



The Law Society of Scotland
Work Based Learning
Module Guide

1. WHAT IS THIS MODULE ABOUT?

The focus within the Work Based Learning module is upon candidates producing evidence of learning outcomes which are set out below in section 2 by way of submission of;

- (a) a Work Based Learning Log Book (worth 80% of allocated marks) and
- (b) a separate short submission of 1000 words (worth 20% of allocated marks) based upon outcomes 1(a) and 1(b)

By undertaking their daily workload in legal practice, candidates will be developing their overall skills sets in many ways often without consciously being aware of growth in these areas or by studying textbooks. It is this knowledge that this module seeks to capture and part of its aim is to encourage candidates to pause and reflect upon specific work experiences to learn from their own professional experiences to date. Work Based Learning adds a layer of experience onto conceptual knowledge.

All new candidates for the alternative route to the profession who register to begin examinations from August 2016 onwards require to complete the Work Based Learning module.

2. LEARNING OUTCOMES OF THE MODULE

1. Display critical thinking about laws and their place in society by;
 - (a) communicating legal knowledge which addresses the context of its formation or operations e.g. a note of advice to a public body or charity, debating the moral context of a place of law, law clinic.
 - (b) engaging in collaborative work or study in the field or with non-lawyers or students of other disciplines
 - (c) showing awareness of the ethics and standards applying to the legal profession in Scotland
2. Contributing effectively to group work
3. In all formats demonstrate an ability to address the resolution of disputes by a variety of adversarial and non – adversarial skills

3. FREQUENTLY ASKED QUESTIONS

Q. At what point should a candidate undertaking the alternative route to the profession consider doing this module?

A. It is recommended that candidates take this module no earlier than 12 months after their registration for the alternative route. The module can be undertaken at any point within the three year pathway but given the necessity within it to draw upon work experience, it is thought preferable to start the module after the first year has passed although candidates can clearly draw upon illustrative work based examples prior to that period.

Q. How many illustrative examples should my completed log book contain?

A. Whilst it is accepted that some illustrations might be more detailed than others by their nature, the Society would look for broadly 8- 10 examples. There is guidance as to the specific word count for each example within the Work Based Learning Log Book itself.

Q. Do I need to submit both pieces of assessment for the module simultaneously?

A. Yes

Q. What is required by way of verification of my Work Based Learning Log Book?

A. A candidates Work Based Learning Log Book should be signed off by their supervising partner prior to its submission to the Society. The supervising partner would certify by their signature that they had read the terms of the Log Book, were satisfied that the client confidentiality had been maintained, and were happy to verify the Log Book terms.

Q. Is there an expected timeframe within which a candidate would be expected to start and submit both assessed pieces of work?

A. Candidates must submit both pieces of work prior to discharge of the Pre-PEAT training contract.

Q. What happens if I fail the module?

A. Any candidate who fails either element of assessment will be asked to redraft the piece of work, considering the feedback provided by the Examiner. The maximum number of permitted redrafts is 4 attempts.

Q. How do I try and ensure that the examples I have given align with the learning outcomes of the module?

A. To try and support candidates in meeting the learning outcomes, the template of the Work Based Learning Log Book asks candidates to list which of the outcomes an example meets.

Q. What of the issue of client confidentiality when I am providing illustrative examples?

A. Candidates will already be aware of the ethical and professional obligations to hold information for clients that is regarded as privileged or confidential in confidence. In order to protect the confidentiality of clients within illustrative examples, do please ensure that any information which might lead to a client's identity being clear is suitably anonymised. All client details should be approached in this manner e.g. "I acted for Mr X and Miss Y in the purchase of Z at a price of Q". Your supervising partner

will be asked to certify when verifying the Work Based Learning Log Book prior to its submission that they are satisfied that client confidentiality has not been compromised in terms of the examples given within it.

Q. I am not certain how best to approach the reflective element within the Work Based Learning Log Book. Can you provide any guidance?

A. The Work Based Learning Log Book format directs you to complete a separate section on reflection as distinct from describing the task and your role within it. The reflective element should centre upon the candidate evaluating and deliberately reflecting upon the example given and asking themselves to consider any lessons learned and ways in which they might approach a similar task in the future and why. Candidates can ask questions of themselves such as “What did I learn from the task? “ What will I take forward to the next task with hindsight?” See suggested reading at the end of this module guide intended to assist with the reflective element.

PART 1 of Transaction / Task Log – Background

This section requires you to provide a brief background narrative of the transaction and its aims. In doing so you must be mindful of the requirement for confidentiality. This section should comprise of a 200 word summary.

PART 2 of Transaction / Task Log – Candidate’s Role

This section requires you to consider your role within the transaction / task you are referring to and you should focus upon your input into it. You should describe how you interacted with others in seeking to attain the “goal” of the transaction or solving the problem you were tasked with. Explain what did you do, why did you do it and whether there were any alternative courses of possible action? This section should comprise of no more than 350 words.

PART 3 of Transaction / Task Log – Reflection

This section requires you to reflect upon your role. Consideration should be given to what you learnt from the experience and what you will take forward from it to your next task. The FAQ section provides further guidance regarding this reflective element. This section should comprise of no more than 350 words.

PART 4 of Transaction / Task Log – Learning Outcomes

This section requires you to explain which learning outcomes you feel you have attained from this experience from outcomes 1(c), 2 and 3 above including a brief statement explaining why. This section should comprise of no more than 150 words.

ESSAY COMPONENT; Either A or B

- A.** Caring Business or PR Smokescreen? Discuss the recent rise of CSR within large law firms.
- B.** Is the Law Clinic Advisory model outdated? Should there be a move towards “Street Law”, public engagement and education?

The maximum word count for the essay is 1000 words. Please note that the word count limit is a maximum which includes footnotes but not the bibliography. The word count, i.e. the actual number of words used, not the set limit for the essay, should be clearly stated on the front of the essay submission.

Footnote Style

The OSCOLA (Oxford Standard for Citation of Legal Authorities) referencing style is to be used in the essay component. See-

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf

Suggested Reading

Bassot, B *The Reflective Journal* (2nd ed) (London: Palgrave MacMillan, 2016)

This is quite practical in nature and costs c £14.99.