

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

**Part-Time Study from September 2023**

## **Course Demands**

*2 August 2023*

## Introduction

This document is produced by The University of Law (the University) to provide information about the demands of the course for prospective students.

The information included is an indicative guide for the part-time course commencing in September 2023 and January 2024. 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.

## 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 or online 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 or through the Virtual Learning Environment
- 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 LL.M 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

All the part-time courses require some compulsory preparation prior to commencement of the course (i.e. prior to induction) as there are 3 workshops during the induction week for day and evening students (in contrast to the usual two workshops) and 5 workshops and induction for weekend students. Online students have 3 units during induction week. The pre-course preparation will take between 20 – 30 hours. The course materials are made available on the VLE four weeks prior to induction. Students may also wish to refresh their knowledge of the law, and multiple choice tests to assist with this are provided on the VLE a month before induction.

In addition, it is recommended that all students who are returning to learning complete the *Getting Ready for Academic Study* module which is available in the Skills Academy that you can access from the ELITE Institution home page.

## Modes of Study and Attendance Requirements

Our courses are delivered using the Prepare – Engage – Consolidate (PEC) Model.

- **Prepare:** at the start of each unit of study you will become familiar with the core principles of your study through self-guided activities, this is ‘Learning input’; **then**
- **Engage:** discuss, evaluate, and challenge that study through active engagement; this is ‘Learning use’; **and then**
- **Consolidate:** reach your conclusions and/or investigate alternative application of your study through self-guided activities; this is ‘Learning enhancement’.

This model encourages your independent and deep learning. The framework of PEC is shared across both Attendance and Online modes of learning.

Students on the part-time attendance programme typically have 2 timetabled workshops each week for day and evening students, and 4 workshops every other weekend for weekend students. Students prepare for a workshop by doing reading and tasks to get them ready for the workshop. In the workshop they engage with other tasks and activities and then after the workshop students consolidate their learning by doing further tasks and checking their workshop notes.

The part-time online programme has scheduled units with typically 2 units to complete per week.

*Campus Attendance*

Learning format	Hours Part Time (Indicative)
Prepare - consisting of independent learning and preparation for Engage activities	14
Engage activities - workshops and occasional lectures (5 live lectures in total)	4
Consolidate – completing further tasks to bring together your learning and check your understanding	4 – 4.5
<b>Total per week</b>	<b>22 – 22.5</b>

Number of days attendance on campus usually required:

Attendance Mode	Number of Days of Attendance per week required for teaching sessions
Full-time	2 (possibly 3 during the electives)
Part-time (day)	1
Part-time (evening)	2
Part-time (weekend)	2 days every 2 or 3 weeks

*Online Time Demand*

Learning format	Hours Full Time (Indicative)
Prepare - consisting of independent learning and preparation for Engage activities	12 - 14
Engage activities - carried out asynchronously (to deadlines) including occasional lectures and weekly Live Subject Support Sessions	4
Consolidate – completing further tasks to bring together your learning and check your understanding	4.5 -6
<b>Total</b>	<b>22 – 22.5</b>

The online course requires the same level of commitment as a course you attend in person – the only difference is you do not have to travel to a campus to attend the course. This remains a rigorous full-time course of study and will require your active engagement with your study in the region of 22.5 hours per week.

For the online course the time recommended for Prepare and Consolidate remains a minimum requirement of 12 hours per week for Prepare and 4.5 for Consolidate but some weeks this may be less or slightly more. The overall time demand remains 22-22.5 hours per week across the Prepare, Engage and Consolidate stages.

Note – the 4 hours for “Engage” is mostly delivered asynchronously, meaning that online students are not scheduled for a specific 4-hour block of time per week but work to weekly deadlines, spending 4 hours during the week on the Engage tasks, with support provided by Live Subject Support Sessions (30 minutes per Unit per week) that will be scheduled.

## **Attendance Requirements**

Our data shows that students who attend at least 90% of their teaching sessions or engage with at least 90% of their online units have significantly better prospects of success.

