



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Conferencing Skills				
Module Code	UJXUS8-5-M	Level	M	Version	1.1
UWE Credit Rating	5	ECTS Credit Rating	2.5	WBL module?	No
Owning Faculty	Business and Law		Field	Law Non-Modular	
Department	Law: BILP		Module Type	Professional Practice	
Contributes towards	Bar Professional Training Course				
Pre-requisites	None		Co- requisites	None	
Excluded Combinations	None		Module Entry requirements	N/A	
First CAP Approval Date	QSC 28 April 2010		Valid from	September 2010	
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> <ol style="list-style-type: none"> 1. demonstrate an understanding of the objectives of a conference and the factual, legal, procedural and evidential issues that should be raised in a conference 2. conduct the conference in a structured and efficient way, follow an agenda as far as possible and cover all relevant issues in a logical sequence; 3. communicate effectively with the client and advise the client as appropriate 4. prepare and conduct conferences dealing with and advising on <ul style="list-style-type: none"> • the facts contained in the brief and obtained during conference • the evidence, giving a balanced analysis of the strengths and weaknesses of the case • plea • sentence • mode of trial and venue • bail

Syllabus Outline	<ol style="list-style-type: none"> 1. Conference in preparation for a plea in mitigation (leading to an Advocacy session) 2. Conference in preparation for a bail application (leading to an Advocacy session) 3. Conferences in a variety of cases, leading to advice on plea, likely sentence and venue, one of which will be a formative assessment
Contact Hours	<p><u>Student contact time</u></p> <p>LGS 1 – 2 hours LGS 2 – 1.5 hours LGS 3 – 1.5 hours</p> <p>SGS 1 – 3 hours SGS 2 – 3 hours SGS 3 – 2 hours Practice Assessment and individual feedback – 1 hour 30 + 15 mins SGS 4 – 1.5 hours</p> <p>Final Assessment – 1 hour 30 mins</p> <p><u>Staff contact time</u></p> <p>LGS's – 5 hours as above</p> <p>SGS 1 – 6 hours per group SGS 2 – 6 hours per group SGS 3 – 6.5 hours per group</p> <p>Practice Assessment – 6 hours per group Practice Assessment feedback – 3 hours per group</p> <p>SGS 4 – 6 hours per group</p> <p>Final Assessment – 6 hours per group</p> <p>This is replicated for the part time students in year 1 of the BPTC</p>
Teaching and Learning Methods	<p>Conferencing will be taught in an entirely practical manner and in a criminal law context.</p> <p>After the introductory Large Group Session (LGS), all students will prepare and conduct conferences, in preparation for a plea in mitigation and a bail application, both leading to advocacy SGSs. As part of these conferences, students will alternate between playing counsel and client. Students will observe five other different conferences in the first two sessions. In the remaining two small group sessions (SGS) the tutor will play the client, and the student will observe two further conferences following their own. For the practice and final assessments, an actor will be role playing the client.</p> <p>During each SGS, students will receive written and oral feedback from peers and tutors and will take away their own DVD recording to reflect upon. All students will have the opportunity to conduct a conference as counsel on five occasions, across a broad range of scenarios (with feedback from peers and tutors on each occasion) prior to the final, summative assessment.</p> <p>The practice assessment is recorded and following written feedback and a grade being</p>

	<p>given to the student, an additional LGS covers general feedback and learning points to take away from the assessment/. Students then have a 15min individual appointment with tutors in order to effectively work on their feedback.</p> <p>A final revision LGS consolidates the module and students have the opportunity to grade a tutor role playing Counsel in a conference they have previously undertaken.</p>
Reading Strategy	<p>There will be directed reading prior to each session. Students will be required to refresh their understanding of Conferencing by reading the City Law School Conferencing Manual. Students will additionally be required to research and read relevant passages of Blackstone's Criminal Practice in order to advise on the law and offences contained in the brief. Students will also be required to research and read the appropriate sentencing guidelines.</p>
Indicative Reading List	<p><i>The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, CURRENT advice on readings will be available via other more frequently updated mechanisms.</i></p> <p>Indicative reading list</p> <p>City Law School Conferencing manual Blackstone's Criminal Practice including supplements City Law School Criminal Litigation manual</p>

