

INTRODUCTION



THE PROFESSIONAL COUSES AT **WESTMINSTER LAW SCHOOL** OFFER YOU A MANAGEABLE AND FRIENDLY LEARNING ENVIRONMENT WITH A VERY PROFESSIONAL APPROACH TO TEACHING.

With limited student numbers on our courses, we can get to know you personally. We have well qualified teaching staff with professional law qualifications and are particularly proud of the one-stop-shop service provided by our dedicated LPC Resource Room. The service we provide has always been highly praised by both our students and the SRA.

Many of our students have gone on to very successful careers in commercial and high street law firms and at the Bar. If you have the commitment, the University of Westminster can help you make the most of your future career in law.

WHY CHOOSE THE UNIVERSITY OF WESTMINSTER

westminster.ac.uk/law



- Our LPC has run since the inception of the course in 1993
- The Graduate Diploma in Law (GDL) course and its predecessor have been taught at Westminster since 1977
- All our lecturing and tutorial staff are qualified barristers or solicitors
- The Westminster Law School building is well-equipped with several computer labs, libraries and individual and group study areas
- The University is located in the centre of the West End of London making it easily accessible by public transport (nearest tube station: Oxford Circus)
- Each course has a subject leader
- You have your own personal tutor as well as help with career development
- We have a diverse student community with people from different countries, backgrounds and academic disciplines learning alongside each other
- The LPC is supported by two dedicated administrators based in the LPC Resources Room. The resources room is fully equipped with computers, printers and a photocopier
- All IT resources are accessible from home

STUDENT FACILITIES

The following student facilities are available:

- Students' Union and Advice services
- Network and computing facilities
- Two courtrooms
- Library with wi-fi access
- AV-suite
- Student Health Service
- Student Housing
- Sports and Fitness
- Disability Services
- Physical Accessibility
- Counselling and Advice
- Pro Bono Clinic
- Career Development Centre

GRADUATE DIPLOMA IN LAW (CPE)

westminster.ac.uk/gdl

Introduction

Non-law graduates wishing to become barristers or solicitors must take the Graduate Diploma in Law (GDL) conversion course, sometimes referred to as the 'Common Professional Examination' (CPE). The GDL does not aim to cover everything contained in a three-year law degree in one year, but seeks to develop knowledge of the core areas of law and the skills of legal analysis and research that are essential to succeed on the professional courses and in the early years of practice. Once you have completed this course, you can go on to study the LPC (for intending solicitors) or the Bar Professional Training Course (for intending barristers).

Course structure

There are seven core subjects that all conversion courses are required to cover as required by the Joint Academic Stage Board. These are:

- Contract Law
- Law of Tort
- Public Law
- Law of the European Union
- Equity and Trusts
- Land Law
- Criminal Law

All GDL students are also required to study 'another area of law'. At Westminster you fulfil this requirement by writing a 4,000 word dissertation on a different legal subject.

The University year starts with a two week induction course which introduces you to the University campus structure, tutors, fellow students and facilities. You are introduced to the English Legal System, Legal Research Methods and other essential skills which link previous education and the law.

Legal skills

You can take part in a variety of legal skills' training events and competitions on the GDL course. Optional mooting, client interviewing and negotiating skills programmes are timetabled into the GDL programme with staff led classes and teaching materials provided. A moot is a contest in which opposing pairs of students act as counsel to argue a point of law before a 'judge'.

There are Westminster Law School competitions in mooting, interviewing, negotiating and mediating skills with the winners representing the Westminster Law School in national competitions. In 2011 two students from the GDL and LLB Commercial Law course were successful in winning the National Negotiation Competition. Also in 2011 two LPC students were runners up in a national mediation competition. GDL students represented the Law School in international mediation competitions in Chicago (2008) and Liverpool (2009) and an international negotiation competition in London (2008).

Former Head of Department, Graham Robson, is the chair of the National Client Interviewing Competition and a director of the National Negotiation Competition. He is also involved in organising international competitions and training students around the world in interviewing and negotiating skills.

