of Delivery**                              City Campus, Leeds

**Entry Requirements**                              Admissions criteria are confirmed in your offer letter.

Admissions enquiries may be directed to:  
[AdmissionsEnquiries@leedsbeckett.ac.uk](mailto:AdmissionsEnquiries@leedsbeckett.ac.uk).

### **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).

### **Timetable Information**

This course will be taught via teaching block delivery. Details of on campus and other scheduled sessions will be confirmed in your timetable.

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

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

The pass mark for the course is 50%, all modules on the course must be passed.

### **Key Contacts**

#### **Your Course Director**

Jenni Taylor

#### **Your Academic Advisor**

Your Academic Advisor, drawn from the course team, will be assigned to you during induction week

#### **Your Course Administrator**

Can be contacted at [law@leedsbeckett.ac.uk](mailto:law@leedsbeckett.ac.uk) and on 0113 8129026

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

#### **Professional Body**

Chartered Institute of Legal Executives (CILEx)

### **How is Accreditation/ Recognition Achieved?**

Under an institutional exemption between CILEx and Leeds Beckett University, the academic award is recognised by CILEx as meeting the learning outcomes requirements of the CILEx Level 6 Graduate Fast-Track Diploma.

To ultimately qualify as a Legal Executive Lawyer and be eligible to become a Fellow of CILEx, the student will then be required to complete a period of qualifying employment, for example, by working as a paralegal in legal practice, for a period of three years. Legal executive lawyers can become judges, coroners, advocates and partners in law firms.

[https://www.cilex.org.uk/about\\_cilex/about-cilex-lawyers](https://www.cilex.org.uk/about_cilex/about-cilex-lawyers)

### **Course Accreditation/ Recognition Period**

CILEx – current and on-going

### **Course Overview**

#### **Aims**

The aims of the programme are to:

- Provide a foundation for students entering or continuing with work based learning in legal practice
- Support students to develop the behaviours, knowledge and skills required to become a Chartered Legal Executive Lawyer
- Enable students to understand and explore concepts of professionalism, conduct and the demands of professional practice in the context of specific areas of legal practice

#### **Course Learning Outcomes**

- 1 Communicate comprehensive and coherent knowledge, understanding and application of underlying legal concepts and principles.
- 2 Select and effectively apply legal skills appropriately in the context of complex law and legal practice.
- 3 Interpret and apply knowledge and understanding of the rules of professional conduct with reference to their impact and be able to apply them in the relevant context.

- 4 Critically evaluate and practice the qualities of a reflective practitioner by recognising and responding to legal, financial, professional, ethical and moral issues relevant to the modern legal profession.
- 5 Communicate fluently, coherently, and confidently, both orally and in writing, including to audiences whose first language may not be English, using legal terminology effectively

## Teaching and Learning Activities

### Summary

Taught sessions on the course are practical in nature and interactive by design. Taught sessions are student led and typically used as vehicles within which to develop knowledge with the emphasis on ensuring students' understanding of the underpinning principles of law, relevant procedure and practice. They also provide an opportunity to prepare for, or engage in, an exploration of the more complex areas of law, procedure and practice.

Each module uses a range of interesting, challenging and enjoyable activities for learning and utilises problem based and practical activities. Students are expected to engage in preparatory reading and research prior to taught sessions. Problem-solving and application of the advance preparatory reading and research to contemporary case studies are the focus of the taught sessions.

The students' experiences of real life scenario problems are further enhanced by requiring the students to advise the parties. This takes their learning a stage further by developing skills in communication and an appreciation and understanding of the practical and human issues which may affect the outcome of a dispute or issue.

### Your Modules

Part time, 1 year: Level 6 Semester 1	Core (Y/N)	Semester 2	Core (Y/N)
Client Care Skills (20 credits)	Y	Civil Litigation (20 credits)	Y
Conveyancing (20 credits)	Y		

## Assessment Balance and Scheduled Learning and Teaching Activities by Level

The assessment balance and overall workload associated with this course are calculated from all modules. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment and independent study. Modules may have more than 1 component of assessment.

### **Assessment**

Conveyancing and Civil Litigation are assessed by way of examination. Client Care Skills by coursework and practical assessment.

### **Workload**

<b>Overall Workload</b>	<b>Level 6</b>
Teaching, Learning and Assessment	108 hours
Independent Study	492 hours

### **Learning Support**

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 specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students' Union Advice team for additional support with course-related questions.

If you have any questions about life at our University in general, call into or contact the Student Advice Hub on either campus. This team, consisting of recent graduates and permanent staff, are available 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. There is a Student Advice Hub on the ground floor of the Rose Bowl at City Campus and one in Campus Central at Headingley. You can also find the team in the Gateway in the Leslie Silver Building at City Campus. Email enquiries may be directed to [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

Within MyBeckett 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, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.