

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"> <li>• Master of Laws - Legal Practice</li> <li>• Postgraduate Diploma - 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) - Legal Practice</li> <li>• Postgraduate Certificate (Pg Cert) - 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>	N/A
<b>Professional statutory or regulatory body</b>	<a href="#">Solicitors' Regulation Authority (SRA)</a>
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"> <li>• LLM Legal Practice FT, Full-time, September start - 1 year standard length</li> <li>• Pg Dip Legal Practice FT, Full-time, September start - 1 year standard length</li> <li>• LLM Legal Practice PT, Part-time evening only, September start - 2 years standard length</li> <li>• Pg Dip Legal Practice PT, Part-time evening only, September start - 2 years standard length</li> </ul>
<b>Valid for cohorts</b>	From 2021/2

## Additional Course Information

Postgraduate Diploma in Legal Practice (SRA LPC Stages 1 & 2 transcripts – the LPC)

Postgraduate Certificate in Legal Practice (SRA LPC Stage 1 transcript)

## 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

### 1. Stages 1 & 2 of the Legal Practice Course (LPC)

Students enrolling onto Westminster's LLM Legal Practice will throughout the first half of the course be attempting Stage 1 of the Legal Practice Course (LPC). The LPC is the Solicitors Regulation Authority's vocational stage of legal education and training. The LPC forms a bridge between a qualifying law degree (QLD) or Graduate Diploma (GDL) and becoming a solicitor, normally via a Training Contract. The LPC remains a valid route to qualify as a solicitor even after the introduction of the Solicitors Qualifying Examination (SQE) for those with a QLD or GDL. Stage 1 of the LPC includes the practice outcomes tested in SQE1.

Students must complete both Stage 1 and Stage 2 of the course in order to satisfy the requirements of the SRA's Training Regulations. The general aims and objectives of the LPC are: (1) to prepare students for work-based learning; and (2) to provide a general foundation for legal practice.

**Stage 1** of the LPC comprises:

- The Core Practice Areas – Business Law and Practice, Property Law and Practice and Litigation (Civil and Criminal)
- Wills & Administration of Estates
- Taxation
- Professional Conduct & Regulation
- The Course Skills – Practical Legal Research (PLR), Writing, Drafting, Interviewing & Advising (I&A) and Advocacy

The particular aims and objectives of Stage 1 of the course are set out in the LPC Outcomes as published by the Solicitors' Regulation Authority. [www.sra.org.uk/students/lpc.page](http://www.sra.org.uk/students/lpc.page).

**Stage 2** of the LPC consists of three distinct vocational electives. Accordingly, on completion of Stage 2, students will have begun to develop the knowledge and understanding expected of a day one trainee solicitor in three distinct areas of practice. The three vocational electives can be undertaken at the same LPC provider at which the students studied Stage 1 or at one or more different providers. Stage 2 elective subjects are selected by students during Stage 1 of the course as their intended professional specialisms.

In summary, the aims of the course are to prepare you for work-based learning in practice and provide you with a general foundation for subsequent practice.

So, by the end of the course you should (under appropriate supervision) be able to:

1. research and apply knowledge of the law and legal practice accurately and effectively
2. identify the client's objectives and different means of achieving those objectives and be aware of
  - the financial, commercial and personal priorities and constraints to be taken into account
  - the costs, benefits and risks involved in transactions or courses of action
3. perform the tasks required to advance transactions or matters
4. understand where the rules of professional conduct may impact and be able to apply them in context
5. demonstrate your 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, Litigation and the areas of Wills & 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 learnt in one context to another;
6. demonstrate your knowledge, understanding and skills in the three areas covered by your choice of electives, and
7. reflect on your learning and identify your learning needs.

