



LEARNING, TEACHING AND QUALITY OFFICE

**PROPOSAL FOR COURSE(S) LEADING TO AN AWARD OF  
THE UNIVERSITY OF EAST ANGLIA**

This document is in three parts:

- PART 1:** Summary of the Proposal  
This section may be used for publicity purposes, once approval has been granted.
- PART 2:** Business Case  
For consideration by the relevant Faculty Executive
- PART 3:** Academic Case  
For consideration by the relevant Faculty Learning, Teaching and Quality Committee

All three parts need to be completed .  
(There are different sections for fast-track proposals and these are clearly indicated).

For certain specified types of proposal such as change of degree title, change in School of registration, use a separate PART 4 template.

Extracts from this template will be published to form the programme specification.

<b>Course Title(s)</b>
<b>Multi-Jurisdictional Employment Law Practice</b>

**ROUTE FOR APPROVAL** (Please refer to the accompanying guidance notes and use the questions below to help you determine the most appropriate route)

PRC Approval Required (Subject area new to UEA)		LTC Approval in Principle Required (Subject area new to UEA or new to School)	
Full	X	Fast-Track	

## PART ONE - SUMMARY OF THE PROPOSAL

*(This section may be used for publicity purposes. Please attach to the Business Case and to the Academic Case. )*

<b>S1</b>	<b>SUBJECT AREA(S) (please state)</b>		
	Is the subject area new to the University? If yes, needs LTC and PRC approval	No	
	Is the subject area new to the School? If yes, needs LTC approval in principle	No	
(If yes to either question, the fast-track route is not applicable).			
<b>S2</b>	<b>PROFESSIONAL AWARD (if any)</b>	N/A	
<b>S3</b>	<b>ACCREDITING/VALIDATING BODY (if relevant)</b>	N/A	
<b>S4</b>	<b>LEVEL</b>	Sub-degree (e.g. Cert. Dip.)	
		Undergraduate	
		Integrated Masters	
		Masters	Post Graduate Certificate
		Postgraduate Research	
<b>S5</b>	<b>AVAILABLE FROM (academic session)</b> <i>Insert (mm/yyyy)</i>	January 2013 (see Owen Warnock's explanatory note BC8A)	
<b>S6</b>	<b>SCHOOL OF STUDIES</b>	Law	

Please complete the following section for each new course being proposed

Course One		
<b>S7</b>	<b>COURSE TITLE</b>	Multi-Jurisdictional Employment Law Practice
<b>S8</b>	<b>AWARD</b> (e.g. BSc, MA)	Post-Graduate Certificate
<b>S9</b>	<b>DURATION</b> (years or months)	12 months
<b>S10</b>	<b>MODE OF ATTENDANCE</b> (full-time, part-time, distance, other)	Part-time
<b>S11</b>	<b>PLACEMENT(S)/WORK-BASED LEARNING REQUIRED</b>	YES
		NO <span style="float: right;">X</span>
<b>S12</b>	<b>COURSE HIGHLIGHTS</b> (for publication)	
	<p>Both In-House Counsel specialising in Employment Law and Human Resources Professionals increasingly find themselves responsible for employment law matters in more than one legal jurisdiction.</p> <p>This unique course is designed to provide those undertaking or contemplating such a career with four essential components of knowledge and skill:</p> <ul style="list-style-type: none"> <li>• an understanding of the sources of domestic and international employment law and their significance, including legislation by national governments, national collective agreements, EU law and the International Labour Organisation Convention</li> <li>• an appreciation of the rules applying when more than one country's laws may govern the employment relationship: law governing the territorial extent of the legislation of nation states, choice of law in the employment context, the importance and effect of "mandatory rules", and choice of forum issues (the focus will be on EU law in this connection)</li> <li>• an understanding of the employment law of at least four from a choice of about 11 countries offered</li> <li>• the skills to manage cross-border change projects and legal advice in the employment law field</li> </ul>	
<b>S13</b>	<b>RELEVANT SUBJECT BENCHMARK STATEMENT(S)</b>	Law 2007
<b>S14</b>	<b>ENTRY REQUIREMENTS</b>	Degree in Law or Human Resource Management; or  Professional qualification in law or human resources  (Country of qualification irrelevant)
<b>S15</b>	<b>CAREER POSSIBILITIES</b>	In-house employment law counsel in an international employer (business, NGO, governmental or charity)  Human Resources professional in an international employer

		Employment lawyer in a professional practice with an international clientele
<b>S16</b>	<b>JACS Subject Level Code(s)</b> To be completed by the Planning Office following approval of the Business Case	
<b>S17</b>	<b>UCAS ADMISSION CODE / COURSE CODE</b> To be completed by the Planning Office following approval of the Business Case	
<b>S18</b>	<b>FURTHER INFORMATION</b> <i>Insert contact address/email/tel no. (e.g. Faculty Admissions Office)</i>	
<b>S19</b>	<b>Course Director</b>	Professor Owen Warnock
<b>S20</b>	<b>Course Proposer(s)</b>	Professor Owen Warnock

**Questions for Initiator:**

1. Do you want to propose another course? If yes, please complete Sections S7 – S19 (see below) for each related but separate award for which students may register from the outset.
2. Do you want to complete the Business Case yourself or do you want to send the Business Case to another member of staff to complete?
3. Do you also want to complete the Academic Case yourself or do you want to send the Academic Case to another member of staff to complete?

**Course Two**

**(To be completed if there is a related but separate award for which students may register from the outset.)**

<b>S7</b>	<b>COURSE TITLE</b>	
<b>S8</b>	<b>AWARD</b> (e.g. BSc, MA)	
<b>S9</b>	<b>DURATION</b> (years or months)	
<b>S10</b>	<b>MODE OF ATTENDANCE</b> (full-time, part-time, distance, other)	
<b>S11</b>	<b>PLACEMENT(S)/WORK-BASED LEARNING REQUIRED</b>	YES
		NO
<b>S12</b>	<b>COURSE HIGHLIGHTS</b> (for publication)	

<b>S13</b>	<b>RELEVANT SUBJECT BENCHMARK STATEMENT(S)</b>	
<b>S14</b>	<b>ENTRY REQUIREMENTS</b>	
<b>S15</b>	<b>CAREER POSSIBILITIES</b>	
<b>S16</b>	<b>JACS Subject Level Code(s)</b> To be completed by the Planning Office following approval of the Business Case	
<b>S17</b>	<b>UCAS ADMISSION CODE / COURSE CODE</b> To be completed by the Planning Office following approval of the Business Case	
<b>S18</b>	<b>FURTHER INFORMATION</b> <i>Insert contact address/email/tel no. (e.g. Faculty Admissions Office)</i>	
<b>S19</b>	<b>Course Director</b>	
<b>S20</b>	<b>Course Proposer(s)</b>	

*Please copy and paste the above table for additional new courses / exit awards.*

