



## **Module Specification**

### Continuing Professional Competence Portfolio

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## Part 1: Information

**Module title:** Continuing Professional Competence Portfolio

**Module code:** UJGUPU-45-M

**Level:** Level 7

**For implementation from:** 2021-22

**UWE credit rating:** 45

**ECTS credit rating:** 22.5

**Faculty:** Faculty of Business & Law

**Department:** FBL Dept of Law

**Partner institutions:** None

**Delivery locations:** Frenchay Campus

**Field:** Law Postgraduate (Programmes)

**Module type:** Project

**Pre-requisites:** None

**Excluded combinations:** Research & Practice Portfolio 2021-22

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** Not applicable

**Features:** Module Entry Requirement:  
Post-Graduate Diploma Legal Practice

**Educational aims:** 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.

#### 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 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.

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).

**Outline syllabus:** The syllabus includes:

#### Research Methods:

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:

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

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** Research Methods:

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:

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)

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.

Students will complete a research Proposal (not assessed) which will form the basis of preliminary discussions about the research.

Portfolio:

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.

Process:

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.

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.

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.

Activity:

Scheduled contact: 25 hours

Self-directed study: 425 hours

Total study time: 450 hours

The contact time will generally be delivered during the Research Methods Programme and supervision sessions with the student's supervisor

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

**MO1** Critically appraise existing knowledge, research, and innovations alongside their personal development in the workplace

**MO2** 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

**MO3** Have reinforced their understand the importance of the key attributes set out in the Competence Statement (Ethics Professionalism and Judgement; Technical Legal Practice; Working with Other People; Managing themselves and their own Work)

**MO4** 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)

**MO5** Have developed their ability to critically reflect on their own professional practice /development and their intellectual autonomy to become independent learners

**MO6** Have further developed their analytical skills to make reasoned creative and original judgements regarding the practical application of law in practice

**Hours to be allocated:** 450

**Contact hours:**

Independent study/self-guided study = 425 hours

Face-to-face learning = 25 hours

Total = 450

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

## **Part 4: Assessment**

**Assessment strategy:** 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:

Aims and objectives are clearly stated, relevant and intellectually challenging

The context of the research is clearly explained

Findings are analysed and discussions integrated with a correctly attributed and referenced literature review

Appropriate conclusions are reached, which are consistent with research objectives and supported by evidence

The Portfolio professionally presented

There is evidence of self-critical reflection and review of personal learning from the project

**Assessment components:**

**Portfolio - Component A (First Sit)**

Description: Portfolio (9,000-12,000 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

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

**Portfolio - Component A (Resit)**

Description: Resubmission of Portfolio (9,000-12,000 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested:

**Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Advanced Legal Practice [Sep][PT][Frenchay][2yrs] LLM 2021-22

Advanced Legal Practice [Jan][PT][Frenchay][2yrs] - Not Running LLM 2021-22

Advanced Legal Practice [Sep][FT][Frenchay][1yr] LLM 2021-22

Advanced Legal Practice [Aug][PT][Frenchay][2yrs] - Not Running LLM 2021-22

Bar Professional Training Studies [Sep][PT][Frenchay][3yrs] LLM 2019-20