



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Continuing Professional Competence Portfolio				
Module Code	UJGUPU-45-M	Level	M	Version	1
UWE Credit Rating	45	ECTS Credit Rating	22.5	WBL module?	No
Owning Faculty	Business and Law	Field	Law Postgraduate		
Department	Law : BILP	Module Type	Project		
Contributes towards	Masters in Advanced Legal Practice				
Pre-requisites	Post-Graduate Diploma Legal Practice	Co- requisites	None		
Excluded Combinations	UJGT7A-60-M	Module Entry requirements	None		
First CAP Approval Date	1 June 2016	Valid from	September 2016		
Revision CAP Approval Date		Revised with effect from			

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module, students will</p> <ul style="list-style-type: none"> - Critically appraise existing knowledge, research, and innovations alongside their personal development in the workplace; - Have further developed their ability to be reflective practitioners, responsible for their own learning and development, particularly in the context of the Solicitors Regulation Authority Competence Statement - Have reinforced their understand the importance of the key attributes set out in the Competence Statement (<i>Ethics Professionalism and Judgement; Technical Legal Practice; Working with Other People; Managing themselves and their own Work</i>) - In a work based context have developed and reflected on their knowledge and understanding of these issues from their studies on the PG Diploma in Legal Practice, and Professional Conduct & Regulation in Practice/Professional Development (Law) - Have developed their ability to critically reflect on their own professional practice /development and their intellectual autonomy to become independent learners - Have further developed their analytical skills to make reasoned creative and original judgements regarding the practical application of law in practice

Research Methods

The Research Methods element is designed to build upon and enhance the student's existing research skills (from prior legal study and legal employment). Students will have already developed research techniques and skills at an earlier stage of his/her legal education and, where appropriate, in practice.

Students will

- Refresh and develop more significant and sophisticated techniques in conducting detailed legal research using an extensive range of resources (including practitioner sources)
- Plan research, define objectives, choosing an appropriate methodological approach, research design and project management
- Conduct a literature search, including utilisation of Internet resources; to identify and explore literature relevant to a research project, and access sources of information and guidance, including professional practice within organisations.
- Undertake a process of detailed legal research, including the use of the latest research techniques in information retrieval to obtain, apply and present data.
- Conduct, assess, apply and record legal research in a practitioner context, adopting an appropriate methodology for research and analysis.
- Apply knowledge, critical thinking and problem solving skills to their research.
- Apply a creative and reflective approach to enquiry and research processes.
- Analyse the relevance of information acquired through research activities and apply the information to a client's circumstances
- Project and time manage a process of organisation based research; enhancing their data presentation and report writing skills

Continuing Professional Competence Portfolio

Student learning will be through a process of research and reflection in production of a portfolio. The portfolio will evidence the student's expertise in or knowledge of a particular work/legal practice context, with additional reference to on one or more of the key attributes of the SRA's Competency Statement; together with evidence of their own development as a reflective practitioner responsible for their own continuing professional competence.

Students will

- reflect on and evidence the development of their own Continuing Professional Competence in the production of the Portfolio and be able, independently, to explore the current limits of legal knowledge
- identify and justify a legal issue which is of strategic relevance to an organisation as a chosen topic of research
- develop the chosen topic of research (approved in a Proposal) into a properly conceived, constructed and concluded Portfolio
- manage research over a prolonged period of time involving both theoretical and practical issues, demonstrating project management and organisational skills.
- design and apply a research strategy and methodologies appropriate for the investigation and production of the Portfolio