## PART 2 – THE BUSINESS CASE

Note: One Business Case (BC0 to BC9) is applicable to all proposed courses

<b>BC0</b>	<b>THE RATIONALE</b> (Overview - brief summary)
<b>BC0.1</b>	<b>Brief summary of the rationale for the proposal</b>
	<p>Within the rapidly-growing ranks of in-house employment lawyers who work in businesses and public sector organisations, there are an increasing number who have responsibility for employment law in more than one jurisdiction – or who are following a dedicated in-house career and would value a formal qualification in multi-jurisdictional employment law as part of building a strong c.v..</p> <p>The same is true of Human Resources professionals, many of whom now either move from one country to another in the course of a career or hold responsibility for HR across several countries. Many HR professionals value Post Graduate Certificates in Employment Law, such as the one offered for many years by the UEA and a number of other HEIs, and there is good reason to think that a Certificate enhancing their ability to undertake multi-jurisdictional work would appeal strongly to them.</p> <p>This course would be unique across Europe. It would enhance the portfolio of specialist Employment Law courses offered by the UEA Law School (currently a Post-Graduate Certificate in (UK) Employment Law and an LLM in Employment Law plus three undergraduate modules in aspects of Employment Law). It would also, through providing education which has clear practical application, strengthen the Law School's engagement with the wider community (in the form of employers of all kinds as well as with the legal and HR professions). It would contribute to the pool of potential candidates for the LLM in Employment law. The content of the Certificate could form one of the module options in the LLM, giving the LLM an international appeal.</p>
<b>BC0.2</b>	<p><b>Who (externally) has been consulted about the proposals (e.g. Professional Associations, employers' groups, PSBs; independent academic (required for new course proposal); external examiner (required for fast-track proposals)).</b></p> <p><b>Please summarise here and attach copies of any responses to this document or insert their comments in this section.</b></p>
	<p>Matthew Liggett, Legal Counsel, State Street Bank and Trust Company (London based employment law counsel responsibility for the employment law advice obtained by this US bank across Europe). Considers that this course would be of interest to in-house employment lawyers in the early stages of their careers and to middle and senior HR practitioners who have, or aspire to, responsibility across more than one country.</p> <p>Martin Warren, Partner, Eversheds LLP, Head of Human Resources Group at this international law firm, and Nicholas Edwards, Head of Client Training at Eversheds LLP are responsible for Eversheds' current programme of international employment law day courses, of which this Certificate Course will make some use. They experience consistent demand for those day courses and are keen to work with the UEA on this Certificate course because they anticipate that it will attract students.</p>

BC0.3	Is this a Fast-track proposal?	YES	
		NO	X
BC0.4	If Yes, what features of the proposal make it a fast-track? <i>Please refer to the New Course Approval Procedure</i>		

BC1	ACADEMIC AND RECRUITMENT STRATEGY	
BC1.1	How does the proposal fit with School academic plans?	
	<p>This course would enhance the portfolio of specialist Employment Law course offered by the UEA Law School (currently a Post-Graduate Certificate in (UK) Employment Law and an LLM in Employment Law plus three undergraduate modules in aspects of Employment Law.</p> <p>It would also, through providing education which has clear practical application, strengthen the Law School's engagement with the wider community (in the form of employers of all kinds and the legal and HR professions).</p> <p>It would contribute to the pool of potential candidates for the LLM in Employment law and the content of the Certificate could form one of the module options in the LLM, giving the LLM an international appeal.</p>	
	<b>The Faculty's academic plans?</b>	
	This course would strengthen the Faculty's engagement in the professions and business while enhancing the reputation of one of its Schools in a key field, employment law, through providing a unique course.	
	<b>The University's Corporate Plan?</b>	
	<p>Important elements of the University's draft Corporate Plan for 2012 to 2016 are Enterprise and Entrepreneurship, Engagement and Internationalisation.</p> <p><b>Enterprise and Entrepreneurship:</b> This course would be an instance of the University "becoming more closely associated with businesses through enterprise and entrepreneurial activities" and it would help to "develop and nurture stronger links with ...national and international businesses".</p> <p><b>Engagement:</b> The course would contribute to the University's "vigorous engagement beyond the academic world" and "contribute directly to .... the development of.... professional expertise.</p> <p><b>Internationalisation:</b> This course is inherently international in its <i>content</i>. It is also likely to attract <i>students</i> from many countries and it is likely to assist in the aim of "developing</p>	

	mechanisms whereby international opportunities are identified via, for example, developing suitable contact networks”.		
<b>BC1.2</b>	<b>Proposed Recruitment Strategy</b>		
	UEA Website Use of Eversheds annual training brochure (Hard copy and emailed) Use of Eversheds training marketing across Europe (including inserts in HR magazines) Eversheds employment law partners across Europe will alert appropriate clients and contacts to this course Daniel Barnard advertisements (subject to assessing the value of the recent pilot advertising of the PG Cert this way) Possibly, advertise in ELA Briefing, the monthly journal of the Employment Lawyers Association		
<b>BC1.3a</b>	<b>Is the proposal commercially sensitive?</b>	<b>YES</b>	
		<b>NO</b>	X
<b>BC1.3b</b>	<b>If yes, what are the reasons?</b>		

**Please either complete section BC2 in consultation with the Faculty Admissions Office and send (email) the summary and sections BC1 and BC2 to MAS and request that they complete section BC2.7; or, send (email) the summary and section BC1 to MAS and request that they complete section BC2.**

**[Rebecca.Price@uea.ac.uk](mailto:Rebecca.Price@uea.ac.uk)**

**Please either complete section BC3 and send (email) the Summary and sections BC1 and BC3 to CCEN and request that they complete section BC3.3; or send (email) the Summary and section BC1 to CCEN and request that they complete section BC3**

**[A.Benson@uea.ac.uk](mailto:A.Benson@uea.ac.uk)**

*Section BC2 and BC3 may be completed in parallel*

**To be sent to MAS and completed by the Market Research Team**

***Please return within 10 working days of receipt.***

*The Business Case cannot be considered by the Faculty Executive until this section is completed*