Our Legal Practice Course seeks to achieve these aims by means of:

- a curriculum covering the areas of knowledge in the Core Practice Areas, Professional Conduct and Regulation, Taxation and Wills & Administration of Estates as provided in the SRA's Learning Outcomes (**Knowledge**);
- the integration of the course Skills throughout the Stage 1 subject areas and within the three Stage 2 vocational elective subjects (**Skills**);

- a teaching methodology combining the direct input and application of substantive and procedural law via a combination of 'live' and pre-recorded lectures and small group activities to task-based exercises so as to simulate as closely as possible the tasks which Trainees are expected to perform in the office (**Teaching**);
- the provision of a broad range of specialist elective courses that reflect the needs of the legal profession and desire of students to pursue a career in private and/or commercial practice (**Electives**);
- an assessment system that accurately and fairly measures student abilities and performance, via a combination of examinations and skills assessments (**Assessments**);
- an effective mechanism for evaluating the delivery of the course (**Course Evaluation**);
- strong links between those engaged in the delivery of the course and practitioners. (**Professional**).

## LLM Legal Practice - Practical Research Methods and Legal Practice Dissertation modules

These modules are not part of the vocational requirements of the SRA. However, the addition of the research and dissertation modules to the LPC Stages 1 and 2 core subjects and skills consolidates the overall aims of the LLM in Legal Practice. By the end of the LLM students will have followed a tailored research programme to produce an original dissertation. Students should therefore be engaged with the developments within the law which have a continuing impact on professional practice and their career development. The opportunity to complete an LLM will enhance their employability by showing their ability to independently analyse, research and communicate at a high level.

## 2. Course Ethos - The Professional Nature of Practice

It is important to remember that upon enrolment on to the LLM Legal Practice (incorporating Stage 1 and 2 of the Legal Practice Course), you are entering the second stage of training, the vocational stage, with a view to qualifying as a solicitor. The very essence of legal practice is professionalism in all aspects of work and in dealings with clients and fellow solicitors and thus our intention is to treat you as a fellow professional: in other words, as we might treat a trainee solicitor in a firm where we are a partner of that firm. We will therefore refer to you by your first name and will seek to involve you in all course activities in much the same way as we would in a law firm. You are expected to ask us questions about your learning both inside and outside the classroom. If you do not understand something, please ask. You would be expected to do so in practice and so the process must begin here.

As a result of this approach, we expect you to conduct your studies with us as a fellow professional. It is a policy of professional reliability. While you can rely upon us to provide the environment in which to learn and qualify, in return, we rely on you to work in a professional manner by preparing for class diligently, completing assignments for submission on time and by attending all your classes.

The University of Westminster attracts students from all over the world to work, learn and live together and this enriches the experience of all, students and staff. The University believes that understanding of different cultures, beliefs and approaches to analysing and addressing issues is crucial. Whilst you will undoubtedly benefit from the experiences you have here, you should also be aware of your responsibilities to others. We want everyone within the University community to feel welcome and benefit fully from their time here. The University is very proud of the diverse mix of its student body and staff. Understanding and respecting the views of others is one of our core values. We hope that you will contribute actively to the University community during your time here.

When undertaking your studies here, there may be occasions when you feel under pressure. You may also encounter beliefs and concerns that are very different from your own. Please be assured that the University of Westminster is committed to fostering a diverse and inclusive environment for teaching and research and that you should always feel that you will be respected here. Please always remember that as a member of the University you belong to a community and that you should always take care to treat all students, members of staff, visitors and the physical environment within the community with the care and respect you would expect to receive yourself.

Please note that on enrolling, you will be bound by the University's Diversity and Dignity at Work and Study policy. The University requires all its students to respect diversity within our learning and teaching communities, to support and promote equality of opportunity, and to challenge and strive to eliminate unfair or unlawful discrimination (The Equality Act 2010).

## 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.

The aims of the course are to: (1) prepare students for work-based learning; and (2) provide a general foundation for practice. Successful students will have reached a significant stage in the framework of their training towards becoming a solicitor; and will have begun to develop many of the areas of knowledge, skills and commercial awareness needed for your first day in a training contract. The course will also provide the professional ethos to help secure a training contract and enable students to prosper in their work-based learning.