Assessment

You are required to pass an exam in the English Legal System (ELS) at the end of the induction course. Written examinations are taken in each of the seven foundation subjects in May. You are also required to pass three written assignments and a project during the academic year. Regular informal assessments, written and oral feedback from tutors are given to help you keep on track with your learning timetable prior to preparation for final exams.

Entry requirements

Minimum of a Lower Second Class Honours in a non-law degree or equivalent postgraduate degree.

FREQUENTLY ASKED QUESTIONS



Am I eligible to study the GDL course?

To be eligible to attend a GDL course, you must

- hold a minimum of a Lower Second Class Honours degree awarded by a UK university (there is normally no restriction on the subject matter of your degree)

You should also have a good standard of written and spoken English (IELTS 6.5 or to EFL equivalent).



Why take the GDL if you already have a degree?

Taking the GDL after studying a non-law degree is often welcomed by many law firms and barristers' chambers because of the additional experience that can be brought to the legal profession.

How do I apply?

To apply for a place on a full-time GDL course, you should make an application through the Central Applications Board: lawcabs.ac.uk

Applications for part-time courses should be made through UKPASS www.ukpass.ac.uk also available on the University of Westminster law web pages.

How long is the qualification valid?

A GDL will remain valid for a period of seven years. It will then be considered 'stale' for the purpose of qualifying as a solicitor or barrister.



GRADUATE
DIPLOMA LAW
(GDL)
TUITION FEES

westminster.ac.uk/gdl

COURSE SUMMARY POINTS	FULL-TIME GDL (DAY)	PART-TIME GDL (EVENINGS)
COURSE LEADER	Derek Lavery	Derek Lavery
DURATION	One year (full-time)	Two years (part-time)
NUMBER OF PLACES	90	60
STUDY DAYS	Monday to Friday	Monday and Wednesday (Year One) Tuesday and Thursday (Year Two)
STUDY TIMES	10am – 5pm	6pm – 9pm
TEACHING HOURS PER WEEK	21 hours per week	6 hours per week
APPLICATION DEADLINE(S)	No deadline. Applications are accepted all year round. Applications and instructions are available at westminster.ac.uk/gdl	No deadline. Applications are accepted all year round. Applications and instructions are available at westminster.ac.uk/gdl
COURSE ENQUIRIES	M.Harrington@westminster.ac.uk	M.Harrington@westminster.ac.uk
TELEPHONE	+44 (0)20 7911 5000 ext 69565	+44 (0)20 7911 5000 ext 69565
FAX	+44 (0)20 7911 5844	+44 (0)20 7911 5844
WEBSITE	westminster.ac.uk/gdl	westminster.ac.uk/gdl



If you accept an offer on the full-time GDL course you are required to pay a holding deposit of £200 and £100 on the part-time GDL course. This is deducted from your final tuition fees.

Our fees are highly competitive with other providers. Half the fees are required to be paid at enrolment and the remainder by a stated instalment date. Fees normally increase slightly with inflation each year.

GDL application deadlines
The University will accept applications throughout the year until the course is full.

Contact us for further information:

T: +44 (0) 7911 5000 ext 69565
E: M.Harrington@westminster.ac.uk

You can also write to us at:

Westminster Law School
Room 319
4 Little Titchfield Street
London W1W 7UW

There is no specific deadline for the part-time GDL course. However, you are encouraged to apply as soon as possible to secure a place.

For further details on our applications procedure, please visit our website at westminster.ac.uk/gdl

LEGAL
PRACTICE
COURSE (LPC)

westminster.ac.uk/lpc

Introduction

The LPC is the compulsory vocational course for intending solicitors prior to starting a training contract. The LPC is divided into two stages and these can be taken together or separately. We run a full-time day and part-time evening LPC.

With places limited to 120 students (full-time) and 64 students (part-time), the hallmark of our approach is small, interactive group work, which allows us to give you individual guidance. Teaching sessions are set within a balanced timetable and are designed to replicate the tasks undertaken in practice.