<b>BC2</b>	<b>MARKET RESEARCH (to be completed by course proposer or MAS)</b>	
<b>BC2.1</b>	<b>What other and type of institution offers identical and/or similar courses in the UK?</b>	
	<p>No similar course is offered. The nearest are:</p> <ul style="list-style-type: none"> <li>• HEI courses on employment law with small international components which are confined to the academic examination of EU employment law and the impact of the ILO Convention</li> <li>• Two law firms and one training specialist offering day courses in the employment law of a variety of jurisdictions. One of these firms, Eversheds, will be our partner.</li> </ul>	
<b>BC2.2</b>	<b>Are there any likely international competitors? (Please give brief details)</b>	
	We have been unable to find any.	
<b>BC2.3</b>	<b>What is the annual number of applicants currently applying nationally for similar courses?</b>	No such courses exist
<b>BC2.4</b>	<b>What is the evidence for current and future demands for the course from</b>	
	<ul style="list-style-type: none"> <li>• potential students?</li> <li>• Employers (public services, private sector, the professions etc)</li> </ul> <p>Each year Eversheds runs day-long “Introduction to [country] Employment Law” courses. In the year 2011/12 there were courses for 8 European countries and 3 other countries, plus a two day course covering five Eastern European jurisdictions, and a one day course on “Cross Border Employment law”.</p> <p>These courses are held in London, many of them two or three times during the course of a year. Typical attendance at these courses is 15. Two other providers run such courses in London. It is believed that this demonstrates the numbers of individuals seeking to understand the employment laws of countries other than their own. Our belief is that a significant proportion of these would like to go beyond that to deepen and broaden their exposure to and understanding of multi-jurisdictional employment law.</p>	
<b>BC2.5</b>	<b>Can current and projected demand be met from existing provision?</b>	
	<b>Nationally:</b>	The is no existing provision
	<b>Regionally:</b>	
<b>BC2.6</b>	<b>Where is/what are the competitive advantage(s) for UEA?</b>	
	There are three:	

	<ul style="list-style-type: none"> <li>• We have had a unique idea</li> <li>• We have a professor with 30 years' experience as a practitioner of employment law including 10 of multi-jurisdictional employment law (still in part-time current practice)</li> <li>• We have a joint-venturer, Eversheds LLP who can provide expert knowledge of the employment law of a wide range of other countries.</li> </ul>
<b>BC2.7</b>	<b>ADDITIONAL COMMENTS BY MAS:</b>
	No response from MAS 17/10/12

**To be sent to the Careers Centre for completion**

***Please return within 10 working days of receipt.***

*The Business Case cannot be considered by the Faculty Executive until this section has been completed.*

<b>BC3</b>	<b>MARKET DEMAND AND RECRUITMENT</b> (to be completed by the course proposer or the Careers Centre)	
<b>BC3.1</b>	<b>What graduate career opportunities may be available?</b>	
<b>BC3.2</b>	<b>Who (externally) has been consulted about the proposals (e.g. Professional Associations, employers' groups, PSBs)?</b>	
<b>BC3.3</b>	<b>ADDITIONAL COMMENTS BY CAREERS:</b>	
	<b>No response from CCEN 17/10/12</b>	

To be completed by the course proposer. BC4 may be completed prior to return of BC2 and BC3, but the Business Case cannot be considered until all sections are complete.

<b>BC4</b>	<b>RESOURCES</b>		
<b>BC4.1</b>	<b>STUDENT NUMBERS AND TUITION FEES</b>		
<b>BC4.1.1</b>	<b>Student Numbers:</b>		
	<b>Proposed student target intake</b>		
	<b>FT (Home/EU)</b>		
	<b>FT (International)</b>		
	<b>PT (Heads)</b>	<b>10</b>	
	<b>DL (Heads)</b>		
	<b>Minimum viable intake (ftes)</b>	6	
	<b>Maximum viable intake (ftes)</b>	25	
	<b>Are the student numbers:</b>		
	<b>a) available via redistribution within the School?</b> <i>Consult the Head of School</i>	<b>YES</b>	
		<b>NO</b>	X
	<b>b) available via redistribution with the Faculty?</b> <i>Consult the Dean of Faculty</i>	<b>YES</b>	
		<b>NO</b>	X
	<b>c) additional numbers required?</b> <i>Consult the Planning Office (ACAD)</i>	<b>YES</b>	X
		<b>NO</b>	
<b>BC4.1.2</b>	<b>Tuition Fees:</b>		
	Please select the relevant fee schedule:		
	a) Standard Home/EU/International		
	b) Full-cost <i>Please specify requested fee levels and consult the University's Fees Officer (<a href="mailto:P.Courridge@uea.ac.uk">P.Courridge@uea.ac.uk</a>)</i>	£4,000 (of which £2,000 to UEA and £2,000 to Eversheds LLP)	
	c) External Teaching Contract <i>Please provide brief details</i>		
<b>BC4.2</b>	<b>EQUALITY AND DIVERSITY</b>		
<b>BC4.2.1</b>	<b>Does the course fall into a subject area which traditionally attracts a very specific or narrow student profile?</b>	<b>YES</b>	
		<b>NO</b>	X
<b>BC4.2.2</b>	<b>If yes, what steps will be taken to attract non-traditional students to the course / School?</b> (Areas to consider include: age, disability, ethnicity (home and international), gender and socio-economic group.)		

**Now complete BC5 AND BC6 if the proposal is following the 'full' new course proposal route.**

**OR**

**Complete BC5F AND BC6F if the proposal is following the 'fast-track' route.**

**FOR FULL NEW COURSE PROPOSALS**

<b>BC5</b>	<b>What is the impact of the proposal on ACADEMIC STAFF?</b>		
<b>BC5.1</b>	<b>Are new appointment(s) required?</b>	<b>YES</b>	
		<b>NO</b>	X
	<b>If yes, how many of what type (e.g. Teaching and Scholarship, Teaching and Research) and at what level?</b>		
	<b>What is the source of funding for new academic staff?</b>		
<b>BC5.2</b>	<b>If no new teaching appointments are required, are any teaching adjustments required if new modules are to be introduced and if other modules are to be withdrawn? (Please include code, credit value and level/year of any new modules and/or modules to be withdrawn).</b>		
	Professor Warnock would need to be released from current duties to the extent required to offer 4 days of tuition.		
<b>BC5.3</b>	<b>Is any course(s) to be withdrawn?</b>	<b>YES</b>	
		<b>NO</b>	X
	<b>If Yes, please specify UCAS Code(s) / Course codes and session from which course(s) withdrawn?</b>		
<b>BC5.4</b>	<b>Are there any implications outside the sponsoring School (e.g. service teaching, by other Schools of Studies)?</b>		
	No		

**FOR FAST TRACK NEW COURSE PROPOSALS**

<b>BC5F</b>	<b>What is the impact of the proposal on ACADEMIC STAFF?</b>		
<b>BC5F.1</b>	<b>Are new appointment(s) required?</b>	<b>YES</b>	

	If yes, please refer to Full New Course Proposal	<b>NO</b>	
<b>BC5F.2</b>	<b>Are any new modules to be introduced?</b>	<b>YES</b>	
		<b>NO</b>	
<b>If yes, please include code, credit value and level/year.</b>			
<b>BC5F.3</b>	<b>Is any course(s) to be withdrawn?</b>	<b>YES</b>	
		<b>NO</b>	
<b>If Yes, please specify course and UCAS Code(s) and session from which course(s) withdrawn?</b>			
<b>BC5F.4</b>	<b>Are there any implications outside the sponsoring School (e.g. service teaching, by other Schools of Studies)</b>		

