



PROGRAMME SPECIFICATION

KEY FACTS

Programme name	LLB in Legal Practice (Solicitors Apprenticeship route)
Award	LLB
School	The City Law School
Department or equivalent	Professional Programmes
UCAS Code	M100
Programme code	LALBLEP01
Type of study	Part Time (distance learning)
Total UK credits	360
Total ECTS	180
Partner (partnership programmes only)	CILEX Law School Limited
Type of partnership	Joint programme with non degree awarding powers body

PROGRAMME SUMMARY

The four year, part time distance learning LLB in Legal Practice gives you a unique opportunity to gain the necessary skills and experience to enter the legal profession.

On the Solicitors' Apprenticeship route you will study the necessary subjects to allow you to successfully complete the Functioning Knowledge Test which you must pass in order to qualify as a solicitor.

The LLB programme requires you to study for four years on a part time distance learning basis. You will start the course with an induction weekend which will include an Introduction to Legal Studies. You will then be given weekly programmes of work in which you will be supported by staff from both the City Law School and the CILEX Law School. There will also be a series of practice assessments and revision sessions to help you in your study.

The distance learning element of the programme will be supplemented by monthly face to face sessions which will allow you to consolidate and refine your knowledge.

During the first three years, you will study compulsory modules that are necessary for you to obtain a 'Qualifying Law Degree'. A 'Qualifying Law Degree' means that upon completion of your degree you are permitted to continue with your training in order to practise as a solicitor or barrister.

In years three and four of the course you will study the necessary subjects to give you

a thorough grounding in the areas specified in the Statement of Solicitor Competence and the Apprenticeship standard. As an element of part 3 of the programme you will therefore study Criminal Litigation as a compulsory subject. In Part 4 of the programme you will study Professional Conduct and Regulation, Conveyancing and Civil Litigation

Upon successful completion of this four year degree programme you will have achieved a total of 360 credits made up of 120 level 4 credits, 120 level 5 credits and 120 level 6 credits.

By the end of your level 4 modules, you should have developed knowledge of the underlying concepts and principles associated with your area of study, and will be able to interpret these within the context of your assessment.

By the end of your level 5 modules, you should have built upon the knowledge acquired in your level 4 modules and will be able to demonstrate different approaches to problem-solving, as well as effective communication of information.

By the end of the third year, you will have completed your level 5 modules and started on your level 6 modules. At this time, you will have further consolidated your knowledge and be able to apply the concepts and principles that you have studied to the employment context. You will be able to evaluate critically the different approaches to problem solving. You will also have an understanding of the limits of your knowledge.

By the end of this programme, you should have developed a systematic understanding of key aspects of your area of study, including how to acquire coherent and detailed knowledge of your chosen subject. In addition, you will have developed the skills and analytical techniques to apply your knowledge to many types of employment as well as continue your own learning and development.

Aims

The Aims of the Programme are:

- To provide you with a qualification that meets the professional bodies' requirements allowing you to progress either directly to legal employment or to further vocational legal training.
- To enable you to have a good knowledge and understanding of the basic principles of the main areas of English Law, English Legal System, European Law
- To give you an opportunity to study in depth specialist modules of your particular interests that will inform your understanding of the practice of law
- To enable you to develop analytical, presentational and other transferrable skills
- To equip you with the necessary transferrable skills for your chosen career

WHAT WILL I BE EXPECTED TO ACHIEVE?

On successful completion of this programme, you will be expected to be able to:

Knowledge and understanding:

- Discuss the main aspects of the English Legal System and core areas of English Law.
- Explain the main principles, legal rules and values that form the basis of English Law and how the rules co-relate with each other.
- Identify the main legal institutions and explain their procedures and their role within the legal system.
- Explain the principles of the European Union and its associated structures and organisations, as well as how the law interacts with English Legal System.
- Explore legal rules and principles in your chosen specialist areas and be able to apply this knowledge.
- Discuss how legal principles are applied in the context of legal practice

Skills:

- Independently use primary and secondary legal sources such as: Acts of Parliament, judgments of cases, academic articles, legal textbooks and policy documents
- Apply legal research skills to enable you to independently identify relevant issues and retrieve up-to-date information.
- Collect legal information from a variety of sources and synthesise this information appropriately to provide meaningful advice and solutions.
- Analyse case judgments, policy documents, Acts of Parliament and other legal documents and to identify their relevance and influence in order to be able to make informed decisions.
- Demonstrate effective written presentation skills and show that you can present complex legal issues in an easy-to-understand professional language with clarity to a wider audience.
- Transfer your academic legal knowledge into practical advice for prospective clients.
- Effectively use information technology including online databases and other e-resources
- Demonstrate good problem solving skills and the ability to work independently
- Evidence that you are capable of constructively reflecting upon your own learning and adapting your learning style, if necessary.
- Apply key lawyer's skills such as interviewing, advising, legal writing and negotiation within the context of an ongoing client matter

Values and attitudes:

- Explore the core values of law and justice and demonstrate a willingness to uphold those values

- Demonstrate that you are aware of the ethical and social implications of acting as a practising lawyer or other professional person and that you are able to conform to the relevant codes of conduct.
- Examine the centrality of the client relationship to legal practice and identify the limitations on the lawyer/client relationship
- Show that you are willing to receive and act upon constructive feedback in order to improve your skills.
- Demonstrate a willingness to work independently whilst realising the need to seek advice or act under supervision where necessary
- Demonstrate initiative and enthusiasm and an ability to find solutions to issues and problems.
- Demonstrate a willingness to continuously improve your skills and abilities.

This programme has been developed in accordance with the QAA Subject Benchmark for Law. The knowledge and skills obtained during the course are primarily designed to give you a solid foundation to pursue your career in law but are transferable to other professional environments.

HOW WILL I LEARN?

Apart from the face-to-face induction, monthly consolidation days and revision weekends, the part-time LLB in Legal Practice will be delivered online via the CILEx Law School virtual learning environment (VLE). You will need a computer or other internet-capable device in order to get online and engage fully with the course materials. Part of your induction will include guidance on how to use the CILEx Law School VLE, ensuring you are able to access materials right from Day One of the course.

For each module you are to study you will receive a CILEx Law School course manual comprising relevant learning materials. These manuals will be written by the subject specialist in that area and will also be available online via the VLE.

As a City University London student, you will also have the benefit of all the University library e-resources: books, journals and reports, as well as legal databases for any additional research or reading you might wish to do.

Each week of your module will be laid out clearly on the VLE. This will include the chapters and other sources that you are required to read, as well as additional activities via online learning objects such as videos. These can be accessed anywhere and at any time – allowing you flexibility to manage your learning around your work/life.

Academic support will be provided – you will have a named course manager as well as administrative contact to direct any enquiries towards. There are various options for this: via email or telephone as well as synchronous 1-to-1 chats with tutors by appointment. City University London offers general IT support for students via its 24-hour Service Desk. You will also be assigned a Personal Tutor, whom you might contact regarding programme-level assistance. The Academic Learning Success team will offer an online forum at set times for questions, be involved in the induction period and will collaborate on discrete resources to support this cohort. Students will also be able to call on the

Disability and Dyslexia support teams.

Whilst this is a self-directed study course, you will be encouraged to get involved – testing yourself each week with a self-test activity. There will also be the opportunity to interact with your peers via fora. Your tutor for each module will be facilitating your learning by offering varying multimedia content and suggestions for wider reading where appropriate. These activities are designed to scaffold your learning and as such the level of difficulty will change as your learning deepens over the 4 years.

You will be provided with key dates and landmarks to help you to plan for your learning, activities and assignments via the VLE.

This programme requires approximately 3600 hours of study. This is devoted to online activity, preparation for activities, to read widely around the subject area being studied, and assessment. Students will normally spend 8 - 10 hours per week on each module, comprised mainly of self-directed and online hours.

You will also have available to you additional learning support materials, such as the Online English Resource (lawenglish.net), Lawbore (lawbore.net) and academic writing and learning software. A video on studying online and using electronic materials will be available.

Formative assessments will be set in each module, giving each student the opportunity to submit essays for detailed feedback in advance of the exams.

Formative assessments do not contribute to your overall module mark but are designed to improve your learning, by identifying areas of strength and weakness. There will be a number of such assessments in each module throughout the year. These will help both you and your tutor to monitor your progress more closely.

These assessments form a key part of the academic support available to you on the programme. The formative assessments will be appropriate to the mode of summative assessments in the module you are studying (see below) and may for example be in the form of tests or short pieces of written work (1500 words).

WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?

Assessment and Assessment Criteria

Summative assessments evaluate your learning at the end of your assessment by comparing it against a standard benchmark known as assessment criteria.

There are a range of assessment instruments that are used on the course. These will be used in different ways to test the knowledge, understanding, skills, values and attitudes outlined above. The assessment instruments will be adapted to the needs of the particular module that you are studying whether that be either primarily an academic or practice based module :

- Unless otherwise specified a two-term module will be assessed by a three hour examination, in which you will be required to answer three questions out of a choice of six. In some instances you will be required to answer either all or, at

least one question from each defined part of an examination.

- Coursework consisting of a 4000 word essay; unless otherwise specified you will be required to upload this onto Moodle.
- Producing documents of a similar nature to those that you might be expected to produce in legal practice such as attendance notes, letters of advice and negotiation plans. Unless otherwise specified you will be required to upload these documents onto Moodle.
- Takeaway examination, in which you will be issued with the questions in the morning and required to submit your answers by a pre-arranged time on the same day; unless otherwise specified you will be required to upload this onto Moodle. It is your responsibility to back up your work regularly and to ensure that you submit it on time. Technical difficulties will not be accepted as a valid reason for failure to submit on time.
- Multiple choice examination: which can be a stand-alone assessment (to a predetermined value e.g. 25% of a module mark) or included as part of a written examination; in which case all questions must be answered.

The above assessments may occur as stand-alone assessments or in weighted combinations. For more information about assessments relating to specific modules you are advised to refer to the individual module specification.

Please note that all assessments will take place at City University premises in London. You will be advised of the exam period well in advance and so should make the necessary arrangements to ensure you can attend the assessments.

Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured.

Grade- Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order to achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks.

Feedback on assessment

Formative assessments

As noted above, formative assessments will form a large part of the learning process on this course. The feedback you will be given on these assessments will help you refine your understanding and knowledge of the area you are studying. You should therefore reflect on the feedback you are given and use it to improve your performance.

Summative assessments

Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project), feedback will normally be provided within four weeks. The timescale for feedback on final year projects or dissertations may be longer. The full policy can be found at:

https://www.city.ac.uk/_data/assets/pdf_file/0008/68921/assessment_and_feedback_policy.pdf

Assessment Regulations

In order to pass your programme, you need to successfully complete the relevant modules and assessments to acquire the required number of credits. You also need to pass each year of your programme in order to progress to the following year.

The percentage required to pass each module is 40% of the available marks except for the practice based subjects that you will take during either year 3 or year 4 of the programme. The percentage required for these modules will be 50% of the available marks which reflects the different ethos of these modules.

If a module is assessed by more than one element all elements must be passed with the minimum percentage for that module.

If you submit an assessment late; you will be subject to a penalty of 5 marks for each week or part thereof that it is late. The maximum penalty is 10 marks. Candidates who submit an assessment more than two weeks late will be deemed to have failed the relevant module unless they have extenuating circumstances.

Year 1 – no weighting. Year 1 does not count towards the overall classification but it must be passed before you can progress to year 2. You must obtain 90 level 4 credits in order to complete year 1.

Year 2 - You must obtain 30 level 4 credits and 60 level 5 credits in order to complete year 2. The level 4 module of Constitutional and Administrative Law will carry no weighting. The level 5 modules of European Union Law and the Law of Tort will be combined with the two Level 5 modules delivered in year 3 (Land Law and Equity and Trusts) to reach a weighting of 40%.

Year 3 - You must obtain 60 level 5 credits and 30 level 6 credits in order to complete year 3.

The level 5 modules of Land Law and Equity and Trusts will be combined with the two level 5 modules delivered in Part 3 (European Union Law and the Law of Tort) to reach a weighting of 40%.

You must obtain 120 level 5 credits by achieving a minimum of 40% in each of the four 30 credit modules. The level 5 aggregate is arrived at by adding all grades together and dividing by the number of credits taken and then weighted at 40%.

Criminal Litigation will be combined with the modules you study in year 4 to reach a weighting of 60%. You must obtain 120 level 6 credits by achieving a minimum of 50% of the available marks in the level 6 modules you study in years 3 and 4.

Year 4 - You must obtain 90 level 6 credits in order to complete year 4. Professional Conduct and Regulation, Conveyancing and Civil Litigation will be combined with Criminal Litigation to reach a weighting of 60%. You must obtain 120 level 6 credits by achieving a minimum of 50% of the available marks in the level 6 modules you study in years 3 and 4.

The level 6 aggregate is arrived at by adding all grades together and dividing them by the number of credits taken and then weighted at 60%.

The final classification is based on the grades achieved on levels 5 and 6. The School has two methods of awarding final classification. The first one is a simple mathematical average of all your marks from levels 5 and 6 weighted at 40% and 60% respectively.

The second method looks at your overall profile and the number of grades in any given class to determine your final classification. The parallel "counting" system is applied by the Assessment Board to provide an alternative means of achieving a classification if the overall aggregate is not achieved. Under this system, a student who achieves at least 120 credits (taking levels 5 and 6 module marks combined) in a classification higher than the banding in which their overall degree mark falls can be awarded the higher classification, provided their overall degree mark is not more than 5% below the normal classification minimum. For example, a student who has an overall aggregated percentage mark of 57%, but who has achieved marks above or equal to 60% in 120 credits during the second and/or third year, would be awarded a 2:1 classification.

If you fail an assessment component, you will normally have an opportunity to resit it. If your failure was the result of extenuating circumstances your resit will be marked as a first attempt. If you had no extenuating circumstances, you shall be awarded the credit for that module but your grade will be capped at a maximum of the pass mark for that module.

The opportunity to resit is offered only where a genuine attempt has been made to pass an assessment component, or where the impossibility of doing so has been validly explained. One further opportunity to resit will normally be offered if required. If you do not pass your resit by the date specified you will not progress to the next year and the Assessment Board shall require that you withdraw from the Programme. No compensation is permitted on law degrees by the professional bodies.

If you fail to meet the requirements for a particular Part of the course, but satisfy the requirements for the previous Part, then a lower qualification may be awarded as per the table below. If you fail to meet the requirements for a particular Part and are not eligible for the award of a lower level qualification, the Assessment Board shall require that you withdraw from the Programme.

You should remember that if you fail to complete the course this will affect your employment and possibly your status as an apprentice. It will be your employer's decision as to whether you are able to continue to work for them and thus complete your apprenticeship with them.

If you would like to know more about the way in which assessment works at City, please see the full version of the Assessment Regulations at:
http://www.city.ac.uk/_data/assets/word_doc/0003/69249/s19.doc

WHAT AWARD CAN I GET?

Bachelor's Degree with Honours:

Part	HE Level	Credits	Weighting (%)
1/2	4	120	0
2/3	5	120	40
3/4	6	120	60

Class	% required
I	70
II upper division	60
II lower division	50
III	40

Ordinary Degree:

Part	HE Level	Credits	Weighting (%)
1/2	4	120	0
2/3	5	120	40
3/4	6	60	60

Class	% required
With Distinction	70
With Merit	60
With Pass	40

Diploma of Higher Education:

Part	HE Level	Credits	Weighting (%)
1/2	4	120	0
2/3	5	120	100

Class	% required
With Distinction	70
With Merit	60
With Pass	40

Certificate of Higher Education:

Part	HE Level	Credits	Weighting (%)
1/2	4	120	100

Class	% required
With Distinction	70
With Merit	60
With Pass	40

WHAT WILL I STUDY?

Year 1

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
English Legal System and Legal Methods	LC1001	30	Core	N	4
Contract Law	LC1004	30	Core	N	4
Criminal Law	LC1005	30	Core	N	4

There are no prerequisites for any Year 1 Modules. All Year 1 modules are compulsory and there are no optional Modules in Year 1.

Year 2

All modules in Year 1 must be passed before modules in Year 2 can be attempted. All modules in Year 2 are compulsory and there are no optional modules in Year 2.

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Constitutional and Administrative Law	LC1003	30	Core	N	4
Law of Tort	LC2008	30	Core	N	5
European Law	LC2002	30	Core	N	5

Year 3

All modules in Year 2 must be passed before modules in Year 3 can be attempted. All modules in Year 3 are compulsory.

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Land Law	LC2003	30	Core	N	5
Equity and Trusts	LC2001	30	Core	N	5
Criminal Litigation	LC3003	30	Core	N	6

Year 4

All modules in Year 3 must be passed before modules in Year 4 can be attempted. All modules in Year 4 are compulsory.

Module Title	SITS Code	Module Credits	Core/ Elective	Compensation Yes/No	Level
Civil litigation	LC3001	30	Core	N	6
Conveyancing	LC3002	30	Core	N	6
Professional Conduct and Regulation	LC3009	30	Core	N	6

TO WHAT KIND OF CAREER MIGHT I GO ON?

