

Module specification

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Module code	LAW506
Module title	Conduct, Professional Ethics and Accounts
Level	5
Credit value	30
Faculty	Glyndwr University: Faculty of Social and Life Sciences Bloomsbury Institute: School of Law
Module Leader	John Fairhurst
HECoS Code	100485 (Law) 100692 (Legal Practice)
Cost Code	GACJ

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
LLB (Hons) Law and Legal Practice	Core

Pre-requisites

None

Breakdown of module hours

Learning and teaching hours	55 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total active learning and teaching hours	55 hrs
Placement / work based learning	0 hrs
Guided independent study	245 hrs
Module duration (total hours)	300 hrs

For office use only	
Initial approval date	8 April 2022

For office use only	
With effect from date	June 2022
Date and details of revision	
Version number	1

Module aims

The module aims to:

- Provide students with a broad knowledge and understanding of Conduct, including the SRA and CILEx Codes of Conduct and professional ethics.
- Enable students to gain an understanding of the key aspects of the CILEx Accounts Rules and provide students with the ability to apply the Accounts Rules.
- Develop students' Legal IT skills to enable them to achieve Westlaw UK Advanced Certification, and to further develop students' understanding of how artificial intelligence will impact the future delivery of legal services.

Module Learning Outcomes - at the end of this module, students will be able to:

1	Critically explain the rationale for, and the contents and operation of, the SRA and CILEx Codes of Conduct.
2	Identify professional ethical dilemmas and take appropriate action when faced with such dilemmas.
3	Understand the key aspects of the CILEx Accounts Rules.
4	Apply the CILEx Accounts Rules: <ul style="list-style-type: none"> • Double entry bookkeeping • Issuing financial statements to clients • Interpretation of a set of accounts

Assessment

This section outlines the type of assessment task the student will be expected to complete as part of the module.

Indicative Assessment 1: Will take the form of a 2,000 word problem-based coursework.

Indicative Assessment 2: Will take the form of a 2,000 word report, divided into 3 tasks.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2	Coursework	50%
2	3, 4	Report	50%

Derogations

None

Learning and Teaching Strategies

The module will be completed over one term.

Students will undertake 2-weeks of pre-reading and online activities.

The module is taught through weekly 1-hour lecture, 2-hour seminars and 2-hour workshops.

Additional recorded lectures may also be provided through the VLE.

Lectures provide a broad outline structure for each topic to be covered. Lectures offer a good way of covering a lot of information and, more importantly, of conveying ideas to many people at once.

Seminars enable students to undertake directed self-study and to answer questions and solve problems which are set by the lecturer. Students will present their answers and solutions within the seminar group. Seminars enable students to explore further the topics introduced in the lectures.

Workshops follow on from lectures and seminars. They are designed to enable students to work within a small group to perform set tasks (e.g. working on an exercise or case study). They reinforce proactive learning by providing opportunities for discussion and interaction.

The seminar/workshop groups are small, thereby enabling students to develop a deep understanding.

Student digital literacies are developed on this module through the use of, *inter alia*:

- Online libraries and databases for gaining access to full-text journal articles and eBooks, including Westlaw UK and Westlaw Practical Law (to include Westlaw UK Advanced Certification).
- Communication means provided through the VLE and learning technology applications.
- Online group-work, for planning, developing, improving, submitting and reflecting on collaborative work completed as part of the module.
- Assessment and feedback tools such as Turnitin and the VLE's Gradebook – enabling timely and detailed feedback on student work.
- Web-based Office 365.

Indicative Syllabus Outline

- CILEx and CILEx Regulation
- CILEx Code of Conduct
- Law Society and SRA
- SRA Code of Conduct
- Bar Standards Board
- Legal Services Board
- Reserved legal activities, CILEx authorisations and other branches of the legal profession
- Professional ethics
- Enforcement
- Client care and identification
- Money laundering
- Data Protection
- Equality and Diversity
- Bribery
- Law and Advanced Technology (including Westlaw UK Advanced Certification)
- Artificial intelligence and its impact on the future delivery of legal services
- CILEx Accounts Rules
- Double entry bookkeeping
- Issuing financial statements to clients
- Interpretation of a set of accounts

Indicative Bibliography:

Essential reading

CILEx Code of Conduct and Accounts Rules:

<https://cilexregulation.org.uk/entity/rules/>

SRA Code of Conduct:

www.sra.org.uk/solicitors/standards-regulations/code-conduct-solicitors/

Westlaw Practical Law: Law School Resource Centre – Skills (Legal Research; Technology)

Westlaw Practical Law: Data Protection

Other indicative reading

ICO Guide to Data Protection:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ACAS Improving Equality, Diversity and Inclusion in your Workplace:

www.acas.org.uk/improving-equality-diversity-and-inclusion

Employability skills – the Glyndŵr Graduate

Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave having achieved key employability skills as part of their study. The following attributes will be covered within this module either through the content or as part of the assessment:

Core Attributes

Engaged
Enterprising
Creative
Ethical

Key Attitudes

Commitment
Curiosity
Resilience
Confidence
Adaptability

Practical Skillsets

Digital Fluency
Organisation
Leadership and Team working
Critical Thinking
Emotional Intelligence
Communication