**FOR FULL NEW COURSE PROPOSAL**

<b>BC6</b>	<b>What is the impact of the proposal on PHYSICAL RESOURCES &amp; OTHER FACILITIES?</b>		
<b>BC6.1</b>	<b>What are the recurrent or non-recurrent expenditure to be incurred in respect of:</b>		
	<b>i) Classroom and study facilities?</b>	Three days of UEA seminar room (over a vacation time-weekend), plus 4 days of seminars at premises of Eversheds LLP	
	<b>ii) Other equipment?</b>	Not significant	
	<b>iii) Consumables?</b>	Not significant	
<b>BC6.2</b>	<b>Computer equipment?</b>	Not significant	
<b>BC6.3</b>	<b>What additional books/journals/electronic resources other than those already available will be required year by year until steady state is reached?</b>		
	<p><i>Employment Law in Europe</i>, 2<sup>nd</sup> edition, pub. Bloomsbury Professional. Hardback plus CD</p> <p><i>EU and International Employment Law</i>, pub Jordan Publishing. Loose-leaf and/or online</p> <p><i>Employment and Labour Law</i> 2<sup>nd</sup> edition, pub The European Lawyer. Hardback</p>		

	and on line		
BC6.4	Are there any other special arrangements on which this new course proposal will depend? (E.g. placements, year abroad).	YES	
		NO	X
If Yes, please give details of likely costs/whether appropriate agreements are in place/have to be drawn up?			
BC6.5	Are there any start-up costs (e.g. any initial publicity and promotion?)	YES	X
		NO	
If yes, please give details:			
Subject to review of effectiveness of recent pilot use for the Post Graduate Certificate in Employment Law, advertise in Daniel Barnard email update £795 for series of three Possibly advertise in the ELA Briefing (monthly journal at the Employment Lawyers Association half page £600 B&W, £900 colour).			

**FOR FAST TRACK NEW COURSE PROPOSALS**

BC6.1F	What will be the impact of the proposal on existing physical resources & other facilities?
BC6.2F	Will additional books/journals/electronic resources other than those already available be required?

**BC7 seeks comments from other Divisions which have an interest in new course proposals, for example, because it has an impact on central provision of ICT or requires new library books or there are issues regarding regulatory frameworks. This section is for their comments.**

**Please send (email) the Summary and Sections BC1, BC4, BC5 (or BC5F) and BC6 (or BC6F) to each of the following (who should be consulted in parallel), with a request that they complete the relevant part of Section BC7**

- Dean of Students
- Director of Information Services
- Director of Library Services
- Deputy Registrar & Secretary
- Director(s) of Faculty Administration

- Deputy Dean of Students (for Accommodation)

***Also send to the Partnerships Office of the Learning, Teaching and Quality Office***

Partner Colleges may be informed of the proposal unless it is deemed to be commercially sensitive (see Section BC1.3)

*Sections BC7A – BC7F should be completed in parallel*

**Please complete the relevant section on behalf of the departments for which you are responsible, and return (email) to the Course Proposer within 10 working days of receipt.**

*Please note that the process cannot proceed to approval until comments have been received from those listed below. **Please enter “no comment” if appropriate.***

*This proforma has also been sent to the other central offices for consultation in parallel.*

<b>BC7A</b>	<b>Comments by Dean of Students</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	No response 17/10/12

<b>BC7B</b>	<b>Comments by Director of Information Services</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	No comments. Jonathan Colam-French 2.10.12

<b>BC7C</b>	<b>Comments by Deputy Registrar &amp; Secretary</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	N/A

<b>BC7D</b>	<b>Comments by Director(s) of Faculty Administration</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	<p>Business Case: Jon and I don't think there would be a significant implication on resources for the service, but would like confirmation that the fee of £2000 to Eversheds per student is the only payment that Eversheds will require for the course. With regard to the Business Case, there is no significant extra resource required from LTS to support the course.</p> <p>Caroline Sauverin 16.10.12</p>

<b>BC7E</b>	<b>Comments by Deputy Dean of Students (Accommodation)</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	<p>There are no implications for accommodation as part-time students are not eligible for University residences.</p> <p>Linda Shepherd 3.10.12</p>

<b>BC7F</b>	<b>Comments by the Director of Library Services:</b>
	What is the impact of the proposal on support staff and resources in the office for which you are responsible?
	<p>Based on the course proposal, we feel that demands for the two books can be managed from within the constraints of the existing Law book budget.</p> <p>We would expect the Law book budget to be fully spent up each year. It is therefore inevitable that other areas we have concentrated on in recent years may receive slightly less investment if we are adding any new stock and additional copies for this course.</p> <p>However, the acquisition of the recurrent title 'EU &amp; International Employment Law' (which has a current cost of £1,188 VAT incl) would not be possible as our journals budget is effectively capped because publisher inflation continues to exceed the headline rate of inflation (RPI). Therefore to gain access to this recurrent title, we will have to request that the School either identifies other less-used titles of equivalent cost for cancellation, or that the School provides additional supplementary funding.</p> <p>Nick Lewis 13.10.12</p>

This section enables the course proposer to respond to any comments received prior to consideration of the business case for approval.

BC8A	<b>INITIATOR'S RESPONSE TO SUPPORT STAFF/PHYSICAL RESOURCES COMMENTS and Market Research/Demand comments</b>
	<p>In response to comments from Nick Lewis, LIB:</p> <p>My assessment is that we could manage with the two books that can be afforded. Owen Warnock – 15.10.12</p> <p>In response to comments by Caroline Sauverin (for DFA), LTS:</p> <p>Each of Eversheds and UEA would receive £2,000 for each student. We would need to work out the best way of doing this – I suspect £4,000 paid to us by the student with £2,000 invoiced by Eversheds to UEA. There may be VAT implications. Owen Warnock – 16.10.12</p> <p><b>Start Date</b></p> <p>Our hope had been to launch this Certificate course in September 2012, but it became apparent that we would not be able to complete the University's consideration and approval process in time. However, rather than have to wait a whole year, it could commence in par through the academic year because of the nature of the course content and the method of delivery of the teaching. The Eversheds component will consist of a number of day modules selected by the student, each of which is discrete, with the consequence that they can be undertaken in any order. The UEA component will be delivered in Norwich over two or three days and, again, its content is discrete enough to be amenable to teaching and study during or after the period during which Eversheds modules are being taught.</p> <p>If the course is successful, then for subsequent years, I would wish to start it in September, first because that fits better with our own annual cycle and with external expectations of the starting date for university courses and second because Eversheds' programme of employment law training education is publicised in an annual brochure which lists the events from September of each year. Their Director of Client Training tells me however that this printed document is much less significant than it used to be and that the vast majority of interest in, and bookings for, course comes over the internet so that recruitment occurs throughout the year. So I would envisage a second cohort studying this Certificate starting in September 2013.</p> <p><b>Staffing implications and robustness</b></p> <p>The initial link which has enabled the development of this proposal came from Professor Warnock. If the Course goes ahead, we will need to ensure that at least one additional member of the Law School is involved in it so as to ensure we have a robust position in relation to matters such as liaison with Eversheds and running the UEA part of the programme.</p> <p>So far as robustness of our ability to provide teaching is concerned, although Professor Warnock is not intending to take any period of leave in the foreseeable future, the Law School has the necessary expertise to teach both the choice of law issues and the practical employment project management aspects were he not to be available.</p> <p>Owen Warnock, 21/11/12</p>

**Once all sections have been completed, the Business Case may be sent for approval**

## Approval of the Business Case

BC8	APPROVAL/SIGNATURES	Approved Yes/No?	Date
BC8.L1	School Director of Learning, Teaching and Quality:	Yes Andreas Stephan	25/10/12
BC8.L2	Head of School (on behalf of School Board):	Yes Alastair Mullis	17/10/12
BC8.L3	Dean of Faculty (on behalf of Faculty Executive):	Yes Neil Ward	21/11/12
BC8.L4	PRC (if relevant)		
BC8.L5	LTC (if relevant)		

BC9 tells you who must now be informed once the business case has been approved.

