



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Interviewing Skills				
Module Code	UJXTX6-0-M	Level	M	Version	3
UWE Credit Rating	0	ECTS Credit Rating	0	WBL module?	No
Owning Faculty	Business and Law	Field	Law Non-Modular		
Department	Law: BILP	Module Type	Professional Practice		
Contributes towards	Post Graduate Diploma in Legal Practice Masters in Advanced Legal Practice				
Pre-requisites	None	Co- requisites	UJXTXA-0-M		
Excluded Combinations	None	Module Entry requirements	N/A		
First CAP Approval Date	2008	Valid from	2008		
Revision CAP Approval Date	1 June 2016	Revised with effect from	September 2016		

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> - Understand the principles and techniques of the skill of interviewing including how to: choose an appropriate way to obtain relevant information; plan, prepare for and identify the objectives of an interview; - conduct an effective interview that elicits the relevant information (by opening and finishing the interview in an appropriate manner, treating the client with courtesy and sensitivity, and speaking clearly, audibly and at an appropriate pace; - listen actively (by using appropriate language and body language) and use appropriate questioning; - identify the client's concerns (by allowing the client to explain his or her concerns and anticipating the client's questions); - and establish a professional relationship (by establishing and maintaining a suitable rapport with the client); - Understand the principles and techniques of the skill of advising including how to:

	<p>ascertain the client's objectives, priorities and constraints; address all relevant factual, practical and legal issues (by determining if further information is required and summarising where appropriate);</p> <ul style="list-style-type: none"> - identify and advise on possible courses of action; correctly identify the legal and non-legal consequences of a course of action (including the costs, benefits and risks) and assist the client in reaching a decision; - Identify any further decisions to be made or steps to be taken and manage the client's expectations including likely outcomes and timescales; record accurately an interview, advice given orally, decisions made by the client and follow-up steps; and identify the circumstances in which to take instructions or seek advice from a supervising solicitor.
Syllabus Outline	<p>Syllabus Outline</p> <p>The skill of interviewing and advising is assessed in the context of Wills and Administration of estates and within this context the syllabus includes:</p> <p>Interview principles and techniques and understanding how to choose the appropriate one</p> <p>Preparing, planning and identifying the objects of an interview</p> <p>Conducting an appropriate interview</p> <p>Appropriate question techniques</p> <p>Practise listening actively</p> <p>Identifying a client's concerns</p> <p>Establishing a professional relationship with a client</p> <p>Ascertaining a client's objectives, priorities and restraints</p> <p>How to address all relevant, practical and legal issues</p> <p>Identifying and advising on appropriate course of action and identifying legal and non-legal consequences of a course of action</p> <p>Understanding how to assist a client in reaching a decision</p> <p>Identifying further action to be taken and how to manage client expectations</p> <p>How to effectively record and interview including advice given orally, decisions and outcomes and follow up steps</p> <p>Understanding how to identify the circumstances in which to take instructions or seek advice from a supervising solicitor</p> <hr/> <p>Statement of Outcomes</p> <p>The LPC outcomes will be met by the students undertaking the type and range of tasks identified in the indicative teaching scheme set out below this statement.</p>

	<p>The elements of law and practice to be covered on the elective are primarily identified in the syllabus set out above as expanded upon in this statement and in the indicative teaching scheme set out below.</p> <p>The course skills which will pervade this skill as identified in the indicative teaching scheme set out below are, writing and interviewing and advising.</p> <p>Ethical and professional conduct issues will pervade the teaching of this elective. In particular students will consider client relations and costs.</p> <hr/> <p>Indicative Teaching Scheme</p> <p>Study Unit 1: Introduction to Interviewing and Advising</p> <p>Study Unit 2: Preparing for and conducting an interview in the context of the administration of an estate</p> <p>Study Unit 3: One to one interview practice with individual feedback</p>
Contact Hours	<p>Each Study Unit involves the student undertaking 11.5 Notional Learning Hours, of which (with the exception of the Self Study unit) 2.5 hours will be a Small Group Sessions</p>
Teaching and Learning Methods	<p>Self-study preparation and research in order to acquire knowledge and understanding;</p> <p>A mixture of individual and group work centred on problem-based learning, involving management of information, analysis of complex facts and application of knowledge;</p> <p>Role play and oral presentations to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios;</p> <p>Preparation of written communications (primarily in the form of office memoranda and letters of advice to clients) to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios;</p> <p>Drafting and amending of legal documents, often involving the use of precedents, to demonstrate synthesis and application of knowledge, and the ability to reach autonomous, competent decisions;</p> <p>Reviews of topics in the form of both large group sessions (where ideas can be pooled and debated) and critical self-evaluation.</p> <p>The teaching and learning strategy pervading all modules on the Legal Practice Course is a student-centred approach through the provision of a stimulating educational environment.</p> <p>Face to face teaching and learning in a workshop environment is at the heart of the Teaching & Learning strategy, for students to participate fully in challenging activities, undertaking a wide variety of exercises as individuals and in groups. Full participation is encouraged and expected. Students are encouraged to ask questions during the workshops and to take responsibility for their own learning. Feedback will be given on these exercises both by students and tutors.</p> <p>Outside of the workshop students are required to take responsibility for their own learning undertaking a variety of preparatory tasks. These may be undertaken by</p>

	<p>students either as individuals or working in office groups, including include provision of information using recorded lectures, reading from course manuals and from practitioner texts, reading and research from primary source material, completion of electronic tests, preparing documents or presentations and attending large group sessions.</p> <p>The final component of each Study Unit will be a consolidation task or tasks designed to broaden and deepen students' understanding of an aspect or aspects of work covered in the relevant Study Unit</p>
Reading Strategy	Students will undertake reading from the course manual, practitioner texts, and primary source material,
Indicative Reading List	Webb et al Lawyers' Skills(OUP)

Part 3: Assessment	
Assessment Strategy	<p>The Assessment Strategy pervading all modules on the LPC is rigorous in its approach to ensure the credibility of the course to ensure that</p> <ul style="list-style-type: none"> • Assessment arrangements will be robust, consistent, fair and secure, to ensure that academic standards will meet the threshold set by the SRA • Assessments will revolve around transactions of the type encountered in practice • Assessments will address depth and realism as well as coverage • Individual assessments cover a representative and robust selection (but not all) of the relevant outcomes. • Where an assessment does not include coverage of all of the outcomes for a particular subject, students will nevertheless be prepared to be assessed on all outcomes and will not be informed of what (or will not) be assessed in any particular assessment. • Student achievement will be measured appropriately in accordance with the LPC outcomes. • All diligent students have an opportunity to achieve and demonstrate the LPC learning outcomes. • The needs of disabled students will be taken into account ensuring equal accessibility of assessments to all students.

% weighting between components A and B	A:	B:
	100%	
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
A 25 minute combined oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent	100%	
Component B	Element weighting	

Description of each element	(as % of component)
n/a	

First Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) Description of each element	Element weighting (as % of component)
A 25 minute combined oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent	100%
Component B Description of each element	Element weighting (as % of component)
n/a	

Second Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) Description of each element	Element weighting (as % of component)
A 25 minute combined oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent	100%
Component B Description of each element	Element weighting (as % of component)
n/a	