



European College of Law

— We shape your education, you shape your life

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Course Handbook 2015-2016

Courses on offer

❖ **NCFE Level 3 Diploma in Business Administration**

The NCFE Level 3 Diploma in Business Administration has been accredited by the qualifications regulators for England, Wales and Northern Ireland, and is part of the Qualifications and Credit Framework (QCF).

This is a cross sector qualification aimed at current and prospective business administrators. This qualification covers the skills and knowledge needed to be successful at a managerial level, and covers competencies applicable to a wide range of contexts.

Qualification number (QN): 601/3965/1
• Aim reference: 60139651
• Guided learning hours (GLH): 282-432
• Credit value: 58
• QCF level: 3
• Assessment requirements: internally assessed and externally
• Moderated portfolio of evidence

Aims and objectives of this qualification:

❖ **This qualification aims to:**

- Provide learners with the knowledge and skills they need to operate as a successful business administrator
- Confirm competence of those already fulfilling a business administration role
- Allow learners to develop skills in a range of areas relevant to business administration roles, such as communication, presentation skills and providing administrative support.

The objectives of this qualification are to help learners to:

- Develop the skills and qualities valued in employees by employers
- Understand and work on their strengths and weaknesses as a business administrator.

❖ **Achieving this qualification**

To be awarded the NCFE Level 3 Diploma in Business Administration, learners must achieve a minimum of 58 credits.

- 27 credits from the mandatory units in Group A
- A minimum of 13 credits from Group B
- The remaining credits can be taken from Group B, C or D – however a maximum of 10 credits from Group C and a maximum of 8 credits from Group D can count towards overall achievement.

A minimum of 40 credits must be achieved at level 3 or above.

❖ **Internal assessment**

Each candidate must create a portfolio of evidence which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit. On completion of each unit candidates must declare that the work produced is their own. The Assessor must countersign this.

The main pieces of evidence for the portfolio could include (in no particular order):

- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work
- Worksheets
- Assignments/projects/reports
- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of Prior Learning (RPL).

Unit summary – Mandatory

Unit 01 Principles of business (D/506/1942)

This unit aims to provide learners with an understanding of business markets, innovation and growth, financial management, business budgeting and sales and marketing.

Guided learning hours: 74

Credit value: 10

Level: 3

Unit 02 Principles of business communication and information (R/506/1940)

The aim of this unit is to provide learners with an understanding of key communication tools in business, such as negotiation, development and delivery of presentations, bespoke business documents and information systems.

Guided learning hours: 27

Credit value: 4

Level: 3

Unit 03 Communicate in a business environment (Y/506/1910)

This unit provides learners with an understanding of business communication models, systems and processes. Learners will be able to communicate both verbally and in writing in business.

Guided learning hours: 24

Credit value: 4

Level: 3

Unit 04 Principles of administration (Y/506/1941)

This unit provides learners with an understanding of how to manage an office facility, including health and safety in a business environment. They will understand how to take minutes, chair, lead and manage meetings. Learners will also understand how to supervise an administration team and how to organise events.

Guided learning hours: 27

Credit value: 6

Level: 3

This unit is mandatory

Unit 05 Manage personal and professional development (T/506/2952)

The aim of this unit is to equip learners with the ability to identify personal and professional development requirements and to create, fulfil and maintain the relevance of a personal and professional development plan.

Guided learning hours: 12

Credit value: 3

Level: 3

ATHE Level 3 Diploma in Business and Management

ATHE Level 3 Diploma in Business

The **ATHE Level 3** Diploma in Business is a 60 credit qualification. Learners must complete the four mandatory units totalling 60 credits.

Mandatory Units

- How Businesses Operate
- Marketing Principles and Techniques
- Academic and Research Skills for Business
- Communication Skills for Business

Methods of Assessment

ATHE encourages the use of a range of assessment strategies that will engage learners and give them an opportunity to both demonstrate their knowledge and understanding of a topic and to evaluate how they might apply that knowledge in a given context.

ATHE would recommend avoiding an over-reliance on essay writing and that more varied types of assessment are included. This might include assessment through a set project, a research activity, the production of a portfolio of evidence relating to a particular unit.

3.23 How Businesses Operate

Unit aims: To provide an overview of how businesses operate. Learners will gain knowledge and understanding of key business functions and their importance to business success.

- Unit level 3
- Unit code M/507/2220
- GLH 90
- Credit value 15
- Unit grading structure Pass/Merit/Distinction

Assessment guidance: Assignments in accordance with awarding organisation guidance.

L.O:1. Understand the key features of a business environment

- A.C 1.1 Describe the different types of organisations found in the public and private sectors in a named country
- A.C 1.2 Explain the different structures within the businesses in the named country and suggest reasons for the variation
- A.C 1.3 Describe how the local, national and global economic environment impacts on a particular named business
- ❖ 1 M1 Explain and exemplify how and why business objectives differ between different organisations
- ❖ 1 D1 Analyse the impact of the current national and global environments on businesses in the named country

LO 2. Know the importance of accounting for business

- AC 2.1 Explain the importance of accounting for business success.

LO 3. Be able to apply key principles of accounting and present and interpret data

- AC 3.1 Present and interpret key accounting information using profit and loss accounts
- AC 3 M1 Analyse business performance using basic ratios
- AC 3 D1 Analyse business performance using ratios and accounting information including budgets, profit and loss accounts, cash flow predictions and ratios

LO: 4. Understand the principles of managing and leading teams in organisations

- AC 4.1 Describe the stages of team development
- AC 4.2 Carry out an analysis to determine own and others' roles within a team.
- AC 4.3 Assess three motivation theories
- AC 4.4 Describe different types of leadership style
- 4 M1 Explain why it might be appropriate to use different leadership and motivational styles in different situations
- 4 D1 Evaluate how motivational theories are used in businesses to motivate employees
- 4 D2 Evaluate the impact of different leadership styles on employees.

LO 5: Know the role of the Human Resources department

- AC 5.1 Describe the different functions carried out by the HR department in a business
- AC 5.2 Outline key features of employment legislation
- 5 M1 Explain the benefits of employment legislation to employees and businesses
- 5 D1 Analyse the impact of employment legislation on businesses in a named country

L.O:6.1 Explain the impact of customer service on business success

- A.C:6.2 Explain the benefits of customer profiling to a business.
- A.C:6 M1 Analyse the impact of customer service on business success
- A.C:6 D1 Analyse how customer profiling is used to help deliver targeted customer service

3.24 Marketing Principles and Techniques

Unit aims To develop knowledge and understanding of marketing principles and techniques.

- Unit level 3
- Unit code K/507/2152
- GLH 90
- Credit value 15
- Unit grading structure Pass/Merit/Distinction

Assessment guidance: Assignments in accordance with awarding organisation guidance

LO1. Understand the principles of marketing

AC 1.1 Describe the diverse activities carried out in marketing departments in businesses

AC 1.2 Explain market segmentation as a tool to identify customers

AC 1.3 Explain the marketing mix

- 1 M1 Explain why different tools are used to market products and services
- 1 D1 Analyse how the marketing mix is used to support decision making in businesses

LO 2. Understand market research and market analysis methods

2.1 Explain the aims of research and market analysis

2.2 Describe market research methods

2.3 Outline market analysis tools and techniques

2 D2 Evaluate the market research methods used for specific products and/or services

LO 3. Be able to apply market analysis techniques

3.1 Use market analysis techniques to research the target market for a selected product or service

3.2 Interpret findings of market research and market analysis

3.3 Present findings to the marketing team

3 M1 Use market analysis techniques to make informed product or service decisions

3 D1 Analyse findings of market research to inform marketing objectives

3 D2 Present findings and make recommendations to the marketing team

LO 4. Understand how e – marketing is used

4.1 Describe the methods used to e-market products and services

4.2 Explain how companies manage their online image

4 M1 Assess the benefits of e marketing compared to traditional marketing techniques

4 D1 Evaluate the measures companies need to take to manage their online image

3.25 Academic and Research Skills for Business

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

- Unit level 3
- Unit code M/507/2153
- GLH 90
- Credit value 15
- Unit grading structure Pass/Merit/Distinction

Assessment guidance: Assignments in accordance with awarding organisation guidance

LO 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
- 1 M1 Develop a plan to show how targets will be achieved

LO 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 D1 Analyse with examples what constitutes good practice in primary and secondary research.