Part 3: Assessment

Assessment Strategy	<p>The assessment will require students to conduct a conference with a client in order to obtain additional information from them, and advise appropriately on the law and procedure.</p> <p>The student instructions are released to the students one week prior to the assessment (two weeks for part time students). During this week the students will prepare their conference plan and research the law. The students then enter a holding room one hour immediately prior to their assessment appointment and are given the 'brief' containing all relevant case papers and witness statements. These stages demonstrate the learning outcomes of</p> <ul style="list-style-type: none"> • understanding the objectives of a conference and the factual, legal, procedural and evidential issues that should be raised in a conference • conduct the conference in a structured and efficient way, follow an agenda as far as possible and cover all relevant issues in a logical sequence; • preparing to advise on relevant law and issues during the conference. <p>The student must then conduct the conference, during which they must ask relevant questions to obtain information from the client and advise appropriately on the evidence, plea, sentence and venue. The learning outcomes demonstrated during the conference are –</p> <ul style="list-style-type: none"> • conduct the conference in a structured and efficient way, follow an agenda as far as possible and cover all relevant issues in a logical sequence; • communicate effectively with the client and advise the client as appropriate • prepare and conduct conferences dealing with and advising on <ul style="list-style-type: none"> • the facts contained in the brief and obtained during conference • the evidence, giving a balanced analysis of the strengths and weaknesses of the case
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- plea
- sentence
- mode of trial and venue
- bail

There are three elements assessed in the conference – ‘Relationship with client’, ‘Fact Finding’ and ‘Advice’

Relationship with client (20%)

The student must establish and maintain a good rapport with the client throughout the conference to demonstrate the learning outcome of being able to communicate effectively and advise appropriately.

The specific assessment criteria in this element are

Welcome the client and make them feel comfortable.

Inspire confidence in the client.

Actively listen to the client.

Ensure client had opportunity to raise concerns.

Respond fully and frankly to any question the client may ask.

Show empathy and do not judge the client.

Explain the objectives of the conference to the client

Fact Finding (30%)

This section of the conference enables the student to advise appropriately. Without it the student cannot properly meet the outcomes of advising on the facts of the case, or the evidence and plea.

The specific assessment criteria in this element are

Listen to the client and obtain sufficient information to be able to provide a full and accurate analysis of the case and advice on plea and likely sentence.

Ensure ambiguities or lack of clarity are resolved.

Get information in a coherent order.

Summarise as and when appropriate.

Advice (50%)

The third element allows the student to demonstrate the learning outcome of advising appropriately on all aspects of the case.

The specific assessment criteria in this element are

Provide an accurate factual/legal analysis of the client's case.

Identify accurately and clearly all of the options available to the client.

Demonstrate sound judgement in giving appropriate advice to the client.

Give the advice in clear and unambiguous language and confirms that the client understands the advice.

Ensure that the client understands what is to happen following the conclusion of the conference.

Obtain and confirm clear instructions as to the course of action the client prefers.

The assessment also provides the opportunity for the student to demonstrate their understanding of, and ability to apply, the rules of Professional conduct which is a learning outcome, through for example, proper reference to client instructions,

	<p>proper dress for court or ensuring the court is not misled. A breach of the rules of professional conduct will attract negative marking to the overall score.</p> <p>A student who fails what is identified as the 'legal knowledge' threshold of the particular assessment will be deemed to have committed a fatal flaw and will fail the assessment overall despite having passed the other elements</p> <p>Students are advised that the fatal flaw rule is defined as follows; 'Inadequate demonstration of knowledge and comprehension, or inadequate case analysis or <i>inadequate preparation (whether written or oral)</i>, [which] <i>must</i> result in the candidate being failed in that assessment, irrespective of the marks achieved in the different components of the assessment'.</p> <p>Within each element the available grades are 'Outstanding' (O) (85% or above) , 'Very Competent'(VC) (70 % or above) 'Competent' (C) (60% or above) and 'Not Yet Competent' (NYC) (59% or below). The overall grade for the Conferencing assessment of O, VC, C or NYC is determined by the composite grade of individual element marks. A student need not achieve a C in each of the elements to be graded C (or above) overall.</p> <p><u>The Assessment</u></p> <p>The assessment comprises a single component which is conducted in controlled conditions. The student is required to attend holding room for 1 hour and then their assessment room for 30mins to conduct a 25 minute conference. The client is played by an actor and the assessor is present in the room to administer, manage and assess the conference.</p>
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% weighting between components A and B	A:	B:
	100%	
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Relationship with Client	20%	
2. Fact Finding	30%	
3. Advice	50%	
Component B Description of each element	Element weighting (as % of component)	
n/a		

Second and final Resit assessment (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Relationship with Client	20%	
2. Fact Finding	30%	

3. Advice	50%
Component B Description of each element	Element weighting (as % of component)
n/a	
<p>If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.</p>	