

Professional Skills Course Timetable

September 2020 – July 2021

Completion of the PSC will be confirmed at the board of your final module. Your PSC certificate will be issued within 5 working days after the board of your final module(s) has taken place. This will be an e-certificate. It is the responsibility of the student to ensure that the modules selected will meet their required SRA submission date.

Locations

Due to the ongoing Covid-19 situation, we have planned our 20/21 timetable to be fully delivered remotely. However, we will continue to monitor the situation and if at a stage, we feel we can reintroduce face-to-face delivery and this would be beneficial for the learning outcomes of modules, we will look to switch the delivery mode. Please note this will not be before January 2021. Hence the timetable reflects the location (in brackets) the module would take place at if face-to-face delivery is introduced.

For self-study modules, the date given, is that date you will have access to the materials form. The duration is the length of the module when delivered face-to-face and can be used as guidance on how many hours the self-study will take.

Face-to-face

- Bristol: Frenchay Campus, UWE Bristol
- Exeter: Mercure Exeter Southgate Hotel

Online

- self-study – You will be given access to online materials from the start date with a set submission date to submit your work to evidence your understanding (this will be approx. 4 weeks later)
- online sessions – Live session through our Blackboard Collaborate platform.
- blended – A mixture of live online sessions and self-study through online materials

Core Modules

Module	Duration	Location/mode of attendance	Dates	Board Date
Financial & Business Skills*	Three days	Blended	Friday 27 November, Friday 4 and Friday 11 December 2020	25/02/2021
Financial & Business Skills*	Three days	Blended (Exeter)	Wednesday 17; Thursday 18 and Wednesday 24 February 2021	28/04/2021
Financial & Business Skills*	Three days	Blended (Frenchay)	Thursday 4; Thursday 11 and Thursday 18 March 2021	26/05/2021
Financial & Business Skills (fast track)*	Three days	Blended (Frenchay)	Monday 19, Tuesday 20 and Monday 26 July 2021	29/09/2021

* Exam results will be published within 5 days after our exam board. As this exam will run online with live proctoring, you will be required to have a computer with the following specification:

- Laptop / computer with 4GB of ram (no chrome books, tablets or surface pro)
- A Windows v7.0+ or Mac10.8+ operating systems
- Intel Core i3 (or equivalent) and 4GB RAM
- A working webcam that can be used to scan the room, microphone and speakers
- Internet connectivity with continuous internet speed of a minimum of 516kbps
- a private room/space to sit your exam

Module	Duration	Mode of attendance	Dates	Board Date
Client Care & Professional Standards	Two days	Self-study	Thursday 5 November 2020	25/02/2021
Client Care & Professional Standards	Two days	Self-study (Frenchay)	Thursday 25 March 2021	26/05/2021

Client Care & Professional Standard	Two days	Self-study (Exeter)	Tuesday 18 May 2021	01/09/2021
Client Care & Professional Standards (fast track)	Two days	Self-study (Frenchay)	Wednesday 21 July 2021	29/09/2021

Module	Duration	Mode of attendance	Dates	Board Date
Advocacy & Communication Skills	Three days	online sessions	Thursday 19; Friday 20 and Thursday 26 November 2020	16/12/2020
Advocacy & Communication Skills	Three days	online sessions	Thursday 3; Friday 4 and Thursday 10 December 2020	16/12/2020
Advocacy & Communication Skills	Three days	online sessions (Exeter)	Tuesday 9, Wednesday 10 and Tuesday 16 March 2021	31/03/2021
Advocacy & Communication Skills	Three days	online sessions (Frenchay)	Thursday 29 April, Friday 30 April and Friday 7 May 2021	26/05/2021
Advocacy & Communication Skills (fast track) *	Three days	online sessions (Frenchay)	Tuesday 27, Wednesday 28 and Thursday 29 July 2021	01/09/2021

Elective Module

Descriptions of each of the above electives can be found on our [webpage](#).

Elective Module	Duration	Mode of attendance	Date	Board Date
Commercial Property – Sale & Purchase	one day	Self-study	Friday 15 January 2021	31/03/2021
Effective Written Communication	one day	Blended (Frenchay)	Friday 22 January 2021	31/03/2021
Buying and Selling a Business	one day	TBC (Frenchay)	Friday 29 January 2021	25/02/2021
Negotiation in a Business Context	one day	Online session (Frenchay)	Friday 5 February 2021	25/02/2021
Litigation Drafting - a Comprehensive Guide	one day	Self-study (Frenchay)	Friday 19 February 2021	28/04/2021
Employment Law & Practice (Day 1)	one day	Online session (Frenchay)	Friday 26 February 2021	31/03/2021
Employment Law & Practice (Day 2)	one day	Online session (Frenchay)	Friday 5 March 2021	31/03/2021
Commercial leases – Landlord & Tenant	one day	TBC (Frenchay)	Friday 12 March 2021	28/04/2021
Drafting Commercial Contracts	one day	Online session (Frenchay)	Friday 26 March 2021	28/04/2021
Alternative Dispute Resolution	one day	Blended learning (Frenchay)	Friday 23 April 2021	30/06/2021
Case Analysis & Management	one day	TBC (Frenchay)	Friday 30 April 2021	30/06/2021

Drafting Commercial Contracts	one day	Online session (Exeter)	Friday 4 June 2021	30/06/2021
Negotiation in a Business Context	one day	Online session (Exeter)	Friday 11 June 2021	30/06/2021
Alternative Dispute Resolution	one day	Blended learning (Exeter)	Friday 18 June 2021	29/09/2021
Effective Written Communication	one day	Blended (Exeter)	Friday 25 June 2021	01/09/2021