

Bristol Institute of Legal Practice

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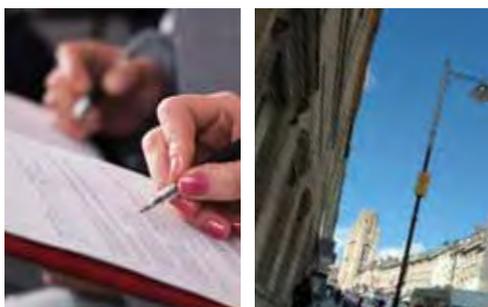
# Professional Courses

GDL/CPE, LPC, BPTC and LLM



University of the  
West of England

**better**together



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## Why choose Bristol Institute of Legal Practice?

The Bristol Institute of Legal Practice (BILP) is part of the wider Faculty of Business and Law at UWE (which comprises Bristol Law School and Bristol Business School).

With more than forty years' successful involvement in professional vocational legal education, a strong national and international reputation and established links with both legal professions and business, we are widely recognised as one of the leading providers of professional legal education in the UK.

We have a reputation for excellence within the legal profession and for delivering courses of the very highest quality.

BILP's professional courses will provide you with a foundation for a career in Law that is hard to match.

- We understand that students today face increasing competition to secure employment in a challenging and rapidly changing market place and we put great emphasis on the careers support and added business focus that we give our students.
- Our LPC is one of a very few providers nationally to have continuously held the SRA's highest possible grading of 'excellent'.
- BILP is a large provider but is small enough to be very personal. At the heart of all we do is a dedicated tutor team committed to the highest quality of teaching, careers and pastoral support.
- We have a proven track record in placing our students in employment whilst they are with us, the true measurement of success of any careers provision.
- We offer a wide range of professional courses, from the Graduate Diploma in Law/CPE conversion course, to CPD and short courses for the local professional and commercial community.
- BILP was the first approved university provider in England and Wales of the Professional Skills Course and recently validated a postgraduate diploma to underpin our consultancy links with national and international law firms.



## Enhancing employability

What BILP offers goes beyond the content of its professional courses. Whilst you are here you will have the opportunity to extend your experience and enhance your employability by taking part in a number of optional activities. Most of these will be available to you whichever professional course you are undertaking, whether that is the GDL/CPE, the LPC or the BPTC.

### Pro bono work

BILP's large and established Pro Bono Unit is leading the way nationally and continues to go from strength to strength, consistently winning awards.

#### Award-winning Pro Bono unit

*National 2011 Attorney General's Solicitors' Pro Bono Award for Best new Pro Bono initiative for our new Domestic Violence Unit.*

*2011 Bristol Law Society Annual Award for the Best Pro Bono Unit in Bristol/South West*

Apart from providing vital support to our community and beyond, by participating in pro bono work you will be able to get practical experience in the real world which will be much appreciated by your future employers. Above all you will acquire some of the main skills employers will be looking for such as teamwork; time management; problem solving; reliability; resilience and perseverance.

The pro bono unit at UWE has three strands:

#### Community Legal Advice and Representation Service (CLARS)

A unique collaboration between UWE and the University of Bristol law students and the practising barristers of the Western Circuit who offer both advisory and representation services to clients who are unable to afford to pay for legal services.

#### Innocence project

Students under supervision of a practising solicitor or barrister, review the case of a long-term prisoner who is maintaining innocence of the serious offence of which he or she has been convicted.

#### Street law

Students deliver interactive sessions to schools, colleges and other community groups on legal rights and responsibilities; they also give taster sessions on life as a lawyer.



I have found the experience to be interesting and taxing in equal measure. It is hugely beneficial to work on a real case and get to grips with the subtle realities of law in practice.

John, Pro-Bono Student of the Year 2009



# Careers and student support

## Careers support

We provide careers support on a number of levels and throughout your course one principle applies: the support is personal, tailored to your specific career requirements and local. We do not simply promise you access to a remote range of support services, but access to a range of practitioners with the relevant expertise.

Over and above this very personal support there is a designated Careers Officer for BILP's professional courses. She works closely with UWE Careers on campus to provide a wealth of information and innovative exercises on the preparation of CVs, application forms, covering letters and interview skills.

On our professional courses, we don't simply "teach" you skills just so that you can pass the Skills Assessments; although this is of course important, we aim to develop your legal skills throughout the course so you are ready and prepared for practice. Students starting the LPC, for example, receive a Skills Portfolio folder, where you can start to collate all of your feedback sheets for skills work. This helps you reflect on your performance but can also be shown to prospective employers to demonstrate personal development and potential as a practitioner.

## Placement schemes

In conjunction with Bristol Law Society we offer a placement scheme to our students in the Easter/Summer vacations. We also offer an International Placement Scheme. A number of students have secured training contracts through these schemes.



The support that I have received and the quality of the teaching here were key factors in helping me secure an Easter vacation placement, and subsequent training contract at a top City law firm.

Victoria, LPC full-time student 2010



## Mediation training

To complement your study on our professional courses, BILP has teamed up with ADRg, a leading provider of Alternative Dispute Resolution (ADR) services and training. ADR is now a vital component of Dispute Resolution and ADRg give BILP's students the opportunity to take an exclusive three day Introductory Course in Mediation, taught by specialists in the field. You will even have the option of taking things further by qualifying as an ADRg Accredited Mediator.



The course met expectations as far as the mediator training went but exceeded expectations in that it was made particularly relevant to the group as future solicitors. The emphasis placed on mediation advocacy as well as mediation from the mediators perspective made it more relevant to the group.

Claire, LPC full-time student 2010



## Commercial awareness programme

We know that employers are looking to see business awareness from their prospective employees yet many students find this very difficult to acquire. We offer an innovative programme of activities and events designed to broaden your awareness of both the law firm as a business and understanding what commercial clients want from their lawyers. GDL/CPE and BPTC students are welcome to participate in our events/activities designed to broaden commercial awareness alongside our LPC students.

