



BBSI University Foundation Courses in Legal Studies, International & Commercial Law

The BBSI University Foundation Course in Legal Studies, International & Commercial Law is carefully designed to enable international students at an Upper-Intermediate level in English or above to study legal and professional law concepts, while acquiring the academic study skills required prior to entry to a UK university undergraduate degree course. While preparing for university, therefore, participants can also gain worthwhile legal English, business and qualifications.

Depending on the study option selected, awards include either a BBSI Higher-Certificate or Diploma qualification. The course syllabus includes extensive IELTS[†] Examination Preparation and the full syllabus for the University of Cambridge ESOL International Legal English Certificate. In addition to acquiring a comprehensive knowledge and understanding of modern concepts in law and legal procedures, students will also develop competent English-language, business and professional communication skills, and the ability to both understand and draft legal documents.

UK University Placement. While undertaking their university foundation course and acquiring the academic study skills necessary for university, students are provided with extensive counselling and guidance in all aspects of study at UK universities, and are given full assistance with the UK university application process. All Foundation students who successfully complete their course are assured of a university place prior to graduation from BBSI.

University of Cambridge ESOL International Legal English Certificate. The International Legal English Certificate (ILEC) is a University of Cambridge ESOL examination produced and assessed by Cambridge ESOL Examinations in collaboration with TransLegal, Europe's leading firm of lawyer-linguists. BBSI is an accredited ILEC Examination Centre. English is an essential tool for any lawyer working with international matters, and employers need to know that the legal staff they appoint have a sufficient level of English to be able to communicate with clients and professionals in other countries. At the same time, law students and newly-qualified lawyers need to be able to show employers that they have the required language skills. The ILEC examination allows candidates to demonstrate their skills, and therefore to increase their employability. It is based on realistic texts, tasks and topics of the kind legal practitioners might meet in their daily working lives. Preparation for the ILEC is included automatically within this BBSI university foundation programme.

Study Options. There are 2 study options for this course. For those students with excellent high-school grades and a sound Upper-Intermediate level in English, we offer a 24-week Higher-Certificate programme, Study Option 1, which enables participants to develop their legal English, business and professional communication skills to a more advanced level of proficiency, while studying a more extensive range of specialised topics. However, for those students with a lower, Upper-Intermediate level in English, who require more emphasis initially on developing their academic English, business English and academic study skills prior to the introduction of more advanced legal studies and training in law, we offer a 36-week Diploma course that builds more gradually in intensity and specialisation. The course is conducted around a busy social and activity programme, and the maximum class size is 12, which can be extended to 15 during peak periods.



Study Option 1

The shorter, Higher-Certificate study option is designed for those students with excellent High School grades and a sound Upper-Intermediate level in English. The course is of 24 weeks duration.

Course Outline

Minimum English Entry Level: IELTS 6.0 (*Upper-Intermediate*)

Course Duration: 24 weeks (2 terms)

Course Designation: UFP 24

Main Course Entry Dates: September, January, March or June.

Lessons Weekly: 30

Minimum Age: 17 years

Course Structure & Content:

20 lessons weekly in Legal Studies, International & Commercial Law
(*includes the full Cambridge ILEC syllabus*)

10 lessons weekly in Academic Study Skills[‡] & IELTS Examination Preparation

Award:

BBSI Higher-Certificate in Legal Studies, International & Commercial Law
(*continuous assessment*)

Optional External Examinations*:

University of Cambridge ILEC
(*examination - annually May & November*)

IELTS [Academic] (*examinations monthly*)

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a UK university first degree course related to legal studies, and international and commercial law
- * have completed the university-application process so that students secure a UK university placement on the undergraduate degree course of their choice
- * acquire the necessary academic study skills for undergraduate study at a UK university
- * develop an understanding of current legal theory and practice
- * acquire a sound and professional understanding of international and commercial law, and legal procedures
- * acquire vocational qualifications related to law and legal studies



- * build appropriate legal vocabulary
- * acquire the necessary communication skills for a career in law
- * develop effective legal English communication and presentation skills
- * develop confidence and fluency in the English language to Advanced Level
- * prepare participants for the IELTS (Academic) examination

Course Elements. In addition to providing international students with a thorough and comprehensive grounding in legal English and academic study skills, the Higher-Certificate syllabus incorporates all the following specialised elements:

- * *UK & comparative legal systems*
 - * *international law, human rights & competition policy*
 - * *conflict of laws*
 - * *international trade*
 - * *contract law*
 - * *partnership law*
 - * *law of tort, including physical injury & economic loss*
 - * *law of property*
 - * *criminal law*
 - * *public international law*
 - * *commercial, consumer & employment law*
 - * *current affairs and the law*
 - * *intellectual property*
 - * *company law (shares, capital, legal entities etc)*
- International Legal English Certificate Preparation**
- * *drafting legal documents & letters*
 - * *legal negotiations*
 - * *understanding legal documents*
 - * *client interviews*

Study Option 2

The longer, Diploma study option is designed for those students with sound High School grades and a lower, Upper-Intermediate level in English, who require more emphasis initially on developing their general, professional and business English communication skills, prior to the introduction of more advanced legal studies and training in law. The course is of 36 weeks duration and builds more gradually in intensity and specialisation.

Course Outline

Minimum English Entry Level: IELTS 5.5 (*Upper-Intermediate*)

Course Duration: 36 weeks (3 terms)

Course Designation: ULS 36

Main Course Entry Dates: September, January, March or June.

Lessons Weekly: 30

Minimum Age: 17 years



Course Structure & Content:

Term 1

- 20 lessons weekly in Communication & Business Skills
- 10 lessons weekly in Academic Study Skills & IELTS Examination Preparation

Terms 2 & 3

- 20 lessons weekly in Legal Studies, International & Commercial Law
(includes the full ILEC syllabus)
- 10 lessons weekly in Academic Study Skills & IELTS Examination Preparation

Awards:

- BBSI Diploma in Legal Studies, International & Commercial Law
(continuous assessment)
- NCFE Certificate in Legal Studies, International & Commercial Law
(continuous assessment)

Optional External Examination*:

- University of Cambridge ILEC
(examination - annually May & November)
- IELTS [Academic] (examinations monthly)

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a UK university first degree course related to legal studies, and international and commercial law
- * have completed the university-application process so that students secure a UK university placement on the undergraduate degree course of their choice
- * acquire the necessary academic study skills for undergraduate study at a UK university
- * develop an understanding of current legal theory and practice
- * acquire a sound and professional understanding of international and commercial law, and legal procedures
- * acquire vocational qualifications related to law and legal studies
- * build appropriate legal vocabulary
- * acquire the necessary communication skills for a career in law
- * develop effective legal English communication and presentation skills
- * develop confidence and fluency in the English language to Advanced Level
- * prepare participants for the IELTS (Academic) examination

Course Elements. In addition to providing international students with a thorough and comprehensive grounding in legal English and academic study skills, the Diploma course syllabus incorporates all the following specialised elements and their associated skills:

- * *UK & comparative legal systems*
- * *international law, human rights & competition policy*
- * *conflict of laws*
- * *international trade*
- * *law of property*
- * *criminal law*
- * *public international law*
- * *commercial, consumer & employment law*



- * *contract law*
- * *partnership law*
- * *law of tort, including physical injury & economic loss*

International Legal English Certificate Preparation

- * *drafting legal documents & letters*
- * *legal negotiations*

- * *current affairs and the law*
- * *intellectual property*
- * *company law (shares, capital, legal entities etc)*

- * *understanding legal documents*
- * *client interviews*

A week-by-week syllabus of the entire 36-week University Foundation Diploma programme in Hospitality Legal Studies, International & Commercial Law is included below. However, the course content for those wishing to study the 24-week, Higher-Certificate study option would depend upon the precise time of year that students elect to study. For example, those seeking to commence their course in January or June would follow the syllabus outlined in weeks 13-36, whilst those commencing the course in either March or September, would study weeks 25-36 followed by weeks 13-24.

Certificate, Higher-Certificate, Diploma and Pre-Masters versions of the above course are also available.

† IELTS

IELTS is the International English Language Testing System. It measures ability to communicate in English across all 4 language skills – listening, reading, writing and speaking – for people who intend to study or work where English is the language of communication.

IELTS is the preferred English language assessment for universities in English-speaking countries worldwide. Examinations take place monthly in Bournemouth and a place can be secured at the time of booking your course with BBSI. Candidates must book for the examination at least 6 weeks before each examination sitting.

‡ Academic Study Skills

Students require sound academic study skills in preparation for their university degree course:

- effective writing ability
- listening comprehension & note-taking
- ability to transfer information in note form to essay format
- understanding the conventions of bibliographies, footnotes & quotations
 - classroom, self-study & personal organisational skills
 - effective reading-comprehension
 - effective time-management
 - research techniques

* *Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.*



The following University Foundation courses are also available at BBSI:

- * Management & Business Administration
- * Marketing, Advertising & Public Relations
- * Finance & Financial Services
- * Hospitality Management & Tourism
- * Science, Technology, Computers & IT

BBSI courses are carefully designed and structured at different language levels to enable international students to develop all 4 English language skills simultaneously, while developing their professional communication skills and professional knowledge in academic, vocational or professional context, in the specialised subject of their choice. Students therefore have the flexibility to focus on either academic or vocational progression, depending on their personal training needs and particular learning objectives.

