



Module Specification

Drafting Skills

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Part 1: Information

Module title: Drafting Skills

Module code: UJXTX4-0-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: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: The LPC outcomes relevant to the course skill of drafting will be met by the students undertaking the type and range of tasks identified in the indicative teaching scheme set out in the Outline Syllabus.

The elements of this course skill are primarily identified in the syllabus as expanded upon in this statement and the indicative teaching scheme.

Ethical and professional conduct issues will pervade the teaching of this course skill.

Outline syllabus: The syllabus will cover:

The content and requirements of formal legal documents in the core practice areas;

The principles of good drafting and editing in order to review their own and others' drafting to identify and correct omissions, errors and unnecessary provisions;

The meaning and effect of basic documents and the possible implications for the client;

Drafting and amending documents or provisions using accurate, straightforward modern language with correct spelling, grammar, syntax and punctuation to produce documents that are easy to follow, internally consistent and free of ambiguity;

Drafting documents with a clear, logical, consistent and appropriate structure, layout and use of numbering and schedules with recitals, definitions and boilerplate provisions used correctly and appropriately;

The relevant legal, factual and procedural issues associated with the drafting of such documents and all formal legal or other requirements;

The choice, use and adaptation of templates or precedents and using prescribed or generally accepted form documents.

Indicative Teaching Scheme

Unit 1: Introduction to Legal Drafting/ Writing

Unit 2: Drafting

Additional Exercise: Drafting

LGS Review of Drafting Practice Assessment

This is followed up with a discrete Study Unit on the skill of Writing.

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 company procedure 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 company procedure 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.

Each Study Unit involves the student undertaking 11.5 Notional Learning Hours, of which 2.5 hours will be a Small Group Sessions.

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

MO1 Understand the content and requirements of formal legal documents in the core practice areas.

MO2 Understand the principles of good drafting and editing in order to review their own and others' drafting to identify and correct omissions, errors and unnecessary provisions.

MO3 Explain their own and others' drafting including explaining in clear and simple terms the meaning and effect of basic documents and the possible implications for the client.

MO4 Draft and amend documents or provisions using accurate, straightforward modern language with correct spelling, grammar, syntax and punctuation to produce documents that are easy to follow, internally consistent and free of ambiguity.

MO5 Draft documents with a clear, logical, consistent and appropriate structure, layout and use of numbering and schedules with recitals, definitions and boilerplate provisions used correctly and appropriately.

MO6 Demonstrate an understanding of the relevant legal, factual and procedural issues and meet all formal legal or other requirements.

MO7 Critically choose, use and adapt templates or precedents and be familiar with prescribed or generally accepted form documents.

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/ujtx4-0-m.html) via the following link <https://uwe.rl.talis.com/modules/ujtx4-0-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 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:

Examination (First Sit)

Description: Open Book assessment with a Competent/ Not Yet Competent grading

Weighting:

Final assessment: Yes

Group work: No

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

Examination (Resit)

Description: Open Book assessment with a Competent/ Not Yet Competent grading

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Examination (Resit)

Description: Open Book assessment with a Competent/ Not Yet Competent grading

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Part 5: Contributes towards

This module contributes towards the following programmes of study: