



**ACADEMIC SERVICES**

**MODULE SPECIFICATION**

Part 1: Basic Data					
Module Title	Wills and Administration				
Module Code	UJXTXA-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	UJXTX6-0-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"> <li>- Advise generally on the content, format and validity of wills;</li> <li>- Advise generally the content, format and validity of wills, obtaining grants of representation and administration of an estate and purpose and general structure of the relevant documents;</li> <li>- Supply advice on obtaining the appropriate grant of representation and administration of an estate and purpose and general structure of the relevant documents;</li> <li>- Consider and analyse case studies involving testate and intestate clients will give students on pre-grant practice including an application for a grant of representation and post-grant practice.</li> </ul>
Syllabus Outline	<p><b>Syllabus Outline</b></p> <p>Succession of property of a testate and intestate ( including a partial intestacy) estate</p>

	<p>Validity, revocation and alteration of wills  Identification of property passing by will/intestacy or outside the deceased's estate</p> <p>Valuing assets, liabilities and the taxable estate</p> <p>Identifying the correct oath and grant of representation</p> <p>Considering appropriate powers and duties available to personal representatives and their protection</p> <p>The Inheritance (Provision for Family and Dependants) Act 1975 claims</p> <p>Raising funds to pay inheritance tax, debts and pecuniary legacies</p> <p>Vesting property in beneficiaries</p> <p>Distribution of the residuary estate</p> <hr/> <p><b>Statement of Outcomes</b></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 skill which pervades this elective as identified in the indicative teaching scheme set out below is; interviewing and advising.</p> <p>Ethical and professional conduct issues will pervade the teaching of this elective. In particular students will consider client care, costs and third party instructions.</p> <p>Inheritance tax issues pervade this course including the charge to Inheritance tax on death and the relevance of lifetime transfers in the calculation of inheritance</p> <hr/> <p><b>Indicative Teaching Scheme</b></p> <p>Study Unit 1: Pre grant practice and application for a grant of representation</p> <p>Study Unit 2: Post grant practice</p> <p>Self - Study Exercise: Practising the skill of interviewing and advising in the context of Wills and Administration of Estates</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>Large group sessions in order to consolidate and develop 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 &amp; 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 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	Bamford et al, Legal Foundations(CLP)

<b>Part 3: Assessment</b>	
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"> <li>• Assessment arrangements will be robust, consistent, fair and secure, to ensure that academic standards will meet the threshold set by the SRA</li> <li>• Assessments will revolve around transactions of the type encountered in practice</li> <li>• Assessments will address depth and realism as well as coverage</li> </ul>

	<ul style="list-style-type: none"> <li>Individual assessments cover a representative and robust selection (but not all) of the relevant outcomes.</li> <li>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.</li> <li>Student achievement will be measured appropriately in accordance with the LPC outcomes.</li> <li>All diligent students have an opportunity to achieve and demonstrate the LPC learning outcomes.</li> <li>The needs of disabled students will be taken into account ensuring equal accessibility of assessments to all students.</li> </ul>
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<b>% weighting between components A and B</b>	<b>A:</b>	<b>B:</b>
	100%	
<b>First Sit</b>		
<b>Component A (controlled conditions)</b> <b>Description of each element</b>	<b>Element weighting (as % of component)</b>	
A 25 minute combined oral assessment with the skill of interviewing and advising assessed on a Competent/Not Competent	100%	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting (as % of component)</b>	
n/a		

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

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