LO 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

LO 4. Be able to plan and draft a piece of research

- 4.1 Create a plan for research on a chosen topic in business
- 4.2 Draft a piece of research work using appropriate reference techniques
- 4 M1 Use own review and feedback from tutor to improve draft work

LO 5. Be able to produce academic work

- 5.1 Produce academic work to a professional standard using the existing draft
- 5 M1 Present academic work orally at a professional standard to an audience
- 5 D1 Present academic work at a professional standard to an audience and discuss the content of the work

LO 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

6 M1 Provide academic feedback to peers

3.26 Communication Skills for Business

Unit aims To develop knowledge and understanding of communication in organisations and to develop personal communication skills

- Unit level 3
- Unit code T/507/2154
- GLH 90
- Credit value 15
- Unit grading structure Pass/Merit/Distinction

Assessment guidance: Assignments in accordance with awarding organisation guidance

LO 1. Know how businesses communicate

1.1 Describe communication models and systems used in businesses

1.2 Describe the methods used and the 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

1 M1 Propose solutions to the barriers for effective communication

1 D1 Analyse the effectiveness of communication models and systems used in specific businesses

1 D2 Evaluate how different uses of technology can enhance and/or detract from good communication in business

2. Be able to present business information orally

2.1 Use different styles and methods of oral communication for different audiences

2.2 Present business information orally in a formal situation

2.3 Respond to questions arising from presentation of business information

2 M1 Use appropriate methods including technology and other aids to Present business information orally

- 2 D1 Manage and facilitate a question and answer session to demonstrate subject knowledge and communication skills

LO 3. Be able to communicate business information in writing

3.1 Communicate information using appropriate written business styles and methods

3 M1 Communicate complex information using different written business styles and methods

3 D1 Use appropriate technology and supporting graphs, diagrams and/or artwork to support complex communication.

University of London Programme

ECL is registered centre of the University of London International Programme

Bachelor of Laws (LLB)

Programme aims and values : The Laws Programme is committed to:

Promoting independent learning

We support you in developing your capacity to manage your own learning.

Providing a wealth of resources

With our Online Library and Laws Virtual Learning Environment, you have a resource-rich learning environment in which to develop your legal research skills.

Offering expert guidance in law

Our study materials are informed by current research and scholarship and engage with contemporary legal issues. Students are offered the opportunity not only to know the law but to understand it.

Developing transferable intellectual skills

You have many opportunities to develop analytical and problem-solving skills and learn how to construct arguments.

Enabling you to develop critical awareness

Learn how to stand back and consider the bigger picture, develop an awareness of the context of law, nationally and globally.

Understanding the language of law

Learning how to use legal discourse is crucial for success. Being able to communicate effectively is a vital skill.

Prestige and career progression

In a world where degree providers are proliferating, the University of London LLB offers the security of an internationally recognised 'gold standard' established for over 100 years. The University of London was the first to offer a degree in English Law, in the 1890s. Upon graduation you will be joining a distinguished group of solicitors, barristers and judges around

the world who began their careers by obtaining their law degree through the University of London International Programmes. The academic direction of the LLB and Diploma in Law is provided by a Consortium of outstanding University of London Law Schools: Birkbeck, King's, LSE, Queen Mary, SOAS and UCL.

Structure and syllabus

The LLB degree is offered under six different Pathways. The Diploma in Law can lead to Scheme A, Scheme B or Scheme F of the LLB with credit for all four courses passed.