Course aims

The LPC forms a bridge between a law degree or GDL and becoming a solicitor (normally via a training contract). Introducing you to the substantive law and legal procedure required by a trainee solicitor, our course aims to provide training in the practical skills that you will need to succeed in practice. A professionally qualified teaching team delivers the LPC using high quality teaching materials. Our aim is to guide you through the process required to become a solicitor.

The skills gained through the LPC will enable you to embark on relevant training contracts with high profile employers.

Course structure

A distinctive feature of the course is the broad range of electives offered, reflecting areas of practice from high street to city firms. The LPC is made up of the following:

Stage 1

- Core Practice areas of Business Law & Practice, Criminal & Civil Litigation and Property Law and Practice
- Professional Conduct & Regulation, Wills & Administration of Estates, Solicitors Accounts and Taxation
- Skills – Practical Legal Research, Interviewing & Advising, Writing, Drafting and Advocacy

**Stage 2: Elective subjects
Private Client Electives**

- Family Law
- Personal Injury and Clinical Negligence Litigation
- Immigration Law*
- Housing Law
- Employment Law
- Law Clinic

Commercial Electives

- Commercial Litigation
- Private Acquisitions
- Entertainment and Media Law
- Commercial Property Law
- Commercial Law
- E-Commerce

* The LPC allows you to choose three electives. We offer a range of distinctive electives and if opting for our Immigration Law elective you will have the opportunity to study and sit for Level 1 of the Immigration Accreditation scheme. The Legal Services Commission (LSC) requires all advisers (including solicitors) who conduct publicly funded immigration and asylum work to be accredited under the scheme. The University of Westminster is the only institution to offer this scheme as a part of its LPC.



Katie Sills graduated from the Graduate Diploma in Law (GDL) course in 2011, and the Legal Practice course (LPC) in 2012.

“Westminster is a very forward-thinking university which, on top of the outstanding teaching, offers numerous law fairs, career events, and student advisors to help with networking and applications. You are genuinely treated as an individual and given the time and attention that you need to help you to succeed, both whilst at university and in the future. Westminster provides an extremely supportive network, and it is this network which pushed me to explore different channels. Consequently, I am now gaining invaluable work experience while living the ‘American dream’.”

LEGAL PRACTICE COURSE (LPC) REQUIREMENTS

Assessment

Assessment is designed to be realistic and constructive by genuinely testing you and enabling you to demonstrate acquired knowledge and skills through a mixture of written examinations and practical exercises.

Course materials

All course materials, texts and manuals are included in the fee. You receive all the materials used in small group sessions in advance.

Entry requirements

Minimum of a Lower Second Class Honours in a qualifying law degree or equivalent such as the GDL.

COURSE SUMMARY POINTS	FULL-TIME LPC	PART-TIME LPC
COURSE LEADER	Dr Martin Skirrow	Dr Martin Skirrow
LOCATION	Oxford Circus	Oxford Circus
NUMBER OF PLACES	120	64
STUDY DAYS	Generally Monday, Tuesday, Thursday	Tuesday, Wednesday or Thursday
STUDY TIMES	10.30am – 4.30pm	5.45pm – 8.45pm
APPLICATION DEADLINE(S)	No deadline. Applications are accepted all year round.	No deadline. Applications are accepted all year round.
EMAIL	lpcadmin@westminster.ac.uk	lpcadmin@westminster.ac.uk
TELEPHONE	+44 (0)20 7911 5000 ext 69565	+44 (0)20 7911 5000 ext 69565
ENROLMENT PERIOD	September	September

“The teaching on the course was to a very high standard. We had small class sizes with most of the teaching done face-to-face rather than recorded lectures. Studying in London you are in close proximity to future employers, allowing the University to arrange the best possible guest lecturers and meet industry professionals.

The location in central London is ideal, and the staff were knowledgeable, friendly and enthusiastic. They were all incredibly supportive, not only in terms of studies and the course itself, but also in their ability to advise on law as a career as most, if not all had strong links to practice which they retained. The quality of teaching and materials was very impressive and the course was well organised.