### **Part-time Day – 22 months**

- For September starters, the programme runs from mid-September 2023 to June 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2025). Stage 1 of the LPC, which consists of the core modules, runs from September to March each year. Stage 2, which consists of electives, runs from March to June.
- For January starters, the programme runs from early January 2024 to mid-October 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue until early November). Stage 1 of the LPC, which consists of the core modules, runs from January to July each year. Stage 2, which consists of electives, runs from July to October.
- You must attend at the relevant University campus one day per week in teaching weeks. You must also attend your scheduled face to face and online examinations / assessments in exam weeks. Note that exams and assessments will require you to be available on additional weekdays to your normal day in campus and may occasionally occur on a Saturday. Attendance is not required during holiday or revision weeks.
- The average student day consists of two workshops.
- In a standard week you will have two workshops.
- In induction week you will need to attend for two days, rather than the usual one.

- 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.

### **Part-time Evening – 22 months**

- For September starters, the programme runs from mid-September 2023 to June 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2025). Stage 1 of the LPC, which consists of the core modules, runs from September to March each year. Stage 2, which consists of electives, runs from March to June.
- For January starters, the programme runs from early January 2024 to mid-October 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue until early November). Stage 1 of the LPC, which consists of the core modules, runs from January to July each year. Stage 2, which consists of electives, runs from July to October.
- You must attend at the relevant University campus two evenings per week in teaching weeks, and for your scheduled face to face and online examinations / assessments in exam weeks. Note that exams and assessments will require you to be available during the day on weekdays and occasionally on Saturdays. Attendance is not required during holiday or revision weeks.
- The average study evening consists of one workshop
- In a standard week you will have two workshops
- Induction week will require some daytime attendance in addition to your usual evenings
- 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.

### **Part-time Weekend – 22 months**

- For September starters, the programme runs from mid-September 2023 to June 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2025). Stage 1 of the LPC, which consists of the core modules, runs from September to March each year. Stage 2, which consists of electives, runs from March to June.
- For January starters, the programme runs from early January 2024 to mid-October 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue until early November). Stage 1 of the LPC, which consists of the core modules, runs from January to July each year. Stage 2, which consists of electives, runs from July to October.
- You must attend at the relevant University campus for approximately 13 study weekends each year, and for your scheduled face to face and online examinations / assessments in

exam weeks. Note that exams and assessments will require you to be available during the day on weekdays and occasionally on Saturdays. Attendance is not required during holiday or revision weeks.

- Study weekends take place every two to three weeks during term time. The average study weekend runs from 0900 to 1730 on Saturday and Sunday. There are two weekends (including induction) which also require attendance on a Friday
- In a standard study weekend you will have four workshops. There are occasional weekends with 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.

### **Part-time Online – 22 months**

- For September starters, the programme runs from mid-September 2023 to June 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2025). Stage 1 of the LPC, which consists of the core modules, runs from September to March each year. Stage 2, which consists of electives, runs from March to June.
- For January starters, the programme runs from early January 2024 to mid-October 2025 (Note: if doing the LPC MSc or LPC LLM, assessments will continue until early November). Stage 1 of the LPC, which consists of the core modules, runs from January to July each year. Stage 2, which consists of electives, runs from July to October.
- In a standard week you will have two units to complete
- Online students may attend, if they wish, for Employability events and Library access although there is no obligation to do so.
- Online involvement in all “Engage” tasks is compulsory and is a measure of engagement with the course, which is used to track progress and provide an evidence base for e.g. references.
- All students must “attend” their scheduled examinations / assessments in exam week, whether you are due to sit online or in a campus. Note that exams and assessments will require you to be available during the day on weekdays and Saturdays.