We build awareness of current large transactional 'deals' in the press and organise events and specific sessions on the 'soft skills' required such as 'how to network' with law firms and also businesses. We run sessions on Alternative Business Structures (ABS) in collaboration with Lloyds TSB, the impact of the commoditisation of legal services and the implications of this for law firms as businesses. We offer a Commercial Awareness Group and produce regular newsletters, all designed to help you in your application forms and interviews.

We help you develop your 'soft skills' such as your oral communication skills and we organise activities designed to help you learn how to network. Your ability to hone these skills will shape your future success as a lawyer and we hope to give you some inbuilt advantage which is so important in today's competitive market.

Part of the Commercial Awareness Programme involves an innovative legal practice simulation (currently on the LPC) that is supervised by real lawyers in practice. Our students have found this really useful in developing their awareness of the law firm as a business and of the commercial and business context.

“ The LPC offers lots of different opportunities. One in particular is Legal Practice simulation. This allows you to take on the role of an Assistant Solicitor in a practice area of your choice. The simulation is brilliant in preparing you for legal practice as it allows you to gain more responsibility than that of a trainee! ”

Samantha, LPC full-time student 2011

### **Mentoring scheme**

Designed to give additional insight and guidance from a junior lawyer in practice, alongside the bespoke support we offer. Our links with local practices are second to none.

### **Recruitment service**

We will actively put you in touch with firms needing trainees or paralegal support throughout the year and after you have left us.

### **Application support**

You will be supported through the process of applying for training contracts/ pupillage, backed up by specialist careers tutors who help with applications aimed at specific sectors of the legal market. You will also be able to undertake mock interviews and receive constructive feedback on your performance from your tutor.

“ Tutors are always on hand to discuss career prospects, review application forms, and help you to prepare for interviews. ”

Claire, LPC full-time student 2010

## Specific legal careers events

You will be invited throughout the year to attend career events which are often led by visiting practitioners. In the past, these events have included talks designed to raise your commercial awareness, interview speed dating to improve interview techniques, sessions on assessment days, practitioners advising on individual student's CVs, trainees reporting from practice and recruitment partners sharing inside knowledge of the recruitment process at their firm.

Should you change your career plan, you will find yourself in the lucky position of benefitting not only from legal careers advice, but a wealth of other graduate options available from UWE's Careers.

## Law fairs

BILP organises its own 'mini' Law Fair which is attended by many training contract providers. This fair included the full range of firms: small, medium and larger firms; local and national; High Street and niche. Attendees included Burges Salmon, Bevan Britton, Bond Pearce, Irwin Mitchell, Lyons Davidson, Stone King', TLT, Beachcroft, Veale Wasbrough, Withy King, Thompsons and the Co-operative Legal Services to name a few. Several LPC students successfully secured training contracts through this fair.

BILP also holds an 'Ask the experts' panel discussion which last year was attended by a number of local and national practitioners in private practice and barristers, from local government, the Crown Prosecution Service and Solicitors firms.

UWE also holds an annual 'Meet the Employers' fair which last year was attended by many small as well as large legal employers (eg. TLT LLP; Beachcroft LLP; Clarke Willmott LLP; Veale Wasbrough; The Co-operative Legal Services; Crown Prosecution Service; Environment Agency and Bristol City Council).



*Did you know?*

### Our 'Top up' LLM

You could further enhance your CV by completing an LLM with us. See page 29 for further information.

## Student support

The pastoral support on our professional courses is second to none. We will support you as soon as you accept our offer of a place on one of our professional courses. You will be assigned a pre-course contact tutor who is a member of the teaching team; you will be able to contact them about personal and academic issues on a confidential basis, or to ask for individual careers advice before you start your course.



# The GDL/CPE

The Graduate Diploma in Law (GDL) provides a focused route of study for non law graduates to enter the legal profession by undertaking the Common Professional Examination (CPE) approved by professional bodies. The GDL/CPE has run very successfully at BILP since 1978 and is very highly regarded by both branches of the profession as the starting point for graduate legal study.

Many solicitors and barristers currently in practice have chosen the GDL route into the profession using the knowledge that they obtain in another academic field to enhance their legal skills or as a change of direction.

## GDL/CPE course structure

Whether you study the GDL/CPE full-time or part-time, you will cover the same subjects detailed below and the assessment standards are the same on both routes.

### Pre-Course preparation:

English Legal System - The aim of this module is to provide you with a basic understanding of the English Legal System; its concepts, institutions and procedures. In addition, you are given a basic introduction to legal terminology, legal reasoning and legal method, which you will continue to practise and develop throughout the course.

### Teaching block one (September-January or year 1):

- Criminal Law
- Obligations 1 – Contract Law
- Obligations II – Law of Tort
- Public Law

### Teaching block two (January-June or year 2):

- Equity and Trusts
- Property Law
- European Union Law
- The Independent Research Project (IRP)

### **Full-time course**

The full-time course starts with a two week induction period. Here students are introduced to research methodology and a comprehensive review of the civil and criminal court systems. Students also start the study of the four Foundation subjects through face-to-face lectures.

Following the induction sessions, you will start the regular pattern for the course which is 12 hours of face-to-face teaching each week spread over three days. The programme is made up of regular lectures in the initial four subjects.

### **Part-time course**

We recognise that a number of students have considerable demands on their time and the part-time mode would be more beneficial to them. The course is taught over two years with four subject areas being followed in each year. Students are provided with a detailed study schedule to help them plan their time in the periods between the tuition days. There are 13 tuition days in each year of the course and the part-time students are able to enjoy the same UWE accommodation and support services whilst on their course.

### **Learning and teaching on the GDL**

A mixture of lectures, workshops and seminars allow you to gain a deeper understanding of the course material and how it can be applied to practical contexts. Cases and legislation will be researched and discussed, based on developments in law which enables realism to be brought to the course and to give you an insight into situations you are likely to face in your law career.

Learning to analyse a problem and apply the law to the facts is a key skill which you will develop on the GDL. Reviewing and analysing case law and statute are invaluable skills which you will learn and which will last you throughout your career in the legal profession.

Preparing for seminar topics and workshop problems give you a real opportunity to look at law topics in detail. Seminars and workshops are highly interactive and designed to help each student to develop an understanding of the subjects being studied.

You can put some of your new found skills into practice by being part of our award-winning Community Legal Advice and Representation Service (CLARS), part of the pro bono service.

### **Assessment methods**

Assessments take the form of examination and some coursework. Practice and feedback, both general and individual, is given throughout the course.

### **Careers support**

We hold a voluntary careers session before the start of the course and aim to assist you in thinking about how to develop your career in Law during the course itself. Assistance with CV writing, applications and interview advice is always available. You will benefit from the specialist careers provision that both the LPC and the BPTC course provide; the University wide careers support service; as well as more tailored advice to suit your needs. For more information on Enhancing employability and careers support see page [4].

### **Our team**

Your tutors are highly experienced practitioners drawn from both the academic side of law and from those who have more experience of legal practice either as solicitors or barristers. You are never taught alongside undergraduates. You will be allocated a personal tutor who is available for you to discuss issues and give guidance on career development.



## Facilities

You will benefit from:

- Unparalleled 24/7 access to the University's online learning environment and library, providing interactive support.
- Study rooms with PCs and a mini library for your own use.
- Common rooms where you can meet fellow law students.

## Entry requirements

Those eligible to apply for entry include non-law graduates, law graduates with 'stale' law degrees (generally where more than seven years have elapsed since graduation), and those with academic or professional qualifications of degree equivalent level.

In determining whether to offer an applicant a place on either course, we will take into account evidence produced by the student (on or with the application form) relating to the following factors:

- The applicant's academic record.
- The applicant's apparent suitability for the course and, where appropriate, the applicant's demonstration of a commitment to qualifying as a solicitor or barrister (eg. work placements or legal experience obtained).
- Financial or other reasons for the applicant's choice of location.

## Your next steps

Come and visit us at one of our open days/taster sessions or one of our other events – visit [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp) for details.

### Full-time course

Application onto our full-time GDL/CPE should be made to the Central Applications Board (CAB). To obtain an application form either:

Visit: <http://www.lawcabs.ac.uk>

Write to:

**Central Applications Board (CAB)**  
**PO Box 84, Guildford**  
**Surrey**  
**GU3 1YX**

Tel: **01483 301282**

Applications should be submitted during the academic year prior to the desired year of entry. The deadline is fixed by the CAB and is usually at the beginning of February. Applicants are advised to ascertain the relevant submission date for any given year of entry with the Board.

### Part-time course

Applications for a place on our part-time GDL/CPE should be made direct to BILP (see admissions below). Formal decisions on applications will be made from the second half of March onwards preceding the start of the course in September. Applications will continue to be considered up until mid August.

## Admissions

For fees information, application forms or further enquiries about the course, contact the CPE Administrator at:

### Bristol Institute of Legal Practice

**University of the West of England**  
**Frenchay Campus**  
**Coldharbour Lane**  
**Bristol BS16 1QY**

**Tel: +44 (0)117 32 82604**

**Fax: +44 (0)117 32 82268**

**E-mail: [bilpinfo@uwe.ac.uk](mailto:bilpinfo@uwe.ac.uk)**



## Heather, Legal Practice Course 2010/11

I studied the LPC at Bristol Institute of Legal Practice (BILP), having done my law degree at UWE.

I have really enjoyed my LPC and my experience of studying law and the LPC at UWE has been a hugely positive one. At BILP, there is a huge emphasis placed on giving students careers support and a dedicated team of specialist careers tutors provide bespoke careers support to students individually. This has meant that I have had considerable support with my applications and I have been successful in securing two good placements with leading firms and two training contract offers during the year.

There is a much wider focus on raising business awareness and this has also been really helpful in my applications. I have also been really involved in a commercial pro bono project, one of the first of its kind, involving a community group in Gloucestershire that was acquiring a swimming pool to run for the community with funding from its local council. I had a significant amount of responsibility and day-to-day client contact throughout the project which I have seen through from the beginning. I set up the company, registered the charity, negotiated the service level agreement and the lease, and advised on directors' duties, employment and ancillary matters with the support of my tutors. This has really enhanced my CV.

The course at BILP is well structured and the teaching is superb with tutors always there to help you through – the emphasis is on focusing on the practical side of being a lawyer and as well as taking away the knowledge that you need. It has been really useful to gain insight from experienced practitioners who really know their stuff as to the realities of practice. The teaching is based around small workshop groups conducted on site by experienced tutors and the work is the kind of practical work that is undertaken by trainees. We stayed in our workshop groups throughout the compulsory part of the course and within these workshop groups we were split into smaller rotating office groups which means you quickly build great relationships and feel confident to practice skills such as negotiation at the workshop. The facilities are excellent from the high quality base rooms with computer access to real courtrooms for advocacy practice.

It's not all work and no play as there is an active social scene too and all the advantages of being on a University campus. I would not hesitate to recommend BILP UWE as an excellent choice to really prepare you for practice in a nurturing environment.





## The Legal Practice Course

Our Legal Practice Course (LPC) is the programme of vocational training required by the Solicitors Regulation Authority (SRA) for those wishing to qualify as solicitors.

Our LPC is one of a very few providers nationally to have continuously held the SRA's highest possible grading of 'excellent'. At our last assessment visit, we were awarded the highest possible grading of commendable practice by the SRA in all aspects of our course delivery on the LPC.