Scheme A - Bachelor of Laws (LLB) (twelve courses)

Scheme A is the traditional LLB structure in which twelve courses are taken in three stages. The minimum time to complete is three years. The LLB through Scheme A is a Qualifying Law Degree if completed within six years.

Year 1 (four courses)

All four courses from the Intermediate list.

Year 2 (four courses)

At least two courses from Compulsory Finals and no more than two courses from Optional Finals Group 1.

Year 3 (four courses)

Any Compulsory Finals courses not already taken, plus Optional Finals from Group 1 or Group 2 to make up four courses.

Intermediate

- » Common law reasoning and institutions
- » Criminal law
- » Elements of the law of contract
- » Public law

Compulsory Finals

- » Land law

- » Law of tort
- » Law of trusts
- » Jurisprudence and legal theory (Intercollegiate)

Optional Finals Group 1

- » Administrative law
- » Civil and criminal procedure
- » Commercial law
- » Company law
- » Criminology
- » EU law
- » Evidence
- » Family law
- » History of English law
- » International protection of human rights
- » Introduction to Islamic law
- » Labour law
- » Public international law

Optional Finals Group 2

- » Conflict of laws
- » Dissertation
- » Intellectual property
- » Succession

Notes

» This page is intended for use by prospective students as a guide. Please consult the Regulations for full syllabus listings and confirmation of structures.

» EU law: in England and Wales, the Solicitors Regulation Authority and Bar Standards Board require students to pass EU law in order to obtain a Qualifying Law Degree.

» Jurisprudence and legal theory is compulsory under Schemes A and B and optional under Graduate Entry Routes A and B.

Scheme B - Bachelor of Laws (LLB) (twelve courses)

Scheme B is intended for those wishing to study at a more measured pace, with twelve courses taken in four stages. It takes a minimum of four years to complete. The LLB through Scheme B is a Qualifying Law Degree if completed within six years.

Year 1 (three courses)

Common law reasoning and institutions plus two other courses from the Intermediate list

Year 2 (three courses)

The remaining course from the Intermediate list plus two courses from Compulsory Finals

Year 3 (three courses)

At least one course from Compulsory Finals and no more than two courses from Optional Finals
Group 1

Year 4 (three courses)

Any Compulsory Finals courses not already taken plus Optional Finals from Group 1 or Group 2 to make up three courses

Scheme F - Bachelor of Laws (LLB) (twelve courses)

Scheme F is intended for students who are not seeking a Qualifying Law Degree and who are studying on a part-time basis. Subject to some course selection constraints, you may choose a

minimum of two courses and a maximum of four courses per year. The degree can be completed in a minimum of three years as shown in the example below.

Year 1 (four courses)

Four compulsory Intermediate courses: Common law reasoning and institutions; Criminal law; Elements of the law of contract; Public law.

Year 2 (four courses)

Four compulsory Finals courses: Land law; Law of tort; Law of trusts; Jurisprudence and legal theory.

Year 3 (four courses)

A minimum of two courses and a maximum of four courses taken from Group 1 and up to a maximum of two courses from Group 2.

Graduate Entry Route A - Bachelor of Laws (LLB) (nine courses)

This structure enables graduates, with a degree awarded by an institution acceptable to the University, to follow a shorter route. Nine courses are taken in two stages. It takes a minimum of two years to complete and is a Qualifying Law Degree if completed within six years.

Year 1 (four courses)

All four courses from the Intermediate list (see list below)

Year 2 (five courses)

Law of tort, Law of trusts, Land law and two courses from Optional Finals Group 1 or Group 2

Graduate Entry Route B - Bachelor of Laws (LLB) (nine courses)

This structure is intended for graduates who wish to study at a more measured pace. Nine courses taken in three stages. It can be completed in a minimum of three years and is a Qualifying Law Degree if completed within six years.