I am now a trainee solicitor at a West End law firm, and I feel that I have been able to apply a lot of what I have learnt to private practice. Westminster's LPC has a smaller intake than its competitors so you can get a lot more one-to-one help from the tutors, and the teaching can be better tailored to your needs.”

Philip Evans graduated from the Legal Practice course (LPC) in 2012.

You must normally have satisfied the following Solicitors Regulation Authority (SRA) requirements prior to commencing the LPC:

- passed the academic stage of training by completing a qualifying law degree
- or
- GDL (or equivalent qualification), and

With effect from 1 July 2014, the SRA no longer issues students enrolling on the LPC with the Certificates of Completion of Academic Studies or of Student Membership of the SRA. While some students may already be in receipt of such certification from the SRA, if you are not in possession of the SRA certification, it is particularly important that you take steps to satisfy yourself that your degree/GDL is indeed a Qualifying Law Degree (QLD) for the purpose of the LPC before you start on the course

LPC tuition fees

If you accept an offer on the LPC you are required to pay a holding deposit to secure a place.

The SRA registration fee of £80 needs to be paid directly to the SRA on registration as a student member. You must contact the SRA directly to request an application pack for student membership.

Our fees are highly competitive with other providers. All University of Westminster LLB and GDL graduates may be eligible to receive a discount from their LPC fees. Please contact us for details on the current discounts being offered.

University of Westminster students who study the LPC part-time will receive 50 per cent of the discount in Year 1 and 50 per cent in Year 2.

Tuition fees are inclusive of all course materials and books.

LPC application deadlines

Applications will be considered from 1 October in each year until commencement of the course in the following September. Contact us for further information on +44 (0)20 7911 5017 or email us at lpcadmin@westminster.ac.uk

There is no specific deadline for the part-time LPC. You are encouraged to apply as soon as possible to secure a place.

For further details on our applications procedure, please visit our website at westminster.ac.uk/lpc

The LPC Foundation Week

Both the full-time and part-time courses begin with an intensive foundation course introducing the core and pervasive areas. Part-time students must attend this first initial week on a full-time basis and should make necessary arrangements with their employer.

LPC assessments

LPC assessments take place during and at the end of each subject. You are timetabled to allow sufficient revision and preparation time for examinations and assessments.

LPC electives

You take three elective subjects. Full-time students start their electives in March. Part-time students start their first elective in April of Year 1 with the remaining two taken in Year 2.

Mansoor Mailk graduated from the Law LLB degree course at Westminster in 2012, and went on to complete the Legal Practice course (LPC), graduating in 2013.

“The quality of the teaching and the approachability of the lecturers were the two main reasons I decided to stay at Westminster to complete my Legal Practice Course. I have a great relationship with the staff – it is a really friendly team. Without the friendliness and approachability of my lecturers and tutors I would not have obtained a First Class Honours in LLB Law and a Distinction in the LPC. The lecturers and tutors have really helped me reach my potential.”

ESSENTIAL INFORMATION

Online Learning

You will be issued with a username and email account which allows access to materials both at the University and elsewhere. You benefit from improved options for communication with individuals and other groups of students with use of a wide range of support options. Computer Assisted Learning (CAL) is used as part of the teaching and learning strategy of the LPC through the medium of the University's online learning tool, Blackboard.

In addition to our unique range of electives you have the option of the following:

Immigration Accreditation Scheme

The Legal Services Commission (LSC) requires all advisers (including solicitors) who conduct publicly funded immigration and asylum work to be accredited under its Immigration and Asylum Accreditation Scheme. If you opt for our Immigration Law Elective you have the opportunity to seek exemption from Level 1 Accreditation requirements.

Student Law Clinic

Both GDL and LPC students have the opportunity to participate in our Student Law Clinic.

There are a number of projects relating to Housing, Family or Property. The Student Law Clinic is a unique opportunity for you to participate in real client legal work. You will benefit from putting your skills into practice with real clients who will expect a service which matches that of a qualified lawyer.