BC9	Send approved Summary and approver list (BC8) to:
	Admissions Manager, MAS ( <a href="mailto:Laura.Thompson@uea.ac.uk">Laura.Thompson@uea.ac.uk</a> ) for reporting purposes
	CAMS Manager/Planning Office (ACAD) ( <a href="mailto:A.M.Watson@uea.ac.uk">A.M.Watson@uea.ac.uk</a> ) for allocation of: <ul style="list-style-type: none"><li>• ROU code for each proposed ROU course</li><li>• JACS code</li><li>• UCAS admissions code</li></ul>

**The Academic Case, for consideration by the Faculty Learning, Teaching and Quality Committee (LTQC) now follows. You may complete this in parallel with the Business Case BUT the approval of the Business Case by the Faculty Executive should precede consideration by the LTQC.**

## PART 3 – THE ACADEMIC CASE

Please complete sections AC1 to AC5 for each new course being proposed

	Faculty	Social Sciences
	School(s)	Law

<b>AC1a</b>	Course Title	<b>Multi-Jurisdictional Employment Law Practice</b>
	Course Director	<b>Professor Owen Warnock</b>
<b>AC1b</b>	Exit Award(s) and Title	<b>Post Graduate Certificate</b>

<b>AC2</b>	<b>COURSE MANAGEMENT INFORMATION</b>			
AC2.1	REGULATORY FRAMEWORK (please tick all that apply)			
	CCS for Undergraduate Courses			
	Graduate Diplomas			
	Integrated Masters			
	PGCE			
	Common Masters Framework			X
	Postgraduate Research			
	Certificate/Diploma in Continuing Education			
	Is the course as a whole assessed on a pass/fail basis?	YES	X	NO
	Are any modules assessed on a pass/fail basis?	YES		NO
	If so, how many modules and what is the credit volume for each module?			

<b>AC3</b>	<b>(For undergraduate or integrated masters programmes only:)</b> Please select only from the permitted options		
	Weighting for degree classification:	Exit Award (please indicate: e.g. CertHE, DipHE)	
	Stage 0		
	Stage 1		
	Stage 2		
	Stage 3		
	Stage 4		
	Stage 5		
	Stage 6		
	Stage 7		

<b>AC4</b>	<b>BOARD OF EXAMINERS</b>			
AC4.1	Is there an existing Board of Examiners?	Yes	X	No
AC4.2	If YES, which existing board will be responsible for the course?	Post Graduate Taught Exam Board		
AC4.3	If NO, please enter details for new board of examiners			

AC4.4	Are any new external examiner(s) required?	Yes	<input type="checkbox"/>	No	X
AC4.5	If yes, how many?				

<b>AC5</b>	<b>ACCREDITATION/VALIDATION</b>				
AC5.1	Is accreditation/validation by a Professional and/or Statutory Body required?	Yes	<input type="checkbox"/>	No	X
AC5.2	Please specify which PSB and when accreditation/validation may take place.				

<b>AC6</b>	<b>NEW MODULES</b>				
<b>AC6a</b>	Are there any new modules to be introduced?	YES	<input type="checkbox"/>	X	
		NO	<input type="checkbox"/>		
	If Yes, then proceed to AC6b				
If No, then proceed to AC6c					
<b>AC6b1</b>	Please complete a separate AC6b for each <b>New</b> Core, Compulsory, Option A, Option B, Option C module:				
	Module Title:				
	<b>Multi-Jurisdictional Employment Law Practice</b>				
	Level:	Post Graduate Certificate	Credit Value:	60	
	Semester:	1 and 2			
	Module Type: (e.g. EX, CW, WW, PR)	CW			
	Module marking Scheme (e.g. M40PA)	M50PA			
	Module Organiser	Professor Owen Warnock			
	Distance Learning?	YES	<input type="checkbox"/>	NO	X
	Brief Outline				
	<p>Summary: students must attend:</p> <ul style="list-style-type: none"> <li>• Four or five of the one day country courses (East European counts as two)</li> <li>• All four of the UEA components</li> <li>• The Cross Border component</li> </ul> <p>Details:</p> <p><b>Country Courses:</b> Eversheds runs day-long “Introduction to [country] Employment Law” courses. In the year 2011/12 there were courses for 8 European countries (7 EU plus Switzerland) and three other countries (Hong Kong, South Africa and UAE). There was also a two day course covering five Eastern European jurisdictions, and a one day course on “Cross Border Employment law”.</p> <p>These courses are held in London, many of them two or three times during the course of a year. They are taught by one or two Eversheds employment law specialists from the country concerned.</p>				

**UEA Components:** The UEA Law School would teach the more theoretical, cross-jurisdictional components (syllabuses for each have been prepared and can be submitted if needed in order to consider this proposal):

- One day on Conflict of Laws and Forum issues: which countries' courts will hear a case, which laws will that court apply and the concept of mandatory rights.
- Half day on Use and Misuse of International Sources of Employment Law: European Convention on Human Rights, Conventions of the International Labour Organization, EU law – lawyers advising employees and unions are often able to rely on principles derived from these sources.
- One day on Methods and Good Practice for International Employment Projects (eg restructuring, new policies). This would cover how to get usable advice in a consistent format from employment lawyers in different countries, methods for achieving consensus with stakeholders in different parts of the employing business and across the globe, and techniques for balancing full-compliance in every country with risk and commercial imperatives. This would include at least one detailed workshop exercise.
- Half day on distilling and synthesising legal advice from more than one country to produce clear, readable advice and recommendations for action.

**Joint component:** One day course on “Cross-border employment law”

**AC7b2** Please complete a separate AC6b for each **New** Core, Compulsory, Option A, Option B, Option C module

Module Title:

Level:

Credit Value:

Semester:

Module Type: (e.g. EX, CW, WW, PR)

Module marking Scheme (e.g. M40PA)

Module Organiser

Distance Learning?

YES

NO

Brief Outline

<b>AC7b3</b>	Please complete a separate AC6b for each <b>New</b> Core, Compulsory, Option A, Option B, Option C module	
	Module Title:	
	Level:	Credit Value:
	Semester:	
	Module Type: (e.g. EX, CW, WW, PR)	
	Module marking Scheme (e.g. M40PA)	
	Module Organiser	
	Distance Learning?	YES      NO
	Brief Outline	

<b>AC7c1</b>	<b>DESCRIBE CORE OR COMPULSORY EXISTING MODULES</b>		
	Please complete for existing modules that are <b>Core</b> or <b>Compulsory</b> for this course		
	Module Title:		
	Module Code:		Semester: <input type="text"/>
	Level:		Credit Value: <input type="text"/>
	Module Organiser		
	Module Type: (EX / CW / WW / PR etc)		
	Module marking Scheme: (e.g. M40PA)		
	Brief Outline:		
<b>AC7c2</b>	<b>DESCRIBE CORE OR COMPULSORY EXISTING MODULES</b>		
	Please complete for existing modules that are <b>Core</b> or <b>Compulsory</b> for this course		
	Module Title:		
	Module Code:		Semester: <input type="text"/>
	Level:		Credit Value: <input type="text"/>
	Module Organiser		
	Module Type: (EX / CW / WW / PR etc)		
	Module marking Scheme (e.g. M40PA)		
	Brief Outline:		

<b>AC7c3</b>	<b>DESCRIBE CORE OR COMPULSORY EXISTING MODULES</b>		
	Please complete for existing modules that are <b>Core</b> or <b>Compulsory</b> for this course		
	Module Title:		
	Module Code:	Semester:	
	Level:	Credit Value:	
	Module Organiser		
	Module Type: (EX / CW / WW / PR etc)		
	Module marking Scheme (e.g. M40PA):		
	Brief Outline:		

<b>AC8</b>	If the course is a joint course, how will the student experience be managed?

<b>AC9</b>	<b>COURSE PROFILE AND AWARD REQUIREMENTS</b>	
	Year 0	
	Core Modules	
	Compulsory Modules	
	Option A	
	Option B	
	Option C	
	Free Choice Modules – Enter number of credits	
	Year 1	
	Core Modules	Multi-Jurisdictional Employment Law Practice

	Compulsory Modules	
	Option A	
	Option B	
	Option C	
	Free Choice Modules – Enter number of credits	
Year 2		
	Core Modules	
	Compulsory Modules	
	Option A	
	Option B	
	Option C	
	Free Choice Modules – Enter number of credits	
Year 3		
	Core Modules	
	Compulsory Modules	
	Option A	
	Option B	
	Option C	
	Free Choice Modules – Enter number of credits	
Year 4		
	Core Modules	
	Compulsory Modules	
	Option A	
	Option B	
	Option C	
	Free Choice Modules – Enter number of credits	

**NOTE: Whilst the University will make every effort to offer the module listed, changes may sometimes have to be made for reason outside the University’s control (e.g. illness of a member of staff) or because of low enrolment or sabbatical leave. Where this is the case, the University will endeavour to inform students.**

**PROGRAMME SPECIFICATION FOR AN AWARD OF  
THE UNIVERSITY OF EAST ANGLIA**

**(The summary section may be used for publicity purposes. The full specification may also be publicly available).**

Note: One Programme Specification may be used for all courses (ROUs) in the proposal. Please indicate where there are any differences (including any course (ROU) specific learning outcomes) between courses (ROUs) in the free text and explain how learning outcomes at the programme level (i.e. covering all courses) may be demonstrated.

<b>PS1</b>	<b>EDUCATIONAL AIMS AND LEARNING OUTCOMES</b>
PS1.1	<p>Overview of aims and learning outcomes:</p> <p>This unique course is designed to provide those undertaking or contemplating a career involving multi-jurisdictional employment law issues with four essential components of knowledge and skill:</p> <ul style="list-style-type: none"> <li>• a detailed and systematic understanding of the sources of domestic and international employment law and their significance, including legislation by national governments, national collective agreements, EU law and the International Labour Organisation Convention</li> <li>• an appreciation of the rules applying when more than one country’s laws may govern the employment relationship: law governing the territorial extent of the legislation of nation states, choice of law in the employment context, the importance and effect of “mandatory rules”, and choice of forum issues (the focus will be on EU law in this connection)</li> <li>• an understanding of the employment law of at least four from a choice of about 11 countries offered</li> <li>• the skills to manage cross-border change projects and legal advice in the employment law field</li> </ul>
	<p>Knowledge and Understanding:</p> <ol style="list-style-type: none"> <li>1. A systematic understanding of the following in relation to at least 4 jurisdictions in addition to the student’s home jurisdiction: <ul style="list-style-type: none"> <li>• The rights and responsibilities of employers and employees in relation to individual employer-employee relations</li> <li>• The rights and responsibilities of employers, trade unions, works councils, public authorities and employees in relation to collective employer-employee relations</li> <li>• The sources of employment law: statutes, legal codes, collective agreements, contract (express and implied)</li> </ul> </li> <li>2. A comprehensive understanding of, and an ability to apply, the rules under which, in the EU, the rights and responsibilities of “international employees” are determined: choice of law of the contract, mandatory rights, choice of forum and territorial extent of domestic laws</li> <li>3. A comprehensive understanding of the sources and significance of domestic</li> </ol>

	and international employment law, including legislation of national governments, national collective agreements, EU law and the International Labour Organisation Convention.
PS1.3	<p><b>Cognitive Skills:</b></p> <ol style="list-style-type: none"> <li>1. Develop knowledge and understanding in the specialist field</li> <li>2. Construct reasoned argument by reference to relevant information</li> <li>3. Critically analyse received principles and hypotheses</li> <li>4. Evaluate the merits of competing arguments</li> <li>5. Show efficient methods of assimilating a variety of information sources</li> <li>6. Demonstrate independent and creative thinking</li> <li>7. Balance competing and non-comparable risks, merits and options</li> </ol>
PS1.4	<p><b>Subject specific skills (including practical skills):</b></p> <ol style="list-style-type: none"> <li>1. Competence and confidence in assessing and challenging the accuracy and expertise of employment law advice received from a lawyer specialising in another country's employment laws.</li> <li>2. The skills and techniques needed to obtain usable legal advice from lawyers in on cross border employment law projects.</li> <li>3. Techniques to formulate coherent courses of action for multi-jurisdictional employers on employee matters raising legal issues.</li> <li>4. The ability to reason and research independently and to think creatively so as to be able to formulate effective courses of action for multi-jurisdictional employers on employee matters raising legal issues.</li> </ol>
PS1.5	<p><b>General/transferable key skills and attributes:</b></p> <ol style="list-style-type: none"> <li>1. An ability to deal with complex issues systematically and creatively, making sound judgments and planning ways forward in the face of incomplete data or uncertainty.</li> <li>2. Multi-cultural abilities – to vary one's approach to achieving business or organisational aims to reflect the laws and workplace cultures in different countries and the professional norms of practising lawyers in those countries.</li> <li>3. Synthesise and distil complicated legal advice from multiple sources into coherent legal advice usable by the intelligent lay person</li> <li>4. Ability to write clearly on complex issues for an intelligent but non- technical reader (for example managers receiving legal advice on an international project raising employment law issues).</li> </ol>