Our course is designed to give you a broad foundation for any legal career, whether you choose to work in a City practice, commercial firm, small high-street practice or in a niche area of law.

### Full-time course structure

The full-time course runs for 10 months. Stage 1 of our full-time course is built around a model of four study units per week, plus flexible lectures and our Careers Programme. Stage 2 comprises of three study units per week, one for each subject you choose to study.

We offer a very wide selection of 16 elective subjects. We cover all the usual electives, plus a wide range of specialist corporate commercial, high street or niche practice choices. This will allow you to pursue a specialist career path, choosing those subjects that you wish to practise when you join your firm. Alternatively, you can keep your options open, or create your individual professional profile, putting you in the best possible position when applying to your preferred employers.

### Flexible delivery

Workshops are always timetabled in a regular pattern. The first two weeks of the course involve additional sessions to get you started but thereafter you will be able to plan your study alongside your other commitments easily.

You are free to study on site in our dedicated LPC facilities at any time. However, we offer our students the choice to limit their time on site to two intensive days, four regular half days or one full day plus two half days during Stage 1. We also use the latest lecture capture technology so if you are unable to attend, you will be able to view the lecture online. This means that you will have great flexibility to be in control of your study and your personal life. We work very hard to make sure that you have your chosen option but this is of course subject to places being available at the time you sign up. Assessments may be held on days which are not a student's 'usual' days on site but we will give notice of such dates well in advance.

# Full-time course structure

## Stage 1 (September – March)

70% of your time on the course will be spent studying the following subjects which are prescribed by the Solicitors' Regulation Authority (SRA), so they are the same across all providers:

### Core Practice Areas

Business Law and Practice  
Property Law and Practice  
Civil and Criminal Litigation

### Skills

Interviewing and Advising  
Practical Legal Research  
Legal Writing  
Drafting  
Advocacy

### Additional Areas

Solicitors' Accounts  
Professional Conduct and Regulations  
Wills and Administration of Estates  
Taxation

## Stage 2 (March – June)

The other 30% of your time on the course will be spent studying three elective subjects. You will be able to choose from:

- Acquisitions
- Advanced Criminal Litigation
- Banking and Capital Markets
- Charity Law
- Commercial
- Commercial Litigation and Dispute Resolution
- Commercial Property
- Corporate Finance
- Employment
- Family
- Intellectual Property and Competition
- Media and Entertainment
- Personal Injury and Clinical Negligence
- Private Client (Estate Planning)
- Public Childcare and Housing
- Real Estate Development

Each elective is taught by experienced tutors who are in, or used to be in, practice in that particular area.

“ I would thoroughly recommend UWE for anyone looking for practical learning in a flexible and challenging environment. The friendly tutors offer their support and advice that is both helpful during the course and essential for life in practice, as well as readily giving assistance with applications for those all-important training contracts! ”

Ed, LPC full-time student 2011



### Part-time course structure

Our part-time course is identical to our full-time course in content, but it extends over two academic years. The part-time course is designed for those for whom study on a full-time course is difficult, whether for personal, financial or other reasons.

### Flexible delivery

We offer a part-time block-learning course. This means that you will attend either a two or three day session each month. There are 10 monthly sessions from September to June in each academic year, comprising a total of 42 study days across the two years. The sessions are held at the end of the week to include a Saturday so that loss of working time or taking leave is kept to a minimum.

We also offer a part-time weekday course over two years. This means that you will attend for one day per week. In addition to study days, students are required to attend for assessments held at various stages throughout the course.

The broad choice of 16 elective subjects available on the full-time course is also available on the part-time course. Some of the electives are offered for study in Year One and some in Year Two as we cannot offer all of the electives in Year One because you will not yet have studied the Core Practice Areas (Litigation and Property) that underpin those electives at that time.

“ The support and guidance from the part-time LPC tutors is invaluable. Tutors are approachable and offer practical advice for both training contract applications and the interview process. Such support assisted me in obtaining a training contract which I will commence in 2012. ”

Emily, LPC part-time student 2010/2012

## Part-time course structure

### Year 1: (September – March)

This part of your course will be spent studying the majority of subjects which are prescribed by the Solicitors' Regulation Authority (SRA) in Stage 1, so they are the same across all providers:

#### Core practice area

- Business Law and Practice

#### Skills

- Interviewing & Advising
- Practical Legal Research
- Drafting

#### Additional areas

- Professional Conduct & Regulations
- Wills and Administration of Estates
- Taxation

### Year 1: (March to June)

You will study:

#### Additional areas

- Solicitors Accounts (a Stage 1 subject)
- One of your Vocational Elective (Stage 2) subjects (for a list of elective subjects, please see the full-time course structure on page 15)

### Year 2: (September to March)

You will study the following stage 1 subjects:

#### Core practice area

- Litigation
- Property Law & Practice

#### Skills

- Legal Writing
- Advocacy

### Year 2: (March to June)

You will study the remaining two elective subjects (for a list of elective subjects, please see the full-time course structure on page 15)

## Learning and teaching on the LPC

Our aim is to make you ready for that first day in practice and by the time you get to your firm, we will have made sure that you know your stuff. You will understand what people are talking about, how things are done and how you go about fulfilling the demands made of you as a professional in practice. Your first day as a trainee is a key step in your career as a solicitor - we aim to give you a head start:

- You will not just learn about law and procedure, but crucially, the skills required to get on in practice.
- Our tuition is provided by highly experienced lawyers all of whom know their subject inside out, having had many years of practice in their particular field (some of whom are still in practice or train practising lawyers via our professional skills, continuing professional development and bespoke training courses).

**We are proud of our tutors: please take a look at their profiles on our website [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp)**

- Our subject teams design, write and control all of our own materials, including everything that's online. We use real legal documents made available to us by law firms and practitioner precedents. This is one of our many strengths and it is also a big advantage for you - we can react to the requirements particular to your cohort.
- We have the widest unrestricted choice of electives available in Stage 2. You can choose what you are interested in, what you need to know to be successful at your chosen firm or indeed, what you are best at.
- Pre-course reading and practical exercises are available in the summer so that students can revise their knowledge ahead of the course, introduce themselves to subjects they may not have studied before, and try out the skills taught on the course.

### **Our course is built around the model of the study unit. A study unit is made up of:**

- Preparatory tasks;
- A face-to-face workshop of 2.5 hours;
- Review and Consolidation tasks to broaden and deepen your understanding.

At the core of each unit is the workshop, with a typical maximum number of 16 students in each workshop group. You will be in the same workshop group throughout Stage 1 and so you will build a very close working relationship within your workshop group. This will provide you with an excellent peer support network. Within these small workshop groups, we will place you in a smaller office group of students working on a particular case or matter for one of our LPC firms. Allocation to these office groups is rotated regularly in order to give students a chance to work with different people throughout the year.



The office group system also created a supportive working environment for me and my peers, and I found it easy to make friends quickly.

**Alison, LPC full-time student 2010**



A particular feature of our workshops is the dedicated 30 minute tutor-led review session, which normally takes place at the beginning of the workshop. This is designed to allow in-depth feedback on some aspects of the preparatory tasks and/or to allow students the opportunity to seek individual help and/or raise queries. It also gives tutors the freedom to focus again on areas that (s)he might feel would benefit from a re-visit in any particular group's case.

Outside of workshops you will work individually and sometimes with other members of your office group on preparatory tasks and exercises to consolidate your learning. This happens at a time and pace that suits you. Typical tasks would include: reading from the course manual or relevant practitioner text, watching an online presentation, writing a letter to a fictitious client, completing an exercise online, drafting a legal document, preparing for a presentation or interview and reviewing your performance in one of the skills. Remember, where lectures are given, attendance is optional and we will provide you with an alternative means of accessing the relevant information.

“ The approach of the tutors here is not ‘get you through the exam’: but to ‘thoroughly prepare you for life in practice’. The tutors are experienced professionals; they know their stuff and this makes the learning process an enjoyable and beneficial one. ”

Samantha, LPC full-time student 2011

### Teaching methods

We offer a blend of different learning options and methods so that you can focus on what works best for you. We try to make our teaching and learning dynamic and student-centred.

Even though you will learn through traditional methods such as reading, lectures and legal research, greater emphasis is placed on interactive learning ‘by doing’ (through role plays, online tests, small group work) and regular practice (through letter writing tasks, self-test questions, presentations and negotiation exercises). Apart from the learning in the three Core Practice Areas, you will have the opportunity to practise legal skills such as interviewing, advocacy, drafting documents, legal writing and negotiation so you will be comfortable when you come face-to-face with real clients in practice.

“ The work was interactive and varied and mirrored everyday tasks of a trainee in practice. The tutors did everything possible to ensure I did my best. ”

Alison, LPC full-time student 2010

### Personalised skills portfolio

One of the unique features of our LPC is that we will help you to produce your own individual personalised skills portfolio. We will provide very specific focused and structured feedback on each of your assessed skills on the LPC, tracking your performance and identifying areas for further improvement.

### Assessment

The areas and methods of assessment for all Legal Practice Courses are largely determined by the Solicitors Regulation Authority (SRA). Within these constraints, we operate an assessment regime that places proportionate emphasis on assessment as part of your LPC experience.

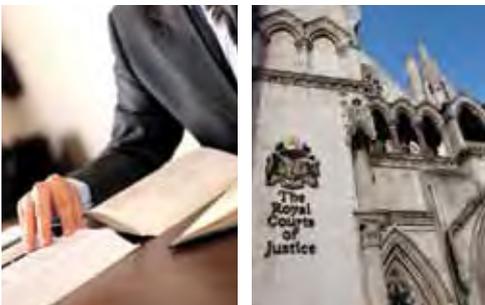
We do not assess you beyond the minimum SRA requirements. Nearly all of our written assessments are open book. There are also a number of assessed written and oral skills exercises. Most are held at the end of Stage 1 to achieve an appropriate balance between the learning process and assessment of student achievement, maximising your revision time and reducing the number of times during the year when you are faced with assessments. At BILP you will have some flexibility as to when you sit your assessments; your options will be discussed with you in detail individually should you need flexibility in the timing of when you take your assessments.

Throughout the course, you will have regular mock or practice assessments including regular online testing. We will provide you with detailed and proximate feedback on your performance as you progress on the course.



## Student support

We are renowned for the quality of our pastoral support. At BILP, you will very quickly get to know your Supervising Principal (SP) and everybody who teaches you on the subject teams. Doors are open, e-mails are answered promptly and informal meetings are arranged quickly. Your views on the course are not only valued, but actively sought.



“ The tutors are experienced professionals; they know their stuff and this makes the learning process an enjoyable and beneficial one. The style of learning is such that when it comes round to exam time your revision is really just refreshing your mind because you actually know and understand the topics. You may be reading this and thinking they must have paid me to say this. The fact is that I have enjoyed the LPC so much that I would do it again. You are treated as a professional here, not just another student and I have taken so much from my experiences. If you are looking for a learning provider which challenges you but supports you at the same time - then look no further! ”

**Samantha, LPC full-time student 2011**

We pride ourselves on giving you the highest possible level of pastoral support that we can; we know from experience that any of our students could find themselves in an unforeseen situation requiring assistance on personal matters. We will do all we can to help you through; any issues are addressed and any problems nipped in the bud. We are leaders in the way we look after our students, academically and otherwise.

“ The facilities provided at UWE are excellent. All LPC base rooms are furnished with high quality computer access and facilities that promote both individual class work and exercises undertaken in larger groups. ”

**Martin, LPC full-time student 2010**

## Facilities

While students are on site they work in the dedicated LPC base rooms. Each base room is fully equipped with a suite of PCs, data projector, Smartboard and DVD recorder/player. BILP also has a resources room (ie a small law library) for its exclusive use where the need for consulting a common practitioner text can be satisfied quickly. Our court rooms are equipped with all the latest recording technology in order to aid our students' reflective learning. We have two fabulous common rooms for our students.

You will have additional support through our e-learning system 'Blackboard'. This will give you the opportunity to test your progress regularly through self-test questions and exercises with instant feedback for each study unit as well as watch live recordings of large group sessions. All workshop, lecture and other materials are available to you through Blackboard so that you can access them remotely when working away from the campus, or having missed a session. Blackboard also provides links to websites used by practitioners, such as Companies House, the Land Registry and the Ministry of Justice, and other useful online information.

The ability to carry out effective research is vital and feedback from solicitors in practice is that our teaching in this area is superb. We have an extensive Law Library and unlimited use of the main databases for research, such as Westlaw, Lexis and Halsburys Laws is included in our course fee. Also, UWE's vast library is home to one of the best stocked Law Libraries in the country.



The LPC only base rooms are a great environment to work from especially come revision. Being able to access course manuals, a computer, printer and the Internet all in one place is a huge advantage and one that I have found to greatly help me with the course.

**Matt, LPC full-time student 2011**



As we are part of Bristol Business School, we are fortunate to have access to a brand new state-of-the-art Reuters Trading Room which can be used in some of your elective teaching (and as part of the Commercial Awareness Programme). You will be able to see and track in real time data normally only available to finance professionals such as investment bankers.

BILP also benefits from being part of the University community. You will be able to use other departments' resources and participate in events held by other departments - such as Bristol Business School's Distinguished Speaker Programme and the Department for Sociology and Criminology's regular seminars. Recent examples include "Reporting prison from the inside and the outside" by Eric Allison of The Guardian Newspaper, and talks by Stuart Popham, Senior Partner of Clifford Chance LLP and Fiona Reynolds, Director-General of the National Trust.

### **Entry requirements**

In determining whether or not to offer an applicant a place on either course, we will take into account the following criteria:

- Your academic record
- Your apparent suitability for the course and commitment to the idea of qualifying as a solicitor
- Prior study at UWE
- Financial or other constraints governing your choice of institution

## Your next steps

Come and visit us at one of our open days/LPC taster sessions - visit [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp) for details.

### **Full-time course**

Applications for a place on our full-time LPC should be made to the Central Applications Board (CAB). You can apply online on its website:

[www.lawcabs.ac.uk](http://www.lawcabs.ac.uk)

Initially, applications should be submitted during the academic year prior to the desired year of entry (usually at the end of November/beginning of December). However, late applications will still be considered, so do not hesitate to send your application to CAB.

### **Part-time course**

Applications for a place on our part-time LPC should be made directly to the Bristol Institute of Legal Practice (see admissions details below), from where an application form can be obtained. First round applications should be returned by 31 December in the academic year prior to that of desired entry. However, we will consider late applications, so do not hesitate to send your application in.

### **Admissions:**

For fees information, application forms or further enquiries about the course, contact the LPC Administrator at:

**Bristol Institute of Legal Practice**

**University of the West of England**

**Frenchay Campus**

**Coldharbour Lane**

**Bristol BS16 1QY**

**Tel: +44 (0)117 32 82604**

**Fax: +44 (0)117 32 82268**

**E-mail: [bilpinfo@uwe.ac.uk](mailto:bilpinfo@uwe.ac.uk)**

## Firms/Institutions our students have gone to...

Alleshaw Goddard, AMD Solicitors, Aldridge & Brownley LLP, Ashfords LLP, Aurst, Baker & McKenzie, Barlow Lyde & Gilbert, Battens, Beachcroft LLP, Bennett Metcalfe, Berrymans Lace Mawer, Bevan Brittan, Bevis & Bekinsale, Bin Leighton Paisner LLP, Bircham Dyson Bell, Blake Laphorn Linell Blavo Co, Bobbetts MacKan, Bond Pearce LLP, Boodle Hatfield, Boyce Hatton, E Cheltenham, Brewer Harding & Rowe, Burges Salmon, Burroughs Day, Capsticks, Charity Commission, Chubb Bullied Solicitors, City & County of Devon, Clarke Willmott, Clifford Chance, Cleary Gottlieb, Clyde & Co, CMS Cameron McKenna, Coodes, Cooperative Legal Services, Cornwall Council, Crosse & Crosse, Crown Prosecution Service, DAS Legal Expenses Insurance, Davies & Partners, Deutsche Bank, Dolmans, Everatt & Co, Eversheds, Exeter City Council, Field Fisher & Waterhouse, Follett Stock, Foot Anstey, Ford Council, TLT Solicitors, Clarke Willmott, Freshfields (Frankfurt), Gabbie Co, Geth Webb & Co, Graham Withers & Co, Gregg Latcham, Gwynn Evans & Co, County Council, Burges Salmon, Bond Pearce LLP, Gloucester Magistrates Solicitors, Harrison Clarke, Higgs & Sons, Hole & Pugsley, Horsey Lightfoot, Inman Fenwick & Willan, Hine Associates, Ince & Co, Irwin Mitchell, J. J. Hall, Kirby Simcox, KPMG International, Latham & Watkins, Leigh Day Solicitors, Lowless & Lowless, Lyons Davidson, Macfarlanes, Marland & Partners, McDonald Oates, Memery Cystal, Meyer Brown Rowe & Maw, Mellor & Co, Michelmores LLP, The Ministry of Defence, Mischon de Reya, Mowlem, Morgan Cole, Morrison & Foerster, Nalders, New Law Solicitors, O'Sullivan & Clarke, Pardoes, Plexus Law, Pinsent Masons, Poole & Co, Reynolds Porter Hills, Rickerbys, Rosie Braiker, Russell Cooke LLP, Shearman & Sterling, Simmonds & Simmonds, S J Berwin, Skadden Arps Slate & Meagher & Fom LLP, Somerville & Savage, Somerset County Council, Stephens & Sons, Thompsons, Stones, Tayntons LLP, Thring Townsend Lee & Pembertons, Travers Smith, Trowers & Hamlins, Veale & Westwood, Wansborough Wansboroughs, WBW, Wards, Weil, Gotshal & Manges, White & Carter