The course is set at Masters' level and so in addition aims to enhance students' cognitive skills and independent research abilities in a professional context. Students should therefore be engaged with the developments within the law which have a continuing impact on professional practice and their career development. The opportunity to complete an LLM in Legal Practice (180 credits) will enhance their employability by showing their ability to analyse, research and communicate at a high level

### **Industry links**

All of the tutors on our professional courses are qualified solicitors or barristers and experienced tutors, a number of whom are also practising. We have strong links with the legal profession, including partnerships with alumni, leading figures in the industry and professional bodies.

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.

### **The University of Westminster Legal Advice Clinic**

Students on our courses can further develop the skills required in legal practice by volunteering at the University of Westminster Legal Advice Clinic (LAC). The LAC provides free legal advice to the public and provides a platform for students to connect with real clients, so they may experience law in a practical setting. It is a first-tier advice agency which provides, among other things, preliminary advice on the strength of a client's case, explanations on procedure and clarification on complex legal issues. It deals with a wide range of areas, currently including family law, employment law, immigration law and housing law. As a volunteer in the LAC all students undergo training in the skills of client interviewing, case analysis and writing an advice letter before having an opportunity to practice these with a real client and a real case. The work done in the LAC complements the skills being taught on our courses and provides an opportunity to practice these in a closely supervised and supportive environment. The LAC supervisors currently include senior solicitors and partners in leading Legal Aid and Human Rights firms as well as barristers specialising in these areas of law. In addition our immigration clinic is run in partnership with North Kensington Law Centre.

### **Mentoring**

Students on our courses can apply for a place on our mentoring schemes, in which students are mentored by solicitors and barristers in practice, many of whom are University of Westminster Alumni.

### **Job roles**

As well as preparing you for practice as a Solicitor our courses will prepare you for a range of legal and non-legal careers including Paralegal, Advice worker, Caseworker, Compliance officer, Legal Executive. Our graduates also pursue careers in accountancy, the Civil Service, education and local government.

### **The 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 on what successful students have achieved as the result of learning.

These are threshold statements of achievement the learning outcomes broadly fall into four categories:

The overall knowledge and understanding you will gain from your course (KU)

Graduate attributes are characteristics that you will have developed during the duration of your course (GA)

Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)

Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

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

- KTS1 Study independently and reflect on their own learning and exercise self-direction for continued professional development. ( KTS )
- KTS2 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 )
- KTS3 Deploy originality and initiative in analysing, addressing and solving problems in a range of contexts. ( KTS )
- KTS4 Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or supervise. ( KTS )
- KU1 Identify relevant core legal principles or rules, whether derived from cases, statutes or regulatory sources, and apply them appropriately and effectively to client-based situations encountered in practice. ( KU )
- KU2 Demonstrate a high level of knowledge in relevant areas of legal professional practice. ( KU )
- KU3 Understand the key ethical requirements of the Regulatory Code, identify where these may impact and apply them in context. ( KU )
- KU4 Demonstrate a critical awareness and understanding of a range of research methodologies and the ability to apply appropriate research techniques in their own work. ( KU )
- SS1 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 )
- SS2 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 )
- SS3 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 )
- SS4 Use research methodologies as relevant to the field of legal professional practice. ( SS )

## How will you learn?

### Learning methods

The principal focus of the teaching & learning strategy for the LPC elements is the simulation of actual legal practice within the Group Session (face to face teaching) with its emphasis on the 'professional nature of legal practice'. Student learning outside of the teaching environment (private study) is guided by means of the detailed session plans, which state the preparation that is expected in advance if the student is to participate effectively and the steps that must be taken by means of post-session consolidation.

Attendance at and participation in scheduled classes is seen as vital to success. These are opportunities to practice the application of law that will be tested in the assessments. Attendance will be monitored and students with low attendance will be contacted by their Personal Academic Tutor.

Group sessions are initially informed by the lecture, which may be delivered either 'live' or is available pre-recorded. Thereafter, pre-GS preparation will routinely include directed reading (principally to the relevant practitioner-oriented manual provided as part of the course materials); and the practitioner oriented tasks the session is to simulate ('seen' exercises). It may also include Computer Assisted Learning (CAL): and/or Practical Legal Research; and/or the preparation of practitioner documentation such as a letter or contractual provision.