LLM Legal Practice

The University of Westminster offers you the option to join the LLM in Legal Practice upon completion of the LPC. If you are interested in the course you will be assisted by LPC administrative staff in submitting an application in the summer of completing your LPC (subject to approval).

Mentoring Scheme

LPC students can participate in our Mentoring Scheme. Each student will be allocated a practitioner mentor in a specialist area, who will offer advice and support. In some cases work shadowing/work experience placements are offered.

Funding your GDL or LPC course

If you are thinking about qualifying as a solicitor or barrister, you need to be aware of how much it will cost to take the training that's necessary to complete the qualification process. Your calculation needs to include your living and travelling costs as well as the course fees.



Scholarships

Some charitable trusts offer small amounts of finance for postgraduate courses.

The SRA offers a Bursary Scheme scholarship for GDL/LPC courses. The scheme is of interest to final year law students about to embark upon an LPC and to non-law students.

Information is available on the Law Society's website at www.lawsociety.org.uk

For further information call +44 (0)870 606 2555 or email bursaryapplications@lawsociety.org.uk

Sponsorship

Many legal firms sponsor students whom they have offered training contracts. Please contact the firms direct or visit www.lawcareers.net for details.

HOW TO APPLY

GRADUATE DIPLOMA LAW (GDL)

Full-time applications to join the GDL are made through the Central Applications Board via their website (www.lawcabs.ac.uk)

Contact details

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

- Applications open in October.
- Part-time applications should be made directly to the University course administrator. Please email us a postal address to which an application pack can be sent. You are encouraged to apply as early as possible to guarantee a place.

Contact details

University of Westminster
Westminster Law School
Room 319
4 Little Titchfield Street
London W1W 7UW

T: +44 (0)20 7911 5000
ext 5017/2584
E: lpadmin@westminster.ac.uk

LEGAL PRACTICE COURSE (LPC)

Full-time applications are made via the Central Applications Board (CAB, www.lawcabs.ac.uk). You should apply from October for entry in the next academic year.

Contact details

Central Applications Board
PO Box 84
Guildford
Surrey GU3 1YX

- Part-time applications should be made directly to the LPC administrator. Please email us a postal address to which an application pack can be sent. You are encouraged to apply as early as possible.

Contact details

LPC Administrator
Westminster Law School
University of Westminster
4 Little Titchfield Street
London W1W 7UW

T: +44 (0)20 7911 5000
ext 5017/2584
F: +44 (0)20 7911 5844
E: lpadmin@westminster.ac.uk

CAREERS

The University is proud that some of our former graduates from the GDL course have been awarded silk (Queen's Counsel). A limited number of senior barristers are made Queen's Counsel as a mark of outstanding ability. They are normally instructed in very serious or complex cases. Most senior judges once practised as QCs.

The University of Westminster's Career Development Centre

Our Careers Service is designed to collate and disseminate careers information to our students. Throughout your time of study we organise talks and workshops designed to assist you in your search for employment.

As a student at the University of Westminster you will have access to the following:

- A programme of careers lectures by our dedicated careers advisors, practitioners and former Westminster students now in practice
- Career workshops covering all aspects of self marketing
- One-to-one assistance with writing CVs and associated covering letters
- An extensive range of online careers information on our website
- Free 'Training Contract and Pupillage Handbooks'.

The University regularly advertises career placements via our noticeboards. Law firms regularly contact the School of Law to recruit law students.

Further information on careers

Available at the Law Society's web page at www.lawsociety.org.uk/careers/becoming-a-solicitor

INFORMATION FOR INTERNATIONAL STUDENTS

westminster.ac.uk/international



The GDL course has many applications from international students and our International Office is happy to give advice on student visa applications via westminster.ac.uk/international

Information on English Language classes is available on the following websites: westminster.ac.uk/ielts and westminster.ac.uk/efl

International students who wish to book University accommodation can do so via the university's website: westminster.ac.uk



It is the responsibility of individuals to make sure that they meet the UK immigration regulations for international students. This should be done before making arrangements to travel to the UK.

Information on visa status and application procedure is available on the following websites: www.ukcosa.org.uk and www.ukvisas.gov.uk