<b>PS2</b>	<b>TEACHING AND ASSESSMENT STRATEGIES AND METHODS</b>
PS2.1	(please describe including how these enable students to demonstrate achievement of the learning outcomes):
	<p><b>Teaching/learning</b></p> <ul style="list-style-type: none"> <li>• Obligatory seminar components</li> <li>• Choice of country-specific employment law seminars</li> <li>• Workshop exercise</li> </ul> <p><b>Assessment</b></p> <p>A set of three problem questions designed to give the student three opportunities to demonstrate:</p> <ul style="list-style-type: none"> <li>• Extent and sophistication of understanding of the employment laws of a number of jurisdictions</li> <li>• Ability to balance risk, merit and cost to develop a course of action affecting employees in more than one country</li> <li>• Ability to create and monitor a project plan</li> <li>• Ability to write clearly on complex issues for the benefit of the lay recipient of legal advice</li> </ul> <p>Teaching quality: some of the teaching is delivered by Eversheds rather than by the UEA. The UEA will need to satisfy itself as to the quality of that teaching and continue to monitor it. Eversheds ask delegates to complete feedback forms on the tuition received. Prof Warnock has inspected these and they show a very high level of satisfaction (typically about 80% scoring ‘excellent’ or ‘good’ for “the trainers” and 80% ‘excellent’ or ‘good’ for the “course overall”). The methodical use of such feedback has enabled Eversheds to develop a “stable” of strong teachers for its international employment law courses, selected from amongst about 200 hundred special employment lawyers employed by the firm. Prof Warnock would monitor feedback from each Eversheds course attended by any student on the Certificate programme.</p>

<b>PS3</b>	<b>EQUALITY</b>
PS3.1	How do the admissions criteria ensure equality of opportunity for all applicants?
	Admissions criteria enable applicants to join the course either on the basis of their existing relevant qualifications or on the basis of skills, knowledge and experience acquired in the course of their career.
PS3.2	What steps have been taken to ensure an inclusive curriculum?
	The curriculum has been designed to enable students to make selections to study the employment law of countries of particular interest and value to them. The curriculum is designed to be accessible to, but challenging to, graduate level individuals who have a knowledge of the employment law of at least one country irrespective of the source of that knowledge (e.g. law degree, professional qualifications, experience in HR).

	However, the language of teaching and assessment is English, so those without a good level of English will be excluded.
PS3.3	In what ways do learning and teaching and assessment methods ensure inclusivity and equality of opportunity?
	<ul style="list-style-type: none"> <li>• Relevant handouts or materials will be made available both in paper and electronic formats</li> <li>• All students will be assigned an advisor to whom they can turn for help if there are issues around teaching or assessment.</li> <li>• Students will be recommended to utilise the services provided by the Dean of Students Office</li> <li>• Assessments by written course work so there will be no tight time constraints, thus minimising difficulties and barriers that might otherwise interfere with fair assessment for reason related to disability or family responsibilities.</li> </ul>

**Please send (email) the whole Academic Case and the Summary to the Learning, Teaching and Quality Office (Assistant Registrars UG / PGT as appropriate) and to the Equality and Diversity Manager (in parallel) for comment.**

For undergraduate proposals [Claudia.Gray@uea.ac.uk](mailto:Claudia.Gray@uea.ac.uk)

For integrated masters proposals [Joanne.Ashman@uea.ac.uk](mailto:Joanne.Ashman@uea.ac.uk)

For Master's level proposals [Joanne.Ashman@uea.ac.uk](mailto:Joanne.Ashman@uea.ac.uk)

Equality & Diversity Manager [H.Murdoch@uea.ac.uk](mailto:H.Murdoch@uea.ac.uk)

*Comments will be returned within 10 working days of receipt.*

**Please complete the relevant section and return (email) to the Course Proposer within 10 working days of receipt.**

*Sections AC10.1 and AC10.2 should be completed in parallel.*

AC10	COMMENTS
AC10.1	<p data-bbox="316 367 823 405">Learning, Teaching and Quality Office:</p> <p data-bbox="316 472 1390 573">Thank you for this proposal; the course promises to be very interesting for students and of benefit to the University. There are a few points on which it would be useful to have a little more information.</p> <p data-bbox="316 607 1378 741">The delivery of the programme appears to be very much dependent on Professor Warnock both in terms of UEA teaching and the liaison with Eversheds - what would be the implications should Professor Warnock be unavailable for any reason, for example if he were on study leave?</p> <p data-bbox="316 775 1386 1043">It could be argued that student evaluation alone may not be sufficient to ensure the quality of teaching at Eversheds; at UEA our teachers have to undergo a selection process, are subject to peer observation and are required to complete the MA in Higher Education Practice. However, as Professor Warnock is eminent in his field and is a partner at Eversheds, we can feel confident that he is well placed to judge that the teachers are effective and that the standard of teaching is high. Presumably the content of the Eversheds seminars is by its nature at Masters level, being designed for qualified professionals?</p> <p data-bbox="316 1077 1390 1413">It appears that although some of the teaching will be done by Eversheds, UEA will be responsible for all of the assessment – is this the case? Could you say a little more about in what ways the assessment and the rest of the work that students will undertake in their own time (ie outside the seminar/study days) will be supported? The framework for Higher Education qualifications in England, Wales and Northern Ireland August 2008 states that “<i>When used with the stems 'graduate' or 'postgraduate', the title 'certificate' should normally signify learning outcomes which would imply study equivalent to at least one-third of a full-time academic year</i>” therefore the students will need to undertake a good deal of self-directed study (as a 60-credit module requires c 600 hours of work).</p> <p data-bbox="316 1447 759 1485">Julia Jones, LTS, 9 October 2012</p>
AC10.2	<p data-bbox="316 1581 735 1619">Equality and Diversity Manager:</p> <p data-bbox="316 1682 611 1720">No response 17/10/12</p>

Questions raised by Helena Gillespie:

1. I note that the plan is to deliver the teaching content partly through the Eversheds courses. Without wishing to question the quality of these myself, I am concerned that if a student were to take issue with the teaching (as student who fail or drop out sometimes do), what recourse we would have to ask Eversheds to examine the nature or quality of what they are offering. As a UEA course this will be subject to the usual measures of quality including student evaluation of modules and the students would be eligible to take part in PTES. I need reassuring that Eversheds would be willing to have their teaching evaluated in this way and respond to the outcomes. This issue has been partly addressed on p30 of the proposal but I need to know that Eversheds is willing to be subject to our QA processes as well as its own.
  