	<p>Students will draw on their own practical and professional experience, some or all of which may be initiated and generated in connection with work for the student's clients.</p> <p>The Portfolio will be a self-generated portfolio of work that will demonstrate evidence of relevant research and engagement with existing knowledge and practice in the chosen practice area (as specified in the approved Proposal).</p>								
Contact Hours	<table border="1" data-bbox="400 432 1426 562"> <thead> <tr> <th data-bbox="400 432 1270 465">Activity</th> <th data-bbox="1270 432 1426 465">Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 465 1270 499">Scheduled contact</td> <td data-bbox="1270 465 1426 499">25</td> </tr> <tr> <td data-bbox="400 499 1270 533">Self-directed study</td> <td data-bbox="1270 499 1426 533">425</td> </tr> <tr> <td data-bbox="400 533 1270 562">Total study time</td> <td data-bbox="1270 533 1426 562">450</td> </tr> </tbody> </table> <p>The contact time will generally be delivered during the Research Methods Programme and supervision sessions with the student's supervisor</p>	Activity	Hours	Scheduled contact	25	Self-directed study	425	Total study time	450
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Teaching and Learning Methods	<p>Research Methods</p> <p>Research Methods will be taught through a series of four interactive workshops, in conjunction with students undertaking UJGT7A-60-M (Research & Practice Portfolio) covering research design, quantitative and qualitative data collection, data analysis and writing up the research. The indicative content of the Research Methods course of study is:</p> <ul style="list-style-type: none"> - Information retrieval using paper-based and electronic sources and the analysis of information gathered. - Legal research techniques (including an introduction to research methodologies and theories, and to qualitative and quantitative research). - The application, composition and presentation of legal research (including presentation of summaries of relevant current law), particularly in the context of the presentation of the Portfolio. - Introduction to reflective learning (with particular reference to legal practice and the role of reflective learning in the preparation and completion of the Portfolio). <p>Seminars and practical activities enable students to make sense and experience first-hand the challenges understanding planning, designing, implementing, analysing and writing up their own research</p> <p>Students will complete a research Proposal (not assessed) which will form the basis of preliminary discussions about the research.</p> <hr/> <p>Portfolio</p> <p>The Portfolio will comprise between 9,000 and 12,000 words in total. It will consist of a portfolio of know-how within an area of practice.</p> <p><u>Process</u></p> <p>During the completion of the Portfolio, primary support will be given by the student's supervisor who acts as an adviser and mentor to the student, providing a contact point when ideas need to be explored or problems discussed. The supervisor will also provide written feedback on drafts of the students work</p> <p>In addition, student support will also be available from the Module Leader. They will be involved in preliminary discussions with students over initial topic ideas and their viability, the development of a preliminary research proposal, choice of appropriate project supervisors and matters of access. The module leader will monitor the progress of students and take action when required</p>								

On the basis of the Proposal, the student will be assigned a Supervisor. The Supervisor may recommend alterations to the Proposal.

This is largely a project of self-study. The Supervisor will provide assistance and guidance for the student. The role of the Supervisor is to comment on the student's proposals and ideas (including research methodologies; sources found and to be used; the content of the developing work, and the final presentation of the Portfolio).

It is expected that students and supervisors will meet on at least four formal occasions.

Key Information Sets Information

Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, which is a requirement set by HESA/HEFCE. KIS are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.

Key Information Set - Module data				
<i>Number of credits for this module</i>				45
Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours
450	25	425	0	450

The table below indicates as a percentage the total assessment of the module which constitutes a -

Written Exam: Unseen written exam, open book written exam, In-class test

Coursework: Written assignment or essay, report, dissertation, portfolio, project

Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam

Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:

Total assessment of the module:	
Written exam assessment percentage	0%
Coursework assessment percentage	100%
Practical exam assessment percentage	0%
	100%

Reading Strategy

No set text is applicable to this module but specific reading guidance may be made available for individual student's Portfolio.

Students are expected to develop a Reading strategy in line with the research topic for their Portfolio. This should enable them to evaluate the existing literature relevant to the chosen issue

Students are encouraged to make full use of the resources available through membership of the University. These include electronic journals and a wide variety of e-support resources available through web sites and information gateways. They are also expected to use non-University sources such as professional literature available in or through their workplace and/or relevant professional bodies.

Indicative Reading List	<p>Indicative Sources:</p> <p>1. Research Methods All the paper-based and electronic sources available to UWE students at or via the university's Library and/or the LPC/BVC Resource Room.</p> <p>2. Portfolio Those primary sources (statutory and case law), practitioner works, professional journals and academic works referred to in the Proposal, together with other appropriate and relevant materials referred to by the student in the Portfolio.</p>
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Part 3: Assessment	
Assessment Strategy	<p>Students will be required to develop and submit a Portfolio of between 9,000 and 12,000 words, which will be assessed against the following criteria</p> <ol style="list-style-type: none"> 1. Aims and objectives are clearly stated, relevant and intellectually challenging 2. The context of the research is clearly explained 3. Findings are analysed and discussions integrated with a correctly attributed and referenced literature review 4. Appropriate conclusions are reached, which are consistent with research objectives and supported by evidence 5. The Portfolio professionally presented 6. There is evidence of self-critical reflection and review of personal learning from the project

Identify final assessment component and element	Component A	
% weighting between components A and B (Standard modules only)	A: 100%	B: 0%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting	
1. Portfolio (9,000-12,000 words)	100%	
Component B Description of each element	Element weighting	
NA		

Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting	
1. Resubmission of Portfolio (9,000-12,000 words)	100%	
Component B Description of each element	Element weighting	
NA		
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.		