



Module Specification

Interviewing Skills

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Contents

Module Specification	1
Part 1: Information	2
Part 2: Description	2
Part 3: Teaching and learning methods	4
Part 4: Assessment.....	6
Part 5: Contributes towards	8

Part 1: Information

Module title: Interviewing Skills

Module code: UJXTX6-0-M

Level: Level 7

For implementation from: 2023-24

UWE credit rating: 0

ECTS credit rating: 0

Faculty: Faculty of Business & Law

Department: FBL Dept of Law

Partner institutions: None

Delivery locations: Not in use for Modules

Field: Law - non modular

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: Wills and Administration 2023-24

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: See learning outcomes

Outline syllabus: The skill of interviewing and advising is assessed in the context of Wills and Administration of estates and within this context the syllabus includes:

Interview principles and techniques and understanding how to choose the appropriate one

Preparing, planning and identifying the objects of an interview

Conducting an appropriate interview

Appropriate question techniques

Practise listening actively

Identifying a client's concerns

Establishing a professional relationship with a client

Ascertaining a client's objectives, priorities and restraints

How to address all relevant, practical and legal issues

Identifying and advising on appropriate course of action and identifying legal and nonlegal consequences of a course of action

Understanding how to assist a client in reaching a decision

Identifying further action to be taken and how to manage client expectations

How to effectively record and interview including advice given orally, decisions and outcomes and follow up steps

Understanding how to identify the circumstances in which to take instructions or seek advice from a supervising solicitor

Part 3: Teaching and learning methods

Teaching and learning methods: Self-study preparation and research in order to acquire knowledge and understanding

A mixture of individual and group work centred on problem-based learning, involving management of information, analysis of complex facts and application of knowledge

Role play and oral presentations to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios

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

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

Reviews of topics in the form of both large group sessions (where ideas can be pooled and debated) and critical self-evaluation

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

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

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 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

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

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 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

MO2 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

MO3 Listen actively (by using appropriate language and body language) and use appropriate questioning

MO4 Identify the client's concerns (by allowing the client to explain his or her concerns and anticipating the client's questions)

MO5 And establish a professional relationship (by establishing and maintaining a suitable rapport with the client)

MO6 Understand the principles and techniques of the skill of advising including how to: 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)

MO7 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

MO8 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

Hours to be allocated: 0

Contact hours:

Independent study/self-guided study = 228 hours

Face-to-face learning = 72 hours

Total = 300

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/ujtx6-0-m.html) via the following link <https://uwe.rl.talis.com/modules/ujtx6-0-m.html>

Part 4: Assessment

Assessment strategy: The Assessment Strategy pervading all modules on the LPC is rigorous in its approach to ensure the credibility of the course to ensure that

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.

Assessment components:

Practical Skills Assessment (First Sit)

Description: oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8

Practical Skills Assessment (Resit)

Description: oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Practical Skills Assessment (Resit)

Description: oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Part 5: Contributes towards

This module contributes towards the following programmes of study: