

# **Manchester Metropolitan University**

## **Legal Practice Course (LPC) profile September 2009**

**Please note:** The information contained in this profile is supplied by Manchester Metropolitan University; it is the provider's responsibility to keep this information up-to-date.

### **Introduction from the SRA**

The SRA's requirements allow providers considerable freedom to design and focus their courses to meet the needs of particular student cohorts and particular types of legal practice. Providers have a corresponding responsibility to provide clear and useful information to those making choices about where to study and which particular course to follow. To enable potential students to make informed choices, the SRA requires all providers to supply a standard set of information about their provision.

### **General information**

We have extensive experience of providing the LPC at Manchester Metropolitan University (MMU). We have therefore offered the LPC since its inception in 1992 and delivered its predecessor the Law Society Finals. The LPC is a central part of the various professional legal programmes provided by MMU. It has its own suite of rooms in the purpose built Law School which all run off the well stocked resources room. Indeed, as the Law Society commented in their last assessment visit "The accommodation and general facilities are of the highest quality and reflect the university's support for the programme."

### **Types of LPC**

From September 2009, MMU will offer Stage 1 on a Part Time day release basis. It will then run Stage 2 on a Part Time day release basis from September 2010.

The full time LPC will run under the existing regime until September 2010. MMU will then offer a full time version of both Stages 1 and 2. The new full time course has been validated by the University and will be submitted for approval by the SRA by August 2009.

### **Key features of the different LPC courses**

As the most established of the LPC courses in Manchester, the LPC at MMU has established a strong regional profile over the many years that the course has been running. With this in mind, our courses are designed to give our students a strong general grounding in all the core elements of the LPC. Students are then offered a wide range of electives (see below) which gives them the chance to match the course to their individual needs.

Our strong links with the local profession have also helped us to enhance the realism of the course so that it acts as a strong foundation for practice. In particular, we have developed a virtual firm which students will work for throughout their time with us. The creation of this firm, Jordan Maxwell, has been praised as innovative by external assessors on two separate occasions and is a central element of the course fulfilling a number of roles.

In particular, the firm allows us to link individual areas of study together so that students get a more contextual view of the material. It is also the vehicle for the use of e learning on the course. Students will therefore benefit from a whole variety of online materials. Finally, Jordan Maxwell acts a seamless link between the online elements of the course and what goes on in the classroom as the work that students do online is matched to the case studies that they go through in the sessions.

As can be seen elsewhere in the profile, students at MMU benefit from a great deal of support whilst they are studying with us. There is a strong and experienced course team who go out of their way to assist students. Staff are helped in this by the state of the art facilities with all classrooms boasting the latest in learning technology. There is also a dedicated resources room for LPC students which houses all the necessary texts that students will need for the course.

At MMU, we try to give students as much help as we can to ensure that they are successful. Within the course, we therefore offer students mock assessments in all areas with full feedback being provided. This forms an important element of student's preparations for their final assessments.

Outside of the classroom, there is a well developed pastoral support system which can offer assistance to students with any personal problems they may have on the course. We also have a dedicated careers advisor who can give students extensive assistance in their search for a training contract. Indeed the support offered by the careers advisor continues for three years after the end of the course for those students who have not secured the position that they want.

Allied to the careers advice is the wide range of extra curricular activities that are available at MMU. There is therefore an external speaker programme integrated into the course. Students will also get the chance to employ their skills in a practical context on one of the wide range of Pro Bono opportunities that we offer.

The many strengths of the LPC at MMU lead to it being awarded top ratings in each category by the Law Society after their last assessment visit. Since that visit, continuous improvements have been made to the course which have lead directly to the design of the new part time course.

On this new course, nearly all of the face to face teaching will take place in workshops of a maximum of 16 – 18 students. We have have increased the length of these sessions to three hour to allow students more concentrated time with the tutor and to ensure they replicate more closely the experience that students will have in practice. Students will therefore be given more opportunity to enhance the skills they need to do well on the course and as lawyer.

Given the importance of these face to face sessions the number of hours devoted to them will be well above the minimum prescribed by the SRA. At the same time there will be plenty of online materials available to students which will dovetail with the face to face sessions. As noted above this will be provided through the medium of the virtual firm, Jordan Maxwell.

Delivering the course in this way has allowed us to streamline the programme so that students can complete Stage 1 in one academic year (from September to June). Students would then normally complete their 3 electives for Stage 2 between September and December. This would therefore mean that they completed Stage 2 of the course 6 months earlier than would normally be the case. For students who

are unable to follow this route there are two further entry points for Stage 2 later in the year. In particular, it is envisaged that students will be able to study some or all of their electives with full time students between March and June.

As noted above the electives that are offered cover a wide range of areas that should meet the needs of most students. The electives we currently provide are as follows: Advanced Corporate Law and Finance, Advanced Criminal Litigation, Commercial Law, Commercial Property, Commercial Litigation, Employment Law, Housing and Welfare, Immigration, Matrimonial Practice, Media Law, Personal Injury Litigation and Wills and Probate. However, students should note that this list may be subject to variation and so not all subjects will run each year.

### **Maximum number of students in the different types of teaching and learning sessions**

On the new Part Time course, nearly all teaching will take place in workshops. There will normally be a maximum of 16 students in these sessions. Depending on student numbers, this may rise to 18 particularly for the vocational electives. For the vast majority of the sessions students will therefore receive a great deal of individual attention.

There will be occasional Whole Group Sessions on the Part Time course. The numbers for these will depend on recruitment and the sessions may, albeit rarely, take place with the full time students. The numbers for such sessions would normally not exceed 108 for purely part time sessions and 240 when combined with full time sessions.

On the Full Time course, most of the teaching will take place in Small Group Sessions with a maximum of 16 students although again this may increase to 18 for the same reasons as the Part Time course.

There is a far more extensive system of Whole Group Sessions on the current Full Time course. Where these sessions are for the whole cohort and purely for Full Time students they will not exceed 168 and 240 when combined with sessions for Part Time students.

### **Maximum number of students it will recruit onto each course**

For the new Part Time course, there will be a maximum of 108 students per stage. This is to allow all students to be taught in rooms with the appropriate facilities for LPC students.

For the Full Time course, the maximum numbers of students permitted by the SRA is 168.

### **Entry requirements**

In order to be enrolled on to the course all students will have to comply with the requirements set down by the SRA. Currently this involves students becoming student members and completing the academic stage of training, although this may vary. Students should refer to the guidance issued by the SRA on this point.

Aside from the SRA requirements, we seek to take a flexible and inclusive approach to admissions at MMU. We try to recognise the varied qualities and experience that students can bring to bear on the course. In addition to students academic

achievements we will therefore consider their employment history, evidence of commitment to a career in the law and any broader attributes that suggest that a candidate is suited for the LPC and a career in the law.

Normally, we would not take a student with a third class degree as research shows that such students may struggle on the course. However, we look at each case on its individual merits and where students have a third we would consider their work experience and other factors that may be relevant. We may also interview such students before reaching a decision.

### **Policy on Stages 1 and 2**

In keeping with our generally flexible approach and the spirit of the new LPC, we are happy to accept students who have studied Stage 1 at another provider on to Stage 2 of the course at MMU. Students will be able to study 1, 2 or 3 electives at MMU concurrently or over a period of time. However, students should note that the number of electives that they study with MMU will have an impact on the award that they receive (see below).

In addition to the entry requirements outlined above we may also consider a student's performance on Stage 1 before admitting them on to the course. Students who have studied Stage 1 at another institution may well be given some additional guidance depending on the nature of the Stage 1 course that they undertook.

Students should also be aware that occasionally on Stage 2 particular electives may not run as a result of lack of numbers or unavailability of staff.

### **Academic qualification that will be awarded to successful students**

All students who successfully complete all elements of Stage 1 at MMU will be awarded a Postgraduate Certificate in Legal Practice. Depending on their results, students will be awarded the Certificate at either Pass level, with Merit or with Distinction.

All students who successfully complete all elements of Stage 1 at MMU will be awarded a Postgraduate Diploma in Legal Practice if they successfully complete at least one elective at MMU.

Students who have successfully completed Stage 1 at an institution other than MMU will be awarded a Postgraduate Diploma in Legal Practice if they successfully complete at least two electives at MMU.

As with the Certificate, the Postgraduate Diploma in Legal Practice will be awarded at either Pass level, with Merit or with Distinction.

It will be the responsibility of students who complete part of their LPC at another institution to provide the necessary evidence of their eligibility for the award of the Postgraduate Diploma in Legal Practice and the marks that they received at that other institution.

## **Learning resources available to support the course, including library and IT provision**

As noted above the resources provided for students at MMU are excellent. The LPC is housed in the purpose built Sandra Burslem building which opened less than five years ago. The course has six dedicated rooms which are all on the same floor and are used for the Small Group Sessions/workshops. All these rooms are equipped with electronic whiteboards, internet access, DVD facilities and a non electronic whiteboard. There are also a number of other similarly equipped rooms within the Law School which are used when necessary by the LPC. For Whole Group Sessions there are three lecture theatres within the Law School which have the same facilities.

The LPC has a dedicated Resources Room which is solely for LPC students. This holds a series of practitioner and student texts and 24 PCs which are for the exclusive use of LPC students. The Resources Room is housed on the same floor as the LPC seminar rooms most of which in fact run off it. The Professional Programmes Office, which provides administrative support for the programme, and the Careers Advisors Office are on this floor as well.

Aside from these course specific services, the main Law collection is housed in the Sir Kenneth Green library which is next door to the Sandra Burslem Building. Other student services such as Learning Support and the International office are in the All Saints Building which is next door to the Library. Students should therefore be able to access all the support they need with some ease.

As a supplement to the facilities available in the resources room, LPC students at MMU have access to the following IT provision:

- An IT drop in suite on the first floor of the Law School containing 67 PCs which are open to all students within the Law School
- The University Library has a whole floor dedicated to an IT suite
- ICTS help-desk (within the Law Building) which during term time is open from 9.00 until 8.30 Monday to Thursday and 9.00 to 4.30 on Friday.
- help-line for IT & “media” queries
- Law-web help email helpline for queries relating to “intranet”

Part time LPC students can also use the part time BVC resources room which houses an additional 12 PCs. The key for the room is held in the Professional Programmes Office and will be supplied on request to any LPC students.

In any event, the Law School is WiFi enabled and so students can work on their own PCs anywhere within the building.

Students who need additional support have access to MMU on-line “one stop” guidance. Students can carry out a diagnostic test of their IT needs and will be directed to tailored guidance should that be necessary.

In terms of administration, the course is supported by 1½ staff in the Professional Programmes Office. The office is open every day between 10 - 4.30 although the hours are extended when necessary for assessments and other matters. The course has received a lot of praise from external examiners for its administration which is always highly rated by students.

Although students should find all the resources they need in the LPC Resources room or online there is a general law collection in the Library next door to the School of Law. Aside from the IT facilities outlined above the Library also provides worksheets and online tutorials for Practical Legal Research. In addition, there is a dedicated Law Librarian available to answer enquiries in person, by email or telephone.

The Library opening hours have been extended in response to student demand so that during term time it is open from 8.45 – 23.30 on Monday to Thursday, 8.45 – 18.00 on Friday, 10.00 – 16.00 on Saturday and 12.00 – 23.30 on Sunday.

### **Percentage of teaching staff who are qualified as solicitors or barristers**

Currently all staff who teach on the LPC are qualified as solicitors. We have a successful Bar course at MMU and therefore it may be that in the future some barristers will teach on the LPC.

### **Percentage of teaching staff with higher level teaching qualification**

We take staff development very seriously at MMU and therefore all members of the teaching team undergo ongoing training. As part of this process all new staff are expected to enrol on a higher level teaching qualification.

### **Teaching staff profile**

The Law Society commented in their last assessment visit that there is a “well-qualified, able and enthusiastic course team” at MMU. Since then the team have been added to with some high quality recruits. Profiles for each member of staff are set out below which show the breadth and depth of knowledge that there is on the team at MMU.

Team members stretch from those who worked in London firms and advised on the listing rules for the stock exchange to someone who ran their own firm in Wigan. Students should therefore always find someone who can assist them, particularly given the open door policy that we have at MMU.

Even with the level of experience that staff have they still seek to refresh their knowledge. Members of staff therefore work within local firms in a variety of capacities stretching from being a complaints officer to working on a precedent bank for a local commercial firm. Indeed, one part time member of staff runs her own firm in the days when she is not teaching which helps to make the elective that she runs both current and relevant.

Other members of the team are involved more broadly in activities which feed into their teaching. We have a member of staff who is a magistrate and another who adjudicates on domain name disputes for Nominet. We do also make use of local practitioners one of whom teaches on the part time course whilst others give guest lectures or advise on the content of the course.

The strength of the team is recognised by the SRA with a number of members of the staff being employed by them as external examiners.

## **Legal Practice Course Staff**

### **Course Director, Civil Litigation Subject Leader Jackie Panter**

Jackie graduated and then completed an LLM in Family Law and Family Policy. After qualifying she worked for a high street firm, Widdows Pilling, just outside Manchester, specialising in Litigation and Family Law. Jackie maintained her links with practice by working as a Consultant for Widdows Pilling and Stocks Solicitors. She now works for Halliwells LLP as their Client Care Solicitor.

Jackie joined the School in 2001. She is one of the two Course Directors the Full Time Course Leader and subject leader for Civil Litigation.

### **Full Time Course Leader, Matrimonial Practice Subject Leader Kathryn Newton**

Kathryn graduated from Warwick University in 1986 with a degree in sociology and from Salford University in 2002 with a Masters in translation studies, concentrating on the translation of legal documents. After completing her CPE and Law Society Final Exams at Manchester Polytechnic, she trained in Manchester and was admitted as a solicitor in 1990. Kathryn worked and became a partner in a high street practice in north Manchester specialising initially in litigation and later in family law and child care work. Kathryn has a diploma in personal injury litigation and is a second tier accredited member of the Law Society Family Law Panel.

Kathryn joined the School in 2005 and teaches Litigation, Accounts and Matrimonial Law and Practice.

### **Part Time Course Leaders**

#### **New Part Time Course, Advanced Corporate Law and Finance Subject Leader Karen Harby**

Karen graduated from Nottingham Trent University with LLB (Hons) in 1998 having undertaken a 'sandwich' year in practice. She completed the LPC at Nottingham Law School and then trained and practised as a solicitor in Nottingham, working first for Edwards Geldard (formerly Eking Manning) Solicitors and then Gateley Wareing LLP. Karen specialised in corporate and banking work.

Karen joined the school in 2004 and is the Part Time Year 2 Course Leader. She also teaches Business Law and Practice and is the Advanced Corporate Law and Finance Subject Leader.

#### **Year 2 (Old Course) Catherine Downs**

Catherine graduated from Cambridge University in Law and after the Law Society Finals at Manchester Polytechnic (as was) worked as a trainee in Manchester. On qualification she joined Addleshaws where she worked in the corporate department. She specialised in share sales and business sales mainly relating to private companies.

Catherine joined the school in 1993. She teaches on the Business Law and Practice and Employment Law teams. Catherine is also the Part Time Year 1 Course leader.

### **Pastoral Care Co-ordinator, Writing Subject Leader**

#### **Lyn Jones**

LLB (Manchester). Lyn worked as a trainee and solicitor for Cobbetts in Manchester. After qualifying, she specialised in property and commercial property and joined the school in 1990.

Lyn's research interests include family law and assisting students with special needs. Lyn is the joint subject leader for the Matrimonial Practice elective and is a member of the Property Law and Practice team. She is also Pastoral Care Co-Ordinator and subject leader for the skills of Interviewing and Writing.

### **Business Law and Practice Subject Leader**

#### **Jane Matthews**

Jane graduated (LLB Hons - Cardiff) in 1988. She was admitted as a solicitor in 1994 having worked as a paralegal in London and taken her Law Society finals at the College of Law. After qualification she worked for medium-sized and national law firms both in Birmingham and Manchester, specialising in commercial law work, before joining MMU in 1998. Jane has also spent time living in both Madrid and Helsinki where she taught English to legal and business professionals.

Jane is subject leader for the Business Law and Practice course. She also coordinates the Revenue & EU Law content of the course and has responsibility for teaching & learning (including e-learning) on the LPC.

### **Property Law and Practice Subject Leader and Joint Subject Leader Wills Probate and Estate Planning**

#### **Howard Dent**

Howard graduated in 1971 with a B.A.(Law) Hons. Degree from what was then Manchester Polytechnic (and is, of course, now MMU), also taking his Law Society Finals here. Admitted as a solicitor in 1974, he then went into private practice and was continually engaged in private practice until he joined the Property Law & Practice Team in 2005.

He is subject leader for Property Law and Practice and also a joint subject leader for the elective subject.

During his many years in " High Street " practice (mostly in Bolton as a partner in the firm) he was predominantly engaged with a mix of both domestic and commercial conveyancing and leasing work, wills and probate work but also specialising in landlord and tenant and licensing work.

### **Criminal Litigation Subject Leader and Full Time Admissions Tutor**

#### **Cheryl Ward**

BA (Hons) Media Studies, Polytechnic of Central London. After working in the media and communications industries for several years, Cheryl retrained as a solicitor. She took the CPE and Law Society Finals and was admitted as a solicitor in 1995. Cheryl started her legal career as a commercial litigator. She then practised as a criminal defence lawyer for two years in Widnes and Runcorn, before returning to the relative calm of civil litigation and employment law. Cheryl now sits as a Magistrate in Warrington, Cheshire.

Cheryl joined the LPC team in 2000. She teaches on the Litigation team and is the subject leader for Criminal Litigation and the Advanced Criminal Litigation elective. She is also the LPC Human Rights Co-ordinator. She is also the admissions tutor for the Full Time LPC.

**Accounts Subject Leader  
Nick Longworth**

LLB (Hons) Exempting from Northumbria University. Nick completed his training contract at Northumbria University spending periods in practice with Ben Hoare Bell solicitors and Richmonds Solicitors. He was admitted as a solicitor in 1999 and spent 4 years lecturing at Northumbria University before joining MMU in 2003. He is co-author of Civil Litigation in Practice and subject leader for Accounts.

**Skills Co-ordinator, Advocacy and Drafting Subject Leader  
Louise Douglas**

Louise graduated from Durham University in 1989 with a degree in History. After completing the CPE at Staffordshire University and the Law Society Finals course at The College of Law, York, she trained at Robert Muckle in Newcastle upon Tyne. Upon qualification in 1994, Louise joined the Commercial Dispute Resolution Department at Walker Morris in Leeds. Between 1998 and 2001, Louise worked for Denison Till in Leeds. In early 2002, Louise joined Halliwells before joining MMU in 2005.

Louise currently teaches on the compulsory course in Civil and Criminal Litigation and is the subject leader for both Advocacy skills and Drafting skills and is the Skills Coordinator. She also teaches on the Commercial Litigation and Employment electives.

**Practical Legal Research Subject Leader and Commercial Law Subject Leader  
Sarah Taylor**

LLB (Hons) University of Birmingham. Sarah graduated in 1987 and qualified as a solicitor in 1990. She trained and worked at City of London law firm Denton Hall, specialising in corporate acquisitions and disposals of private companies and businesses and general commercial matters. Between 1991 and 1994, Sarah worked as an assistant solicitor for Eversheds in Nottingham, concentrating on corporate insolvency and general corporate and commercial matters. In late 1994, Sarah joined CIS (a large insurance company in Manchester) where she continued with her corporate and commercial work but also developed a specialism in treasury and investment transactions.

Sarah joined the school in 2005 and teaches Business Law and Practice. She is also Subject Leader for the Commercial Law elective and Practical Legal Research.

**PCFSMA Subject Leader  
Harriet Lipkin**

Harriet graduated from the University of Sheffield with LL.B.Hons in 1985. After completing the Law Society Finals, she went on to qualify as a solicitor in 1989. Harriet worked as an assistant solicitor at Alexander Tatham Solicitors in Manchester, specialising in commercial property law.

Harriet joined the school in 1993 and teaches Property law and Practice on the Compulsory course and Matrimonial Practice on the electives. She is also the subject leader for the pervasive subjects, PCFSMA.

### **Probate Reserved Area Subject Leader and Joint Subject Leader Wills Probate and Estate Planning**

#### **Gaynor Rabinowitz**

Gaynor graduated from the University of Manchester with a Law degree in 1987. After completing Law Society Finals at Manchester Polytechnic she went on to qualify as a solicitor in 1990. Gaynor worked as a trainee and solicitor at Pannones in Manchester specialising in Private Client work. She later moved to Donn and Co. to work part-time.

She joined the school in 1997 teaching Probate and Property Law and Practice. Gaynor is also joint subject leader for the elective of Wills Probate and Estate Planning and is subject leader for the Probate Reserved Area.

### **Commercial Litigation Subject Leader**

#### **Françoise Blancher**

Françoise studied for her LLB with MMU part-time whilst working full time as a translator/managing a small translation company and subsequently completed her LPC at MMU. She went on to train with Davies Wallis Foyster (DWF) in Manchester specialising in commercial work in the commercial property, commercial litigation, insurance and corporate departments. She joined Chaffe Street solicitors upon qualifying, assisting in and developing the commercial litigation department before joining Halliwells LLP working in commercial litigation and professional indemnity and subsequently until last year, dealing with regulatory issues in the Real Estate department the firm.

Françoise teaches Business and Solicitors Accounts, Property Law and Practice, Commercial Property and Commercial Litigation for which she is subject leader. She also teaches Tort on the GDL part-time.

### **Commercial Property Subject Leader**

#### **Tony Huddersman**

Tony graduated from Sussex University with a law degree in 1992. He then studied an MSc in Business Information Technology, at Middlesex University, in 1995. After completing his MSc, he became a lecturer at Middlesex University teaching Human-Computer Interaction and Information and Computer Security to undergraduates and postgraduates. Tony completed his training as a solicitor with Butcher and Barlow in Cheshire specialising in commercial property. He later joined Neil Myerson solicitors in Altrincham working in the commercial department also specialising in commercial property.

Tony joined MMU in January 2008. He teaches Property Law and Practice, accounts and is the subject leader for Commercial Property.

### **Employment Law Subject Leader**

#### **Nessa Sharkett**

Nessa completed the LLB and LPC at MMU before going on to train at Manchester City Centre and Glossop firm Davis Blank Furniss. Upon qualification she stayed with the firm in Manchester specialising in employment law. She continues to practice in employment part time and handles both contentious and non contentious matters acting mostly for employers.

She joined the school initially as an Associate Lecturer in September 2005 teaching on the Business Law and Practice and Employment teams before joining as a permanent member of staff in December 2006. She currently teaches on the Business Law and Practice team and is subject leader of the employment elective.

### **Housing and Welfare Subject Leader**

#### **Mandy Isles**

Mandy graduated from Liverpool University with a law degree in 1991. Mandy worked as a trainee and a solicitor for Stockport Council specialising in litigation, employment and housing work until joining Liverpool JMU as an LPC lecturer in 1999.

Mandy joined the law school in January 2002.

Mandy's recent experience in practice has been as a locum Housing Solicitor for Salford City Council and Bolton M.B.C and she has recently acted as Halliwells LLP Complaints Officer.

Mandy teaches Civil Litigation, Employment Law and Accounts

### **Part Time Admissions Tutor**

#### **Helen Chalk**

Helen graduated from Cambridge University with a law degree in 1993. After completing the LPC at the College of Law in Chester she trained with Linklaters in London and Hong Kong and qualified as a solicitor in 1995. On qualification Helen joined the corporate department specialising in mergers, acquisitions and disposals of public and private companies and businesses, corporate finance and general commercial matters. In 1997 Helen was seconded to the London Stock Exchange to advise on and assist in the publication of the Listing Rules and upon her return to Linklaters continued to advise the London Stock Exchange and the Financial Services Authority.

