



Module Specification

Conferencing Skills (BPTC)

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Part 1: Information

Module title: Conferencing Skills (BPTC)

Module code: UJXUS8-5-M

Level: Level 7

For implementation from: 2023-24

UWE credit rating: 5

ECTS credit rating: 2.5

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: None

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: Conference in preparation for a plea in mitigation (leading to an Advocacy session)

Conference in preparation for a bail application (leading to an Advocacy session)

Conferences in a variety of cases, leading to advice on plea, likely sentence and venue, one of which will be a formative assessment

Part 3: Teaching and learning methods

Teaching and learning methods: Conferencing will be taught in an entirely practical manner and in a criminal law context.

After the introductory Large Group Session (LGS), all students will prepare and conduct conferences, in preparation for a plea in litigation 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.

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.

The practice assessment is recorded and following written feedback and a grade being 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.

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.

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

MO1 Demonstrate an understanding of the objectives of a conference and the factual, legal, procedural and evidential issues that should be raised in a conference

MO2 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

MO3 Communicate effectively with the client and advise the client as appropriate

MO4 Prepare and conduct conferences dealing with and advising on the facts contained in the brief and obtained during conference

MO5 Prepare and conduct conferences dealing with and advising on the evidence, giving a balanced analysis of the strengths and weaknesses of the case

MO6 Prepare and conduct conferences dealing with and advising on the plea

MO7 Prepare and conduct conferences dealing with and advising on sentence

MO8 Prepare and conduct conferences dealing with and advising on mode of trial and venue

MO9 Prepare and conduct conferences dealing with and advising on bail

Hours to be allocated: 50

Contact hours:

Independent study/self-guided study = 38 hours

Face-to-face learning = 12 hours

Total = 50

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/ujxus8-5-m.html) via the following link <https://uwe.rl.talis.com/modules/ujxus8-5-m.html>

Part 4: Assessment

Assessment strategy: 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.

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

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.

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 –

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

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

There are three tasks 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 task 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 task 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 task allows the student to demonstrate the learning outcome of advising appropriately on all aspects of the case.

The specific assessment criteria in this task 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, 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.

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 tasks.

Students are advised that the fatal flaw rule is defined as follows;

'Inadequate demonstration of knowledge and comprehension, or inadequate case analysis or inadequate preparation (whether written or oral), [which] must result in the candidate being failed in that assessment, irrespective of the marks achieved in the different components of the assessment'.

Within each task 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 task marks. A student need not achieve a C in each of the tasks to be graded C (or above) overall.

The Assessment

The assessment comprises a single task 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.

Assessment components:

Presentation (First Sit)

Description: Relationship with Client

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation (First Sit)

Description: Fact Finding

Weighting: 30 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation (First Sit)

Description: Advice

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation (Resit)

Description: Relationship with Client

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation (Resit)

Description: Fact Finding

Weighting: 30 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation (Resit)

Description: Advice

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Part 5: Contributes towards

This module contributes towards the following programmes of study: