



SEVERN
BUSINESS
COLLEGE

Qualifi Level 3 Diploma in Law

Course Handbook

Qualification

Qualifi Level 3 Diploma in Law

Ofqual Number

610/1282/8

Level

3

Total Qualification Time

600

Credit Value

60

Aim of the Course

The aim of the Qualifi Level 3 Diploma in Law is to provide learners with an introduction to law and the legal system as well as key academic, research, and communication skills to support learners in their development. This qualification is intended to support your progression to higher education; the basic skills, learning and understanding that you will gain would be of use in various job roles in a legal firm, such as legal secretary or administrator etc.

Assessment

Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

Course Structure

Qualifi Level 3 Diploma in Law			
Unit number	Units	Unit level	Unit credit
T/650/3551	The English Legal System	3	15
Y/650/3552	Contract Law	3	15
A/650/3553	Legal Terminology and Communication	3	15
D/650/3554	Academic and Research Skills for Law	3	15

Assessment Grades

Grade	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

UNIT SPECIFICATIONS**Unit Title**

The English Legal System

Level

3

Learning Time Hours

150

Credit Value

15

Unit aim

To provide an overview of the English Legal System to prepare learners for more substantive study in areas of English law.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
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1. Understand key principles of English Law.	1.1 Explain the different methods by which laws are made. 1.2 Differentiate between criminal and civil law. 1.3 Differentiate between public and private law.
2. Understand the rules of statutory interpretation.	2.1 Explain the traditional techniques of statutory interpretation and how they are used. 2.2 Describe intrinsic and extrinsic aids.
3. Know the organisation and work of the English courts.	3.1 Describe the court hierarchy for both criminal and civil law. 3.2 Explain the process of appeals
4. Understand the operation of judicial precedent.	4.1 Explain how the rules of 'stare decisis', 'ratio decidendi' and 'obiter dicta' are used. 4.2 Differentiate between 'distinguishing', 'reversing', 'binding' and 'overruling', giving examples of how they have been used in specific cases. 4.3 Describe how courts are bound by each other with reference to Young vs Bristol Aeroplane Co Ltd (1944) 2 All ER 293. 4.4 Explain the impact of 'res judicata'

Suggested Resources

- Slapper, G. and Kelly, D. (n.d.). The English legal system.
- Elliott, C., Quinn, F., Allbon, E. and Sanmeet Kaur Dua (2018). English legal system. Upper Saddle River: Pearson.
- Samuels, A. (2004). The English Tort System for Medical Mishaps. Medico-Legal Journal, 72(4), pp.147–147.
- Martin, J. (2016). The English legal system. London: Hodder Education.

UNIT SPECIFICATIONS

Unit Title

Contract Law

Level

3

Learning Time Hours

150

Credit Value

15

Unit aim

To introduce learners to contract law

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Know the key principles of contract law	1.1 Outline the key principles of contract law. 1.2 Describe the different classifications of contracts
2. Understand the key elements of a binding contract.	2.1 Distinguish between 'an offer' and an 'invitation to treat'. 2.2 Explain the issues regarding 'the postal rule'. 2.3 Explain 'consideration', the rules of consideration and 'the test of enforceability'.
3. Understand contractual terms and exclusion clauses	3.1 Analyse the difference between a condition and a warranty, using cases to exemplify the analysis. 3.2 Explain how terms are 'implied' within contracts. 3.3 Explain the importance and methods of incorporation. 3.4 Assess the importance of 'construction' for interpretation of the Contract.
4. Understand the legal issues of misrepresentation and mistake.	4.1 Distinguish a 'term of a contract' from a misrepresentation. 4.2 Differentiate between the different types of misrepresentation. 4.3 Explain the categories of 'mistake' (common, mutual and unilateral), and their impacts on contract.
5. Understand the legal issue of 'Frustration'	5.1 Summarise the different ways in which a contract can be frustrated, providing examples of each.
6. Understand the legal issues of duress	6.1 Explain the concept of 'duress' and 'undue influence'.

and undue influence.	
7. Understand the legal issue of damages.	7.1 Explain the concept of 'the remoteness and measurement of damages.

Suggested Resources

- Mckendrick, E. (2018). Contract Law.
- Beale, H.G. and Tallon, D. (2002). Contract law. Oxford England; Portland, Or.: Hart Pub.
- Grundmann, S. (2011). The Future of Contract Law. European Review of Contract Law, 7(4).
- Willmott, L., Christensen, S., Butler, D.A. and Dixon, B. (2018). Contract law. South Melbourne, Victoria, Australia: Oxford University Press.

UNIT SPECIFICATIONS

Unit Title

Legal Terminology and Communication

Level

3

Learning Time Hours

150

Credit Value

15

Unit aim

To introduce the learner to the communication skills required in a law environment.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Know how organisations working in the legal sector communicate.	1.1 Describe communication models and systems used in organisations working in the legal sector. 1.2. Describe the methods used and benefits of both informal and formal communication systems. 1.3. Outline the principles of effective communication. 1.4. Explain how technology is used for different types of communication. 1.5. Explain the barriers to effective communication.
2. Be able to present information in a legal context orally.	2.1 Use different styles and methods of oral communication for different audiences 2.2 Present information in a legal context orally in a formal situation using correct legal terminology. 2.3 Respond to questions arising from presentation of information.
3. Be able to communicate legal information in writing	3.1 Communicate legal information in writing using appropriate terminology, styles and methods

Suggested Resources

- Brown, G.W. and Kauffman, K.D. (2019). Legal terminology. Upper Saddle River, N.J.: Pearson.
- Lewis, P. (2007). Assisted dying and legal change. Oxford; New York: Oxford University Press.
- Ni, S., Cheng, L. and Sin, K.K. (2010). Terminology evolution and legal development: A case study of Chinese legal terminology. Terminology International Journal of Theoretical and Applied Issues in Specialized Communication, 16(2), pp.159–180.
- Haigh, R. (2009). Legal English. Milton Park, Abingdon, Oxon; New York: Routledge-Cavendish.

UNIT SPECIFICATIONS

Unit Title

Academic and Research Skills for Law

Level

3

Learning Time Hours

150

Credit Value

15

Unit aim

To develop academic research skills and the language skills needed to be able to formally present academic research in a legal context, both in writing and orally.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Be able to assess own academic competence.	1.1 Assess own academic strengths and weaknesses including academic English language skills. 1.2 Set targets for improvement using the self-assessment.
2. Know how to research information using primary and secondary methods.	2.1. Outline the process for carrying out primary research from different sources. 2.2 Outline the process for carrying out secondary research from different sources. 2.3 Explain the possible consequences of whistle blowing
3. Be able to take effective notes from a variety of sources.	3.1 Note key points of information from a variety of sources using active listening skills and reading strategies. 3.2 Paraphrase and summarise the information.
4. Be able to plan and draft a piece of research.	4.1 Create a plan for research on a chosen topic in Law. 4.2 Draft a piece of research work using appropriate reference techniques.
5. Be able to produce academic work.	5.1 Produce academic work to a professional standard using the existing draft.
6. Be able to reflect on own academic progress.	6.1 Reflect on own academic progress including, development of academic skills and academic English language skills. 6.2 Develop action plan for further improvement.

Suggested Resources

- Powell, D. and Teare, E. (2010). Writing for law. Basingstoke England: Palgrave Macmillan.
- Michael Hunter Schwartz (2008). Expert learning for law learners. Durham, Nc: Carolina Academic Press.
- Venie, T.M. (2008). Essential Research Skills for New Attorneys: A Survey of Academic and Practitioner Law Librarians. SSRN Electronic Journal.
- Vickers, M. (1983). Teaching Survival Skills Through Research Papers. Academic Therapy, 19(1), pp.17–24.