# The Royal Courts of Justice

# Bar Professional Training Course (BPTC)

The Bristol BPTC is the foundation of your career as a barrister. It is rigorous and demanding, but stimulating and rewarding.

The Bristol BPTC will equip you with skills to excel at the Bar and beyond. Our course aims to develop the reflective practitioner - providing you with outstanding opportunities to develop your advocacy, research, conference and mediation skills and to assist you in securing that elusive pupillage in a competitive environment.

## BPTC course structure

The course takes you through the initial stages in civil and criminal proceedings through to trial before moving onto two specialist options of your choice which build on your knowledge and enhance your skills.

### Knowledge areas

- Civil litigation, evidence and remedies
- Criminal litigation, sentencing and evidence
- Professional conduct

### Core skills

- Advocacy (civil and criminal)
- Conferencing skills
- Drafting
- Fact management
- Legal Research Methods
- Opinion Writing
- Resolution of Disputes out of Court (Redoc)

### Specialist options

- Clinical Negligence
- Criminal Law
- Employment Law
- International Competition Law
- International Environmental Law
- Family
- International Trade
- Pro Bono (Free Representation Unit) - may count as a double option
- Refugee and Asylum Law

## Flexible delivery

We offer flexible modes of study (full-time and part-time by open learning) to fit around you:

### One year full time (35 hours per week)

- Classes on three days of the week only
- Up to 16 hours formal training a week
- Remaining time devoted to private study

### Two years part time (Approximately 15 – 20 hours per week)

- An intensive induction week in Year 1 and 11 study weekends
- Up to 14 hours formal training at the weekends (one per month on average)
- 12 study weekends in Year 2
- An average of 12 hours private study time per week

## Learning and teaching on the BPTC

Learning and teaching on the BPTC is flexible and teaching is carried out in small groups in dedicated student base rooms or through online workshops, enabling you to get the most out of your time both at the University and off campus.

Tutors on the course have extensive practical experience as barristers, solicitors or Judges. Our established team of tutor practitioners is also here to support you academically and pastorally.

Monthly skills sessions with written and verbal feedback enable you to continually develop your written skills and skills in advocacy and conferencing. All advocacy tutors are Advocacy Training Council (ATC) accredited and all Resolution of Disputes Out of Court (REDOC) tutors are accredited mediators to ensure our teaching quality is of the highest standard. These skill sessions are also recorded for your reflection and improvement.

Our innovative and nationally recognised online learning support (commended by the Bar Standards Board), will enhance and support your learning in the skills and knowledge subjects.

You will have the opportunity to participate in mock trials and other court applications with professional actors participating in conferencing and criminal advocacy assessments to ensure realism at every stage of the course. You will work on briefs based on real cases and designed by practitioners.

## Practical learning experiences

The BPTC prepares you for a successful career as a barrister. We give you a number of opportunities to put the skills and knowledge you learn into practice.

### Pro Bono service

Practise your legal skills with genuine clients through BILP's award-winning pro bono service. You can read more about this in the section on Enhancing employability on page [4].

### Visit prisons

See what custody is really like and conference with real prisoners through our "Stars in their Bars" prisoner rehabilitation programme where you will have the opportunity to hold conferences with prisoners on remand.

### Mediation – The future today

Our Bar Professional Training Course (BPTC) will enable you to study REDOC as a separately taught and assessed subject. On our BPTC, you will not only study REDOC, but also have the opportunity to go a very important step further by becoming an accredited civil and commercial or workplace mediator of the ADR group, Bristol at no additional cost.

### Court visits

Court visits are compulsory to all providers, but we provide you with a direct link to the Bristol Court daily diaries to enable you to manage your time and visits effectively. Opportunities for post-qualification overseas placements may be available. Practitioners.





In a ground-breaking initiative ADRg has been contracted to deliver mediation services training for students studying the BPTC Bristol. It is part of ADRg's mission to educate and work alongside the next generation of leading dispute resolvers. Although many professionals come to mediation in the latter part of a professional career, there is merit in educating young professionals and capturing their enthusiasm and interest as early as possible. They will then be more informed and aware of the process, its benefits, how and when to use it and its overall role within the broader dispute resolution framework.



Michael, Managing Director, ADR Group

### Advocacy competitions

BILP has excellent links with Bristol chambers through sponsored civil and criminal advocacy competitions. You can participate in our advocacy competitions sponsored by leading sets of Bristol chambers and held in the Bristol Law courts before Senior Judges and experienced practitioners.

### Did you know?

Our BPTC is supported by Advocacy Master Classes taken by local practitioners.

### Environmental justice

As a BPTC student you could gain practical experience by advising local community groups and businesses on environmental issues as part of our Environmental Justice partnership with the Environmental Law Foundation.

### Tribunals

You will have the opportunity to represent clients in mental health (and other social care) tribunals as part of our collaboration with The Care Forum, Bristol.

### Assessments

The subjects of civil litigation, criminal litigation and evidence and professional conduct are assessed by way of centrally set Multiple Choice and Short Answer questions. Whilst opinion writing and drafting assessments are in controlled conditions, all other assessments are completely seen or, as regards the skills, partly seen in that advanced information is made available to you to enable you to research the relevant areas of law. There are practice assessments for all subjects with written and oral feedback and the assessments are spread out well throughout the course to enhance your prospects of succeeding first time. You will also take interactive online quizzes throughout the course which will enable you to track your progress.



If applicants for pupillage have not undertaken pro-bono, I want to know why.



Michael, QC



## Careers support

You will benefit from:

- The University wide careers support service as well as more tailored advice to suit your needs.
- “Ask the Experts” careers events held for you to put questions to experts in a diverse range of legal careers.
- Taking part in voluntary careers workshops to assist you in attending an interview or in filling in your pupillage application form. For more on Enhancing employability and careers support see page [4].



I found the tuition to be of a high and exacting standard, which through the comprehensive feedback I received, enabled me to improve my oral and written advocacy.

I particularly enjoyed participating in the organised advocacy competitions with Albion and Guildhall Chambers in Bristol. These competitions provided an unrivalled opportunity to advocate in real court rooms before practising barristers and judges. It was an excellent experience and a great opportunity to meet those in the profession which undoubtedly helped me in my quest for pupillage.



Ed, BPTC Full-time student 2009

## Facilities

You will have access to:

- The University's online learning environment and library, providing interactive support.
- The Dedicated Legal Resources Room (effectively a chambers style library) together with the University Law Library which is considered to be one of the leading law libraries in the South West of England.
- Our court rooms and base rooms which are all equipped with the state-of-the-art IT equipment, DVD recording facilities and online access to a rich source of materials, including practitioners' texts and online advocacy demonstrations performed by practitioners and tutors alike.

## Entry requirements

- All students wishing to enrol on the BPTC must be a member of an Inn of Court.
- All students wishing to enrol on the BPTC must have at least a lower second law degree.

## Your next steps

Come and visit us at one of our open days/taster sessions or one of our other events – visit [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp) for details.

Applications for a place on BPTC should be made via the Bar Standards Board on-line at: [www.barprofessionaltraining.org.uk](http://www.barprofessionaltraining.org.uk)

Applications accepted from early November 2011. Closing date to first round selection is mid-January 2012 (later applications considered subject to availability of validated places).

## Admissions

For fees information, application forms or further enquiries about the course, contact the BPTC Administrator at:

### Bristol Institute of Legal Practice

University of the West of England

Frenchay Campus

Coldharbour Lane

Bristol BS16 1QY

Tel: +44 (0)117 32 82604

Fax: +44 (0)117 32 82268

E-mail: [bilpinfo@uwe.ac.uk](mailto:bilpinfo@uwe.ac.uk)

## The 'Top Up' LLM

You could enhance your CV by completing an LLM with us. By completing your BPTC or LPC you have attained 120 credits and are half way towards our LLM in Advanced Legal Practice. You will be able to complete the LLM by submitting a 15,000 word dissertation in a practice related area.

In terms of enhancement of your CV we believe that an LLM in a very practice related area is more attractive to legal employers than the more traditional academic LLM.

Our LLM in Legal Practice has three standout features:

- Your LPC/BPTC will count towards your LLM, so you don't have to do another taught course, just our two day intensive research methods programme to equip you to do the research necessary to write your dissertation.
- The LLM is practice orientated, so what you write in your dissertation is relevant to practice and can be written in a form suitable for practice (eg. a practice note for a firm's "know how" bank, or a precedent with drafting notes for the precedent bank).
- It is tried and tested, having been developed from our LLM for practitioners (for which we won a National teaching Award in 2006 for the South West Region).

### Flexible delivery

The timing of the LLM is flexible, you can start at any time within two and half years of completing the LPC/BPTC, and finish at any time within five years of starting the LPC/BPTC. The location of the LLM is also flexible. After the research methods programme you can work wherever you wish; you don't have to be on campus. If you decide to work remotely you still have all the UWE electronic sources and resources.

The choice of subject matter for your LLM is flexible. So long as we have the expertise to supervise and mark what you write you can choose whatever interests you, or whatever you think will improve your career profile.

We support you with informal discussions about choice of subject; the research methods programme, and encouragement and guidance by your Supervisor and the Course Director.

## Your next steps

Come and visit us at one of our open days/taster sessions or one of our other events – visit [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp) for details.

For fees information, application forms or further enquiries about the course, contact the LLM Administrator at:

### Bristol Institute of Legal Practice

University of the West of England

Frenchay Campus

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Tel: +44 (0)117 32 82604

Fax: +44 (0)117 32 82268

E-mail: [bilpinfo@uwe.ac.uk](mailto:bilpinfo@uwe.ac.uk)



## Visit us

### Open days/Taster sessions

We hold a number of open days, taster sessions and other events during the year, details of these are on our website. Whether you are still unsure about us, or whether you just want to come and say hello, please come along to one of our taster sessions to hear more about the courses we offer. You will meet the tutors and current students and have a look around the site.

To book for a taster session, please visit [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp)

If you are unable to attend a taster session for any reason, we can make arrangements for you to have an individual appointment to be shown around or you can of course speak to one of our tutors at any time.

## Financial Information

Details of our fees in any given year are published on our website [www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp) and any enquiries should be made direct to BILP.

The fee for each course is set annually and includes everything that you need including all of your course materials, all of your text books and any registration fees/ examination fees.



Note: The details given in this brochure concerning our professional courses are accurate at the date of going to press. BILP follows a policy of continual development of its courses, drawing on teaching experience and student views. As a result, and subject to the necessary approval of the relevant Regulatory body and the University, some of the details in this brochure may have changed by the time of entry to the courses.





[www.uwe.ac.uk/bilp](http://www.uwe.ac.uk/bilp)