### Teaching methods

The objective of LPC teaching is to reproduce as far as possible the tasks that a trainee solicitor would routinely encounter in the particular practice area (transactional learning). Effective student participation in the sessions is ensured by means of the deployment of both advance ('seen') exercises and 'unseen' exercises; and may include the review of pre-GS CAL, interview and negotiation role-plays and of other course skills such as writing and drafting. Students may also be called upon to refer directly to relevant legislation, rules of professional conduct and/or practice directions provided as part of the course materials.

Particular importance is given to the participation by the student in the formative assessment for the practice area. Wherever possible these are attempted under exam conditions so as to enable the student to gain maximum insight into 'open-book' practitioner-oriented exams where the emphasis is on application and accuracy. With the oral skills, the formative is recorded so the student has the opportunity of future review or, in the case of advocacy, peer review in the GS.

Finally, where a student does have to resit an assessment, in addition to the individual written feedback, the student will have the opportunity of one to one oral feedback from the first marker which experience shows may lead to a dramatic improvement in the level of performance.

### INCLUSIVITY

The University of Westminster is committed to supporting diversity and equal opportunities for all our students. The course is designed to take into account the fact that we all have a range of life experiences and backgrounds. The materials on the course involve consideration of realistic scenarios from the legal work place. We have chosen to include situations from a variety of life situations and groupings which bring people into contact with the law.

Our teaching methods reflect different styles and approaches to learning in which we encourage student participation and engagement in contexts that are safe and inclusive. Group sessions involve role plays in pairs and groups which allow students to develop skills necessary for legal work at their own pace. Students can use self-assessment exercises to gauge their own progress and obtain individual feedback on these. In the teaching /small group sessions students have the opportunity to discuss legal problems together in small groups under tutor guidance to build confidence in employing the necessary communication skills for legal work. We offer formative assessments for students to practice the assessment outcomes and receive constructive feedback. The assessment methods we use are a variety of oral and written methods all of which reflect the skills needed in the workplace. The Legal Advice Clinic provides an opportunity for students to experience actual legal cases, while the Mentoring scheme provides opportunities for all students to interact with current practitioners and gain insight into the working life of the legal profession, in a supportive and structured way. We offer regular opportunities for students to report back on individual issues that are impacting on their learning and to suggest improvements to the course and the materials.

## Assessment methods

The assessment of the Stage 1 core subjects and Stage 2 electives is an open-book, transactional assessment. It will normally be of 3 hours duration, in compliance with the SRA requirements. The rationale for the open-book assessment is that it accords with the realities of practice for a trainee solicitor, permitting detail to be checked, yet requiring through the time constraints a ready knowledge of the law. The examination will be based on a realistic scenario that a trainee solicitor might face in the relevant 'seat' in practice and require the student to respond to problems a client would commonly encounter. 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 client's needs and provide accurate and practical advice. The assessment may require students to demonstrate their professional skills such as writing and drafting and to identify any issues of ethical conduct which might impinge on their advice. MCQs will also be employed within written assessments to ensure coverage of the syllabus.

Due to the shorter nature of the syllabus in the case of Professional Conduct & Regulation (PCR) or in the case of Business Law & Practice (BLP) the longer nature, the unseen written assessment may be of 2 hours 30 minutes duration (PCR) or 4 hours duration (Business). (BLP is assessed across one 3 hour examination and one 1 hour assessment (10 MCQs).) The Solicitors' Accounts module is assessed across one assessment lasting 2 hrs 30 minutes in duration in which students may use a clean copy of the Solicitors Accounts Rules but no other materials ie. closed-book.

Taxation will be assessed primarily in the context of Business and Wills & Administration but may also be assessed in the context of Property.

Different forms of assessment will be employed with regards to the course skills appropriate to the skill in question. For example, for the oral skills, students conduct 'live' interviews of actual clients engaged for the role play (Interviewing) and, for the purpose of the Advocacy skill are further required to deliver a 'live' court application before one of the tutors and submit to questioning. Practical Legal Research (PLR) and Writing are undertaken 'at home' and are assessed following the submission by the student of a memorandum which is the end-product of a research task as might be expected in practice. Although students submit one piece of work for such purpose, the research skill is disaggregated from the writing skill so that a student may be graded as Competent in Research but not in Writing or in Writing but not in Research. The technical skill of Drafting is assessed by means of a 3 hour unseen written examination (open-book) (combined with the one 1 hour BLP assessment (MCQs) above) and consists of various 'tasks' for which students may refer to precedent documentation as would be expected in practice.

The additional modules for the LLM in Legal Practice enable students to build upon their Stage 1 LPC experience and to develop knowledge, concepts and theories in an area of legal practice that they may have encountered during Stage 1 or will encounter during one of the Stage 2 electives and which are assessed as follows.

Following attendance at the tutor led seminars, the 20 credits Social Research Methods: Principles & Practice module requires the formulation of a research question of relevance to legal practice to be addressed in the dissertation and accompanying methodology as approved by the module leaders/Dissertation Supervisor. The 40 credits Legal Practice Dissertation module requires the submission of a dissertation of approximately 8,000 words {ie. within 10% either side of 8,000 words} excluding footnotes and appendices and which must be word processed and presented in bound form. Three copies of the bound Dissertation must be submitted. In normal circumstances students will not be required to submit to a viva voce, although the right to conduct one is reserved for appropriate circumstances. Assessment is entirely based on submission of this dissertation and a student must attain a mark of 50% in order to pass the dissertation.

## 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.

## LLM Legal Practice

### Level 7

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. Three options must be taken as part of Stage 2.

#### Stage 1 Modules:

- Business Law and Practice (Taxation)
- Property Law and Practice

- Litigation (Civil and Criminal)
- Wills and Administration
- Professional Conduct and Regulation
- Practical Legal Research Skills
- Drafting Skills
- Writing Skill
- Advocacy Skill
- Solicitor Accounts

### **Interim award of Postgraduate Certificate**

**The University of Westminster is validated to offer the following electives as part of its Stage 2 LPC**

### **Stage 2 Modules**

- Employment Law and Practice
- Family Law and Practice
- Housing Law and Practice
- Immigration Law and Practice
- Personal Injury and Clinical Negligence
- Commercial Law
- Commercial Litigation and Dispute Resolution
- Commercial Property
- Entertainment and Media
- Private Acquisitions

### **LLM**

- LLM Dissertation in Legal Practice
- Practical Research Methods

<b>Module Code</b>	<b>Module Title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
7LGPR028W	LLM Dissertation in Legal Practice	Core	40	20
7LGPR030W	Practical Research Methods	Core	20	10
7LGPR007W	Stage 1 Advocacy Skill	Core	4	2
7LGPR006W	Stage 1 Business Law and Practice (Taxation)	Core	20	10
7LGPR010W	Stage 1 Drafting Skill	Core	4	2
7LGPR005W	Stage 1 Litigation (Civil and Criminal)	Core	20	10
7LGPR011W	Stage 1 Practical Legal Research Skill	Core	4	2
7LGPR012W	Stage 1 Professional Conduct and Regulation	Core	5	2
7LGPR004W	Stage 1 Property Law and Practice	Core	20	10
7LGPR013W	Stage 1 Solicitors Accounts	Core	5	2
7LGPR008W	Stage 1 Wills and Administration	Core	4	2
7LGPR009W	Stage 1 Writing Skill	Core	4	2
7LGPR023W	Stage 2 - Private Acquisitions	Option	10	5
7LGPR014W	Stage 2 Commercial Law	Option	10	5
7LGPR015W	Stage 2 Commercial Litigation and Dispute Resolution	Option	10	5



Module Code	Module Title	Status	UK credit	ECTS
7LGPR016W	Stage 2 Commercial Property	Option	10	5
7LGPR019W	Stage 2 Employment Law and Practice	Option	10	5
7LGPR020W	Stage 2 Entertainment and Media	Option	10	5
7LGPR027W	Stage 2 Family Law and Practice	Option	10	5
7LGPR026W	Stage 2 Housing Law and Practice	Option	10	5
7LGPR021W	Stage 2 Immigration Law and Practice	Option	10	5
7LGPR022W	Stage 2 Personal Injury and Clinical Negligence Practice	Option	10	5
		Elective	10	5

## Postgraduate Diploma in Legal Practice

### Level 7

Module Code	Module Title	Status	UK credit	ECTS
7LGPR007W	Stage 1 Advocacy Skill	Core	4	2
7LGPR006W	Stage 1 Business Law and Practice (Taxation)	Core	20	10
7LGPR010W	Stage 1 Drafting Skill	Core	4	2
7LGPR005W	Stage 1 Litigation (Civil and Criminal)	Core	20	10
7LGPR011W	Stage 1 Practical Legal Research Skill	Core	4	2
7LGPR012W	Stage 1 Professional Conduct and Regulation	Core	5	2
7LGPR004W	Stage 1 Property Law and Practice	Core	20	10
7LGPR013W	Stage 1 Solicitors Accounts	Core	5	2
7LGPR008W	Stage 1 Wills and Administration	Core	4	2
7LGPR009W	Stage 1 Writing Skill	Core	4	2
7LGPR023W	Stage 2 - Private Acquisitions	Option	10	5
7LGPR014W	Stage 2 Commercial Law	Option	10	5
7LGPR015W	Stage 2 Commercial Litigation and Dispute Resolution	Option	10	5
7LGPR016W	Stage 2 Commercial Property	Option	10	5
7LGPR019W	Stage 2 Employment Law and Practice	Option	10	5
7LGPR020W	Stage 2 Entertainment and Media	Option	10	5
7LGPR027W	Stage 2 Family Law and Practice	Option	10	5
7LGPR026W	Stage 2 Housing Law and Practice	Option	10	5
7LGPR021W	Stage 2 Immigration Law and Practice	Option	10	5
7LGPR022W	Stage 2 Personal Injury and Clinical Negligence Practice	Option	10	5

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

The LLM in Legal Practice incorporates Stage 1 and 2 of the Legal Practice Course as validated by the Solicitors' Regulation Authority. Students can only be awarded one of the awards by the University of Westminster namely either the PG Diploma or LLM. The interim award of Postgraduate Certificate is available to students who choose to 'exit' subject to satisfactory completion of the relevant assessment and academic regulations, including the requirement to pass 90 credits.

For further information concerning the Legal Practice Course, students are referred to <http://www.sra.org.uk/students/lpc.page>.

## Course management

Day to day management of the LLM in Legal Practice is conducted by the Course Director with the assistance of the designated LPC Assessments Officer and the dedicated LPC Resources Room Supervisor. The Course Director and Assessments Officer work closely with the various module leaders to ensure that for both the FT and PT modes of study, the course is delivered in an efficient and professional manner and that 'parity of experience' is secured. The Social Research Methods and Dissertation in Legal Practice modules which must be completed if the student is to graduate with the LLM in Legal Practice will be led by a designated tutor possessing a strong background in practitioner oriented research and who will offer guidance to the designated Dissertation tutors as required.

For more information about this course: please contact Miles Macleod (LPC Resources Room Supervisor) on [lpcadmin@wmin.ac.uk](mailto:lpcadmin@wmin.ac.uk) [0207-911-5017].

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://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](http://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 – 2022©

## Additional Details

### NB. STAGE 2 ELECTIVES - IMPORTANT- PLEASE READ

Students who have accepted an offer from the University of Westminster to study Stage 1 and Stage 2 (in full) of the LPC, must choose three elective subjects from the above lists to study as electives. While Westminster has been validated by the SRA to offer the above electives, it is important to remember that:

- Any given elective will only run where enough students have selected the elective in question in sufficient numbers (usually at least 10 per elective), to ensure its viability.
- Some combinations may not be possible due to timetabling or staffing constraints.

In the light of FT and PT numbers electing to do any given elective, it might also be necessary for an elective to run solely in the evening and not during the day. (In other words, FT students attend classes during the evening with PT and FT students being taught together.)