### **Summary of Key Learning Outcomes**

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

## Learning Environment – attendance students

- Students study 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 2 modules. Master's students continue studying 2 modules at a time throughout the course, whereas postgraduate diploma students have a period in year 1 when they only study 1 module.
- Preparation for workshop sessions of up to 14 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 in your campus of up to 24 students, facilitated by a tutor, two hours in length. In some circumstances, eg a rail strike, a workshop may be live-streamed online rather than students attending their campus.
- Occasional live lecture sessions (5 across the entire course), including interactivity, of up to 180 students, one hour in length.
- Consolidation of up to 2 hours following each workshop.

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

**NB Visa-sponsored students must attend all sessions in person. Live streamed sessions are not available to visa-sponsored students.**

## Learning Environment – Online Mode

- Students study 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 2 modules. Master's students continue studying 2 modules at a time throughout the course, whereas postgraduate diploma students have a period in year 1 when they only study 1 module.
- The Online learning environment is predominately asynchronous, meaning that students will study in their own time to a series of deadlines that correspond to the weeks in which parallel events occur on the attendance course. It is important that students appreciate that the LPC is not a "lectured" course in any format, attendance or online. Where the occasional lecture is provided for the attendance variant of the course, the same material is provided as a recorded lecture for Online study.



- There are real-time Live Subject Support Sessions with tutors and regular “drop-ins” to provide academic guidance, conducted online through the VLE. These are not lectures. The majority of the initial learning that will enable participation in tasks, as with the attendance variant, is through online tools and reading.
- The Units are delivered on the University’s Virtual Learning Environment (‘VLE’) and in a staged format – **Prepare** (including automated feedback on any preparatory task for the Unit); **Engage** (which will involve a variety of learning tools, including occasionally working with other students online to produce documentation) and **Consolidate**, containing important supplementary exercises. All stages can and will include reading and online content and other media which is recorded and available on the VLE.

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

### **Assessments (Coursework and Examinations)**

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

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 or mitigating circumstances 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 01483 216657.

## Summary of Assessment Demands

The Solicitors Regulation Authority (SRA) has authorised the University 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.

You will also be able to choose whether to sit your oral skills assessments in Interviewing and Advocacy on campus or online. If you choose to sit them online the assessment will be conducted remotely using Collaborate, whereas if you elect to attend exams, your oral skills assessments will be conducted face-to-face in campus.

This course typically contains the following types of assessment:

### *Coursework*

Type of Coursework	Detail	Timing of the coursework Sept intake	Timing of the coursework Jan intake
Practical Legal Research	Take away written assessment done over one week  Estimated time to complete: 6 - 8 hours	Year 1 - Late October / November alongside teaching	Year 1 - March alongside teaching
Legal Writing	24 hour real time take away written assessment  Estimated time to complete: 4 - 6 hours	Year 1 - Mid March – part of a two week assessment period	Year 1 - Late June / early July – part of a two week assessment period
Drafting	24 hour real time take away written assessment  Estimated time to complete: 4 - 6 hours	Year 2 - March – part of a two week assessment period	Year 2 - Late June / early July – part of a two week assessment period

*Oral Assessments*

<b>Type of Oral Assessment</b>	<b>Detail of Assessment – including expected preparation time, assessment duration</b>	<b>Timing of the oral assessment – Sept intake</b>	<b>Timing of the oral assessment – Jan intake</b>
Interviewing and Advising	<p>Closed book 30-minute oral assessment</p> <p>Assessed online using Collaborate, or face to face</p> <p>Students have access to the client scenario one hour before the interview</p>	Year 1 - Mid-December / early January during a two week assessment period	Year 1 - March/April during a one week assessment period
Advocacy	<p>Closed book 30-minute oral assessment for two students.</p> <p>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>Students have access to the advocacy papers 7 days before the assessment.</p>	Year 2 - March as part of a one week assessment period	Year 2 - June as part of a one week assessment period