This degree is specifically designed for those wish to enter the legal profession but does offer a number of opportunities for those who graduate from it.

As a qualifying law degree, you be eligible to undertake further study and training to become a practising solicitor, a barrister or legal executive

All students on the Solicitors' Apprenticeship route will already be employed as apprentices. As part of your apprenticeship you should therefore gain a wide experience of the law and the manner in which it is applied in practice.

However, a law degree allows students to pursue a wide range of careers. You may work for other legal services such as Law Commissions, Bar Council or Solicitors Regulation Authority; NGOs and other non-governmental bodies as well as the Civil Service.

Graduates may successfully apply for places on the general graduate training programmes with Property Firms, Retail and Investment Banks as well as Consultancy Firms and other similar employers.

If you would like more information on the Careers support available at City, please go to: <http://www.city.ac.uk/careers/for-students-and-recent-graduates> and see the relevant section of the programme handbook.

WHAT STUDY ABROAD OPTIONS ARE AVAILABLE?

There are none on this programme

WHAT PLACEMENT OPPORTUNITIES ARE AVAILABLE?

There are none on this programme although all students on the Solicitors' Apprenticeship route will already be in legal employment.

WILL I GET ANY PROFESSIONAL RECOGNITION?

If you successfully complete this programme you will have undertaken study in a number of the areas that you will need to undertake the Functioning Knowledge Test. You will have to complete this test or its equivalent before you can become a solicitor. You will also have to successfully complete the Standardised Practice Legal Examination before you qualify.

HOW DO I ENTER THE PROGRAMME?

Students on this route will have to be employed as a recognised apprentice before they can come on to the programme. You will have to remain employed as a recognised apprentice throughout the programme. If, for whatever reason, you were no longer employed as an apprentice, you could continue on the non-apprenticeship route for the LLB in Legal Practice.

We would offer such advice and assistance as we could to help you find another post an apprentice and thus complete the degree through this route. You should, however, note that it is for you to find the necessary role. Neither the University nor CILEx Law School have any responsibility to find you an apprenticeship.

In the Apprenticeship Standard, the government recommends that the minimum entry requirements for a solicitors' apprenticeship are:

- 5 GCSEs, including mathematics and English, minimum grade C or above (or equivalent);
- 3 A Levels, minimum grade C (or equivalent).

Individual employers can, however, set their own entry requirements. We recognise that the LLB is a challenging course academically. We therefore recommend the entry requirements that are set out below to the employers that we have a relationship with.

We also work with employers where we can to ensure that students have the necessary academic capabilities to complete the programme. Ultimately, it is your employer's decision as to whether to appoint you to an apprenticeship. You should, however, remember that it is your responsibility to successfully complete the course and you might lose your job if you fail to do so.

Recommended entry requirements

- Key skills or GCSE English language at grade C or IELTS at 6.5 (for overseas students). Apprentices should also satisfy ONE of the following
- GCE A level passes in 3 subjects at grades ABB
- GCE A level passes in 2 subjects at grades AB and AS passes in 2 subjects at grades BB taken at the same sitting
- BTEC National Certificate or Diploma at grade "Distinction" + 1 GCE A level at grade B or above
- Advanced GNVQ at grade "Distinction" + 1 GCE A Level at grade C or above
- Scottish Certificate of Education with 5 passes of which 3 are at the higher level, grades BBBBC
- Irish Leaving Certificate with passes in 6 subjects at the higher level, grades BBBBCC
- International Baccalaureate with a minimum of 30 points with at least 5 in each subject
- ACCESS qualification indicating academic strength
- A pass in the law units and skills elements of the Foundation Degree
- Pass in a CILEx Level 6 law and practice course or professional skills course
- Pass in CILEx Level 3 Professional Diploma in Law and Practice
- Pass in CILEx Level 3 Certificate in Law and Practice
- Pass in CILEx Law School certificate in Criminal Prosecution, Criminal Justice Administration or DWP/DH prosecutions
- Pass in CILEx Law School RSPCA Prosecution Case Managers Programme

Language Requirement

Students whose first language is not English must demonstrate that they have met the University's English language requirements. Further information can be found on the

University's website: <http://www.city.ac.uk/study/undergraduate/applying-to-city/tier-4-english-language-requirements>

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