

Guidance notes for the part-time Legal Practice Course (LPC) 2008/2010

These notes will help you complete your application to study, understand how we make offers and explain our use of your personal data. Please keep them for future reference.

Under normal circumstances we do not interview applicants. We base our decision of whether or not to offer a place on the quality of the applicant as evidenced by the contents of the application form.

If you have any difficulty reading these notes or completing the form, please contact us on 0800 328 0153 or e-mail admissions@lawcol.co.uk

Reference

You must provide a personal reference to support your application to the College – we cannot consider your application without one. If you graduated within the past three years, your referee should be a tutor or professor who taught you during your Qualifying Law Degree or GDL/CPE.

If you graduated more than three years ago and feel that a tutor/professor's assessment would no longer be appropriate, or if you are applying as a mature student who has not sat a degree or GDL/CPE, you may provide a reference from someone else, such as your employer.

Please ensure your chosen referee completes the enclosed student reference form, and either enclose it with your application, or ask your referee to send it to us separately at the address on the student reference form.

A – information about you

Please tell us as soon as possible if your address, phone number or e-mail address change, to ensure that we are able to contact you at all times.

Special needs

Please select the code from the list below that's most appropriate to you and enter it on the form.

0	I have no special needs
1	I have a specific learning difficulty, eg dyslexia
2	I am blind or partially sighted
3	I am deaf or hard of hearing
4	I use a wheelchair or have mobility difficulties
5	I have Autistic Spectrum disorder or Aspergers Syndrome
6	I have mental health difficulties
7	I have a disability that cannot be seen, eg diabetes, epilepsy or a heart condition
8	I have two or more of items 1 – 7
9	I have a disability, special need or medical condition that is not listed above

We do everything in our power to accommodate students, whatever their requirements. We encourage you to tell us about any disability, special need or medical condition so we can support your study.

Our judgement of whether you are academically suitable for the course is not affected by any information you give about your special needs.

We will keep this information confidential and use it to properly support your study and to monitor equal opportunities for disabled students.

B – information about your course

All part-time LPC courses are studied for two academic years from late August to June.

- **evening** – two evening sessions per week. Some weekday attendance required for assessments
- **day** – one full day session per week. Some additional weekday attendance required for assessments
- **weekend** – structured around directed self-study plus approximately 24 two-day study weekends over two years. Some weekday attendance required for assessments

To find out more about our part-time LPC courses, visit www.college-of-law.co.uk/perfectforpractice

Please select the course you wish to apply for and your preference of centre. Please note you can only apply for one course. Should you subsequently wish to change your choice of course, please e-mail admissions@lawcol.co.uk

C – completion of the Academic Stage of Training

Before you start the Legal Practice Course, the Solicitors Regulation Authority requires that you must have:

- completed the Academic Stage of Training. This stage of training is completed by:
 - obtaining a Qualifying Law Degree recognised by the Solicitors Regulation Authority **or**
 - passing the Graduate Diploma in Law (or Common Professional Examination) **or**
 - obtaining appropriate exemptions (if you think this applies to you, contact the Solicitors Regulation Authority for further information – see over for contact details)

Please note that the results of any relevant examination, including resits, must be published before you start the course

- completed enrolment as a student member of the Solicitors Regulation Authority. Apply to the Solicitors Regulation Authority at least six months before the course starts, as later applications may be subject to delay. The fee for this is currently £80, payable to the Solicitors Regulation Authority (see over for contact details)

A Qualifying Law Degree remains valid for seven years from 1 October of the year in which the degree is awarded. If you graduated more than seven years ago, you should contact the Solicitors Regulation Authority and ask them if they can revalidate your degree, giving them details of any recent legal experience.

When you start the course you must provide the College with:

- certificate of Completion of the Academic Stage of Training, or a letter from the Solicitors Regulation Authority confirming revalidation of your degree **and**
- certificate of enrolment as a student member of the Solicitors Regulation Authority

Apply direct to the Solicitors Regulation Authority for these certificates, using the form available from the Solicitors Regulation Authority or from your university careers service. You can contact the Solicitors Regulation Authority on 0870 606 2555, or e-mail info.services@sra.org.uk

Information about your qualifications

Under the heading **Study style**, please enter:

- FT** if you studied full-time **SS** if your course was senior
E if this was an external course, status (an accelerated qualifying
studying at one institution for law degree usually taking two
an exam at another years)
PT if you studied part-time

D – other qualifications or courses

Please tell us about any other qualifications you may have, under the headings given.

E – employment history

Please provide full information of any law and non-law employment, particularly any skills and responsibilities included in your role and any legal knowledge and experience you have acquired. Please include any relevant legal work experience. We will not contact employers without your permission.

Use of your personal data

We need to hold personal information about you and use it to your benefit for a variety of purposes, for example monitoring your academic performance, awarding qualifications and deciding how we can improve on the services we provide for you. The information is held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. Our website tells you about this at www.college-of-law.co.uk/policies

Some particular points you should understand are:

- we will release appropriate information to relevant third parties such as the Solicitors Regulation Authority, Bar Standards Board, universities, employers, prospective employers, providers of training contracts or pupillages and other appropriate organisations or individuals.
This may include providing references on your behalf or information relating to your performance and discipline
- you are agreeing to the Solicitors Regulation Authority releasing appropriate information to us. This includes information relating

F – payment of fees

Please choose the option which best reflects how you aim to pay for your course.

G – other information

Use this opportunity to make further comments in support of your application. Please do not repeat any information you have included elsewhere on the form. You could include:

- your reasons for choosing to study law
- your previous experience
- general achievements (not necessarily academic) and supporting comments
- what you aim to achieve in your future career

If there are any additional special reasons for your preference of location, tell us briefly what they are.

H – declarations

It is essential you have access to the internet and e-mails. This can be at any College centre or elsewhere. We will supply you with an e-mail address the summer before you start the course and communicate with you by e-mail from then onwards. You will also access internet-based databases throughout the course.

I – sending your application to us

Please follow the sending instructions on the form and tick the boxes to confirm any relevant enclosures.

to your compliance with the Solicitors Regulation Authority's Training Regulations

- academic awards are considered to be public information and names of successful candidates will be published on open pass lists
- Sensitive Personal Data (as defined under the Act) will not be disclosed without your specific consent
- we will not release information to third parties for marketing purposes

By applying for a course, you agree to this use of your personal data. Your agreement is a condition of acceptance onto any of our courses.

Offer of a place

All applications received by **3 December 2007** will be considered in the initial selection and allocation process.

If your completed application is received by the first round deadline, we will write to you in mid-December either offering you a place, or telling you that your application has not been successful. Some unsuccessful applications may be reconsidered if we find later that we have vacancies.

Any applications received after **3 December 2007** will be considered on a first come, first served basis if we still have vacancies.

We will write to inform you of our decision.

Offers may be made at any time between **3 December 2007** and when the course starts, subject to availability.

Contacting us

If you have any queries relating to the course or the application process, please call Admissions on 0800 328 0153 or e-mail admissions@lawcol.co.uk. We want to help you get your application right first time.

Please also let Admissions know if your circumstances or contact information change after you have sent in your application.