*Formal examinations*

<b>Examination</b>	<b>Number of exams, type of exam and standard duration</b>	<b>Timing – when during the course do these exams take place – Sept intake</b>	<b>Timing – when during the course do these exams take place – Jan intake</b>
<ul style="list-style-type: none"> <li>Wills and Administration of Estates</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>Year 1 - Mid-December/early January, as part of a two week period of assessments</p>	<p>Year 1 - Mid-April, as part of a one week period of assessments</p>
<p>Business Law and Practice</p>	<p>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.</p>	<p>Year 1 - Early March, as part of a two-week period of assessments.</p>	<p>Year 1 - Late June / early July, as part of a two-week period of assessments.</p>
<p>Solicitors' Accounts</p>	<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>Year 2 - Mid-December/early January, as part of a two week period of assessments</p>	<p>Year 2 - Mid-April, as part of a one week period of assessments</p>

Examination	Number of exams, type of exam and standard duration	Timing – when during the course do these exams take place – Sept intake	Timing – when during the course do these exams take place – Jan intake
	If sat online, students have a total of 2 hours and 5 minutes to complete the paper.		
<ul style="list-style-type: none"> <li>• Dispute Resolution</li> <li>• Real Estate</li> </ul>	Each subject has a 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.	Year 2 - Early March, as part of a two-week period of assessments.	Year 2 - Late June / early July, as part of a two-week period of assessments.
Professional Conduct and Regulation	Face to face or online supervised / proctored open-book examination made up of Multiple Choice Questions  2 hours	Year 2 - Early March, as part of a two week period of assessments	Year 2 - Late June/ early July, as part of a two week period of assessments
Each Elective	Face to face or online supervised / proctored open-book examination including Multiple Choice Questions and written questions based on short case study scenarios  3 hours	Mid-June, as part of a two week assessment period  One elective sat in Year 1  Two electives sat in Year 2	Late Sept/early Oct, as part of a two week assessment period  One elective sat in Year 1  Two electives sat in Year 2

The table shows the “standard” length of the exam. If you have a University of Law Inclusion Plan (ULIP) with an “additional time” allowance, this will be shown as a percentage.

For example, if the “standard” time for an exam is 2 hours and you have 25% additional time, your exam will last 2 hours 30 minutes.

**Please note – in line with UKVI requirements, visa-sponsored students must sit all written examinations on campus.**

*Additional assessments for master’s students*

<b>MSc in Law, Business and Management</b>	<b>Number, style, and duration of assessments</b>	<b>Timing – September intake</b>	<b>Timing –January Intake</b>
<ul style="list-style-type: none"> <li>Law and Business (taught module)</li> </ul>	3000 word coursework assessment completed over approximately 5 weeks	Year 1 Assessment made available in mid-March, handed in in late April	Year 1 Assessment made available in mid-July, handed in in late August
<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	Students can write their report throughout year 2. Report and reflective statement submitted at end of exams in June of year 2 Oral assessment during June / July in the 3 weeks following submission	Students can write their report throughout year 2. Report and reflective statement submitted at end of exams in October of year 2 Oral assessment during October / November in the 3 weeks following submission

LLM in Professional Legal Practice	Number, style, and duration of assessments	Timing – September intake	Timing –January Intake
<p><b>EITHER</b></p> <ul style="list-style-type: none"> <li>• Law and Business (taught module)</li> </ul>	<p>3000 word coursework assessment completed over approximately 5 weeks</p>	<p>Year 1 Assessment made available in mid-March, handed in in late April</p>	<p>Year 1 Assessment made available in mid-July, handed in in late August</p>
<p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Additional elective subject</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>Year 1 Mid-June, as part of a three week assessment period</p>	<p>Year 1 Late Sept/early Oct, as part of a three week assessment period</p>
<ul style="list-style-type: none"> <li>• Professional Practice Research Report (research module)</li> </ul>	<p>3000 word research report plus 500 word reflective statement plus 20 minute oral assessment conducted online</p>	<p>Students can write their report throughout year 2. Report and reflective statement submitted at end of exams in June of year 2 Oral assessment during June / July in the 3 weeks following submission</p>	<p>Students can write their report throughout year 2. Report and reflective statement submitted at end of exams in October of year 2 Oral assessment during October / November in the 3 weeks following submission</p>

### **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.