2. As Julia Jones from LTS comments above, the requirement for a Certificate will be for about 600 hours of study (or about 75 days). While the proportion of contact hours to self-directed study for PGT is not regulated the current plan for 3 days of UEA contact time plus 4/5 days at Eversheds give a proportion of contact time at under 10% of total study time. I would like to know what plans are in place to direct study outside face to face teaching time (for instance through tutorials or learning technologies) and whether this proportion of contact hours is similar to other LAW PGT courses.
  
3. The plans for assessing look to be at an early stage. The flexibility seems appropriate, the implication being that these can be done in any order and at any time during the course? However the method of assessment needs to be clearer. Are these essays or projects? I would rather see a range of assessments, for example one short answer question paper, one presentation, one longer essay than 'three problem questions' as described on page 29. In addition, detail about how the learning outcomes match with the FHEQ level descriptors at Masters level. You can find these on the web [here](#) (you need to refer to page 20 onwards). At the moment the learning outcomes are insufficiently aligned for me to grant approval – learning outcomes at level 7 should use some of the language contained in the FHEQ descriptors.

This section enables the course proposer to respond to any comments received prior to consideration of the academic case for approval.

AC11	<b>COURSE PROPOSER'S RESPONSE TO COMMENTS ON THE ACADEMIC CASE (WHERE RELEVANT)</b>
	<p><b>Teaching quality assurance and third party provider</b></p> <p>The nature of this Certificate is that no single institution or corporation would be able to provide all the teaching, so the venture does depend on us making use of external teachers. It is not practically possible to assess the Eversheds seminar leaders from a wide range of countries by all the formal methods we use for permanent UEA teaching staff.</p> <p>As a commercial business Eversheds has a strong incentive to monitor the quality of the teaching at these seminars, and does so through monitoring both formal and informal feedback from students. This is currently overseen by their Director of Client Training, and I will take an active role in this on behalf of the University. The formal feedback asks</p>

students asking detailed questions about content and delivery.

I am confident therefore that Eversheds would respond positively to feedback obtained from students through our own processes such as PTES. Ultimately if they were not to do so, we would of course have to discontinue. I do think this is unlikely, but if it did happen, there would be minimal wasted expenditure on our part - one of the attractions of this proposal is that our capital investment of time and money is very low.

As an aside, many of the lecturers are known to me professionally so I have good knowledge of their professional standing and expertise.

### **Further information on study issues**

Level of the Eversheds seminars: the students are either qualified practising lawyers or middle- to senior-ranking human resources professionals, in other words all are already above graduate level and the teaching is accordingly at Masters level.

Private study: there will be three main components:

- Substantial directed reading in preparation for the study days at the UEA
- Unlike the “normal” delegates attending the Eversheds seminars, those attending as part of the Certificate programme will be given directed reading both in advance and to follow each of the seminars they select
- The assessment (more details below) will be a substantial piece of work devised to ensure that the students have mastered: the choice of law aspects, the project management aspects, and the substantive law of at least three of the countries selected by them. Most of the reading and thinking they will need to do for the assessment will already have been covered in terms of *content*, but the assessment will not merely require them to reconsider this material and then to demonstrate that they understand it, in addition they will learn through undertaking the challenge of bringing these components together in a workable and detailed project plan.

Contact time: in addition to the face-to-face teaching time, we would direct study through contacts in advance of and in preparation for, and following, each Eversheds day and prior to the UEA three days and also in support of students’ work on their coursework for assessment. We would provide this by telephone - individually or in small groups for the Eversheds days since the number of students opting for each Eversheds course will vary, individually for the coursework and collectively by teleconference/webinar for the UEA days. Non-seminar teaching contact time would be of the order of 15 hours.

The total contact time would be more than for the long-running and very successful Post Graduate Certificate in Employment law which has 40 hours of teaching and 3 to 10 hours (depending on student need) of other contact time.

### **Assessment**

This certificate is intended to pay a part in our mission of engagement, by delivering education for a currently unmet need to graduates working in international employment law related jobs (primarily as in-house lawyers and middle and senior HR practitioners). The assessment method in our view needs:

- to enable us to assess what is being taught: multi-jurisdictional employment law practice; and
- to be in a form which will be seen by the students as relevant and of value in its

own right.

Our view is that this is best achieved by setting 2 or 3 substantial international employment change projects, asking students to prepare project plans, substantive legal advice and implementation documentation for reach of these. These will be substantial pieces of written work, with content at an advanced level. We have considered, but not opted for, a paper of short questions, but this would be of limited value unless confined to conflict of laws questions and taken under exam conditions, and we do not consider such conditions would be realistic for what will certainly be a set of students from around the UK and, we hope, from across Europe.

### **Learning Outcomes**

In devising this course I looked carefully at the FHEQ descriptors and at how they had been reflected in a UEA LLM in translation and in the module outline for the UEA Post Graduate Certificate in Employment Law and I believe that these outcomes fall within the Master's degree level rather than a lower level. However, on re-reading, I think I could have made this clearer by adopting more often the phraseology in the FHEQ. In places too I think that I could have described more fully the element of knowledge or ability. I have therefore amended sections PS1.1 to 1.5

Of course, there are fewer outcomes than there would be in a Master's degree, but I understand from the 2010 guidance on Master's degrees that this is anticipated because of the lower volume of learning in a Certificate.

Owen Warnock – 21/11/12  
Professor of Employment Law  
UEA Law School

<b>AC12</b>	<b>APPROVALS</b>	<b>SIGNATURE AND DATE</b>
AC12.1	<b>Head of School</b>	
	Approved:	Alastair Mullis 17/10/12
	Approved with amendments:	
	Rejected:	
AC12.2	<b>Faculty Associate Dean (following Faculty LTQC)</b>	
	Approved:	Helena Gillespie 21/11/12
	Approved with amendments:	
	Rejected:	

<b>CIRCULATION (for office use only)</b>		
	Course Proposer	<ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Approvals</li> </ul>
	LTQO (for report to LTC) <a href="mailto:W.Forsdick@uea.ac.uk">W.Forsdick@uea.ac.uk</a>	<ul style="list-style-type: none"> <li>● Summary</li> <li>● Approvals</li> </ul>
	Planning Office <a href="mailto:A.M.Watson@uea.ac.uk">A.M.Watson@uea.ac.uk</a>	<ul style="list-style-type: none"> <li>● Summary</li> <li>● Approvals</li> </ul>
	Faculty Teaching Office	<ul style="list-style-type: none"> <li>● Summary</li> <li>● Programme Specification</li> <li>● Course profile</li> <li>● Approvals</li> </ul>
	Marketing & Admissions Service <a href="mailto:Laura.Thompson@uea.ac.uk">Laura.Thompson@uea.ac.uk</a>	<ul style="list-style-type: none"> <li>● Summary</li> <li>● Approvals</li> </ul>
	Academic Officer of the UUEAS / President of GSA (for taught postgraduate only)	<ul style="list-style-type: none"> <li>● Summary</li> <li>● Approvals</li> </ul>