Year 1 (three courses)

Common law reasoning and institutions plus two other courses from the Intermediate list

Year 2 (three courses)

The remaining course from the Intermediate list plus two courses from Law of tort, Law of trusts and Land law

Year 3 (three courses)

The remaining compulsory course not already taken from Year 2 plus two courses from Optional Finals Group 1 or Group 2

Graduate Entry Route F - Bachelor of Laws (LLB) (nine courses)

This structure is intended for students who are not seeking a Qualifying Law Degree and who are studying on a part-time basis. Subject to some course selection constraints, you can choose a minimum of two courses and a maximum of four courses per year. The degree can be completed in a minimum of three years as shown in the example below.

Year 1 (four courses)

All four intermediate courses: Common law reasoning and institutions, Criminal law, Elements of the law of contract and Public law.

Year 2 (three courses)

Three Compulsory Finals courses: Land law, Law of tort and Law of trusts.

Year 3 (two courses)

Two courses taken from the choice of Group 1 and/or Group 2 Optional Finals

How you study

You receive specially designed learning materials and have access to a significant array of online resources. Please note that online access is a requirement for registration to the LLB and the Diploma in Law. The cost of your materials is included in your initial and continuing registration fees.

The study materials are designed to guide you through the syllabus for each course and direct your reading of the prescribed textbooks, study packs and Online Library resources. Although all study materials are specially produced for self-directed learning, many students choose to pay for additional educational support through an independent teaching institution either full time or part time, and benefit from the more formalised support this provides. Diploma in Law students must have registered through, and be studying at, a teaching institution that has been specifically granted Diploma Teaching Status by the University of London.

You are strongly advised to apply to us and wait for confirmation that you are eligible to register before enrolling with an institution. Enrolment with an institution does not mean that a student is automatically registered with the University.

Study materials include:

Studying law. An introduction to the fundamental knowledge, skills and techniques that the study of law demands.

Subject Guides for each law course studied that take you systematically through the course topics, with instructions on reading, learning activities (with feedback) and guidance on answering sample examination questions.

You will receive a copy of the textbook for each of the Intermediate courses, and for Law of Trusts, Law of Tort, Land Law and Company Law. You will receive one copy only of each textbook throughout your period of registration, which will be the current edition at the time of despatch. » Statute books are provided for all courses where a statute book is permitted in the examination.

» **Study Packs.** Key recommended readings in the subject guides are provided on CD-ROM for all the compulsory courses and selected options.

» Student Handbook (first year students only) contains a wealth of specific advice and information on navigating your way through the programme and the University of London International Programmes, with key dates and contact details for further support.

» **Regulations.** These tell you about syllabuses, programme structures, how to enter for exams, marking schemes, transfers etc, and are provided in electronic format.

Study support and online resources

Laws VLE - The password protected Virtual Learning Environment (VLE) provides a centralised location for accessing many resources. It hosts Law subject pages provided by legal academics, computer marked assessments, discussion forums and facilities for you to set up your own profile page.

Online legal research exercises - Designed to build and enhance your ability to find primary and secondary legal materials using electronic sources, and to conduct legal research generally.

Online Library - Gives access to Justis.com, JSTOR, ABI/INFORM, Lexis® Library, Westlaw, Academic Search Complete, Business Search Premier, and Casetrack.

Weekend courses - There are four weekend courses held in London each year in November/December, February, March and April. Tuition is given by experienced law lecturers. These courses are intensive, with up to eight hours of lectures and tutorials each day. Each weekend covers different topics and students are encouraged to attend all four. The weekend courses concentrate on important areas of each course and new developments and recent legislation.

You will also have access to news items, Examiners' reports and past exam papers, the Student Handbook, Subject Guides, Regulations and reading lists and be provided with a student registration card.

Assessment

For all courses (except the LLB final-year Dissertation option) assessment is entirely by unseen written three-hour examinations at the end of each stage of study. Examinations are held in May/June at local centres in over 190 different countries as well as in London (please see the Assessment and examinations section of our website for further details). Examinations are marked by University of London approved academics to ensure your work is assessed to the same standard as College-based students of the University.

The Laws courses are not modular: You must complete each stage of the course before proceeding to the next. That is one reason for the high reputation of our qualifications.