Helen joined the school in 2002. She teaches on the Business Law and Practice, Advanced Corporate Law and Finance and Commercial Law teams. Helen is also the Part time Admissions tutor.

#### **Nick Dearden**

After training at Addleshaws in Manchester, Nick qualified as a solicitor in 1994. Post qualification, he specialised in Commercial work, acting primarily for institutional funders and property developers on town centre redevelopments with Pinsent Curtis in Leeds. Nick is the Chairman of the Board of Directors of the Albert Kennedy Trust, a charity based in Manchester, London and Brighton, working to alleviate the problems faced by homeless lesbian and gay young people. His principal teaching interest lies in understanding corporate power in the context of globalisation.

Nick teaches the compulsory subject Business Law and Practice.

#### **Suzie Goodfellow**

Suzie graduated from Manchester University in 1993 with a degree in Maths, Philosophy and Psychology. She completed the CPE and LPC at Manchester Metropolitan University and then trained with the Crown Prosecution Service and Andersen Legal. She practised as a corporate solicitor at Andersen Legal following qualification in 1998, before moving to Halliwells in Manchester, where she specialised in corporate finance work.

Suzie joined the school in September 2003. She teaches on the Business Law and Practice team and is a member of the Advanced Corporate Law and Finance team.

### **Currently on maternity leave**

#### **Vicky Martin**

Vicky graduated from the University of Manchester in 1991 with a degree in Linguistics and Sociology. She went on to work as a Probation Service Officer in Greater Manchester and whilst working returned to study part time. She completed the CPE (now the GdipL) here at MMU. Vicky then worked as a paralegal and later undertook her training contract at Yates Ardern Solicitors whilst studying for her LPC part time at Liverpool John Moores University. Vicky qualified as a solicitor in 2001 and remained with the same firm where she became head of the Crown Court department.

Vicky joined MMU in 2007 and is part of the litigation and accounts teaching teams. She is joint subject leader for advanced criminal litigation and Part Time Year 2 Course Leader this year

#### **Cathy Meredith**

Cathy graduated from the University of Dundee with a law degree in 1999. After completing the LPC at Northumbria University, she trained at Whittles (now Thompsons) in Manchester qualifying in 2002 and specialising in employment and civil litigation. In 2004, Cathy took up a position at Tughans Solicitors (a leading commercial firm in Belfast) where she specialised in employment law, providing advice to a variety of clients from multinationals through to SME's, owner managed businesses, senior executives and individuals. Her work also included advising on the employment aspects of corporate transactions. In 2006, Cathy moved back to Manchester and joined the employment department of Laytons Solicitors before taking up a position at MMU in 2007.

Cathy teaches the compulsory subject of Business Law and Practice and the Employment Elective.

NB Please note that staff responsibilities may vary from year to year.

### **Fees**

The fees at MMU include all books and materials and access to all the main legal databases such as Westlaw, Lexis Nexis and Lawtel.

FULL TIME		£8,250 (+ SRA fee)
PART TIME	Stage 1	£6,750 (+ SRA fee)
	Stage 2	£2,250 (+ SRA fee)
	Stage 1 + 2	£8,250 (+ SRA fee)
	Price per Elective	£750

Students who have studied previously at MMU are currently entitled to a 10% discount on their fees. Please contact MMU for further details of this discount.

## **Pastoral support, including dedicated careers guidance staff**

At MMU, there is a strong ethos of supporting students to ensure that they maximise their potential on the course. Indeed, as the Law Society commented “There are well established and effective student support mechanisms including pastoral care, careers advice and support for students with special needs. All are well regarded and valued by students.”

The hub of the pastoral care system is the Pastoral Care Coordinator (PCC) who is responsible for monitoring attendance, organising and monitoring the personal tutor system, organising the staff student liaison committees and preparing the minutes of the committee meetings. The PCC also helps take care of students with disabilities and the organisation and amendment of their ongoing personal learning plans.

During term times, the PCC has a drop-in session each week for both the full and part time students, when they can call in to discuss personal issues or health problems. It is the job of the PCC to organise learning support from the specialist team in the University site. This is conveniently situated in the next but one building from the Law School. The PCC also helps to provide access to the University's Student Services. These cover such areas as accommodation and welfare, counselling (bereavement, personal and financial) and learning support.

Finally, the PCC liaises with the relevant staff about the position relating to individual students so that their particular needs are met.

However, all staff are involved in the pastoral care system either as personal tutors or subject tutors when monitoring attendance. Students are introduced to this system in their induction period. The system is then tailored to the students concerned depending largely on whether they are full time or part time. In addition to this formal pastoral care system, there is an open door policy at MMU which allows students to see tutors whenever they have a problem.

As part of the personal tutor system students are asked about careers and what sort of advice they need on this issue. The main support for students in this regard comes from the School of Law careers adviser who provides a dedicated careers guidance and information service to students studying on the postgraduate conversion and professional courses.

### **Career clinic appointments**

The careers adviser will provide the following, subject to student need:

- The provision of impartial, confidential pre-booked 45 minute career clinic appointments
- Guidance on their strategies for finding a training contract or paralegal work, including related work experience, such as vacation placements and work shadowing, as well as the possibilities of legal volunteer work and Pro Bono work
- Guidance on the quality and effectiveness of their CVs, covering letters and personal statements for application forms

- Guidance on the full range of legally-related employment options outside of practice as a solicitor
- Guidance on a full range of other employment, study or training options
- Advice on mentoring schemes run by the University and School of Law (see below)
- The provision of mock interview appointments and guidance on interview strategies and technique

### **Careers talks**

There are also a number of careers talks offered to LPC students. These currently include:

- Induction talk- Introduction to Careers
- Applying For A Training Contract
- How To Cope With Job Interviews
- Alternative careers outside of practice as a solicitor
- Careers Q and A session
- Alternative careers outside of practice as a solicitor

We continually review and develop this programme to better meet student needs.

### **Extra-curricular activities**

The School of Law careers adviser also runs a guest speaker programme. Most talks will run in the evenings which facilitates access for Part Time students who would, due to work and/or study commitments, be unable to attend events scheduled in the day.

The aim of the programme is to inform students about a variety of areas of law in which they can work. In recent years the guest speaker programme has involved presentations from the Manchester Trainee Solicitors' Group, Young Legal Aid Lawyers, Solicitors in Local Government and DWF LLP, a large regional corporate/commercial law firm, as well as a presentation from a medium-sized town-based practice.

In addition, a number of Pro Bono opportunities have been developed for students which will help their career development.

### **Job vacancy service**

The School of Law careers adviser sends LPC students regular email bulletins containing details of the latest training contract and paralegal vacancies, as and when they are notified to the School of Law. He also posts these vacancies on an electronic "virtual" careers notice board which will be available through the virtual firm.

The School of Law careers adviser maintains an employer database of approximately 200 legal employers who have used the job vacancy service in recent years, as well as contacting new firms and organisations each year. He contacts firms and

organisations on the database on an annual basis to attempt to procure training contract and paralegal vacancies on behalf of LPC students.

### **LPC on-line careers**

A variety of careers materials are also provided on-line. In addition to the careers notice-board mentioned above students can also access guidance materials on preparing for interviews as well as a developing number of podcasts with former LPC students and legal professionals designed to assist students in finding a training contract.

This service can be accessed on and off campus thus making careers materials more readily available to PT students who do not attend MMU everyday.

In addition to the support offered within the University a number of local practitioners offer their services as mentors to students. This service is currently confined to those students who don't have a training contract. Mentors agree to meet the student during the year and provide them with support and assistance on issues such as applying for a training contract, how to prepare a CV and what life is like in a solicitors office.

### **Contact details**

For further information, please contact the provider direct:

Website:	<a href="http://www.law.mmu.ac.uk/lpc">www.law.mmu.ac.uk/lpc</a>
Email:	<a href="mailto:lpc@mmu.ac.uk">lpc@mmu.ac.uk</a>
Contact name:	Paul Duffy
Telephone:	0161 247 3047 or 0161 247 3054