Courses can be booked on-Line @ www.bbsi.co.uk

Alternatively, contact BBSI by e-mail at info@bbsi.co.uk



BBSI University Foundation Courses in Legal Studies, International & Commercial Law



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 1 (First week of Term)	<p style="text-align: center;">Topic: organisational structure <i>(includes introduction to BBSI, CBS induction, SWOT analysis)</i> Skills: introductions & networking, structuring effective presentations, formal business report writing formats Case Study: outsourcing Assessed Tasks: presenting yourself, business recommendation for a bank</p>	<p style="text-align: center;"><i>reading strategies for IELTS</i> <i>comparing & contrasting language, cohesive devices</i> <i>logical & grammatical links</i></p>
Week 2	<p style="text-align: center;">Topic: brands & brand management Skills: taking part in meetings, discussion language Case Study: developing a brand Assessed Task: analysing a company logo</p>	<p style="text-align: center;"><i>listening skills for IELTS multiple choice & note completion</i> <i>IELTS writing: interpreting data in graphs & charts</i></p>
Week 3	<p style="text-align: center;">Topic: managing change Skills: conducting a meeting, the language of meetings Case Study: a takeover Assessed Task: meeting simulation</p>	<p style="text-align: center;"><i>reading for IELTS matching & sentence completion tasks</i> <i>language for describing places</i> <i>further note completion skills</i></p>
Week 4	<p style="text-align: center;">Topic: money, finance, banking & investment Skills: writing an agenda and action minutes for a meeting, investment, Case Study: an investment company Assessed Tasks: progress test, banking & insurance services for a small business</p>	<p style="text-align: center;"><i>interpreting & comparing data</i> <i>reading skills – skimming & scanning techniques</i> <i>writing skills including presenting solutions to problems</i></p>





BBSI University Foundation Courses in Legal Studies, International & Commercial Law



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 5	<p style="text-align: center;">Topic: promotions & promotional literature, trade fairs & advertising <i>Skills: effective presentations</i> <i>Case Study: creating a promotional campaign</i> <i>Assessed Tasks: banking & insurance services for a small business</i></p>	<p style="text-align: center;"><i>IELTS listening skills for labeling a diagram, table completion & short answers</i></p>
Week 6	<p style="text-align: center;">Topic: recruitment <i>(including the recruitment process, headhunting, hiring & retaining staff)</i> <i>Skills: preparing a CV & covering letter</i> <i>Case Study: choosing the best candidate for the job</i> <i>Assessed Task: a job application</i></p>	<p style="text-align: center;"><i>speaking for IELTS Part 3 – general discussion</i> <i>IELTS reading skills for multiple choice & summary completion</i></p>
Week 7	<p style="text-align: center;">Topic: international trade <i>(including visible/invisible trade, export documents, Incoterms, payment, customs)</i> <i>Skills: negotiation techniques & styles, negotiation language</i> <i>Case Study: a negotiation</i> <i>Assessed Task: negotiation role-play</i></p>	<p style="text-align: center;"><i>analysing IELTS writing questions</i> <i>writing skills for structuring an argument, providing evidence & supporting points in an argument-led essay</i></p>
Week 8	<p style="text-align: center;">Topic: innovation <i>(including describing innovations, new product launch)</i> <i>Skills: presentation skills</i> <i>Case Study: innovative products</i> <i>Assessed Task: summarising a document</i></p>	<p style="text-align: center;"><i>IELTS listening practice for note completion</i> <i>speaking for IELTS Part 2 & 3: long turn & discussion</i></p>





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Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 9	<p style="text-align: center;">Topic: leadership skills <i>(including character & qualities of leaders)</i> Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p><i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</i></p>
Week 10	<p style="text-align: center;">Topic: business ethics <i>(honesty & dishonesty, responsible business)</i> Skills: problem-solving Case Study: dealing with employee problems Assessed Task: portfolio (of work to date)</p>	<p><i>writing skills: practice in interpreting data, expressing disagreement & discussing implications</i></p>
Week 11	<p style="text-align: center;">Topic: travel & tourism Skills: US/UK English, making arrangements, writing business letters, writing business memos Case Study: planning a conference Assessed Task: final progress test</p>	<p><i>further writing skills development, including describing a process, introductory sentences & marking stages</i></p>
Week 12	<p style="text-align: center;">Topic: business cultures, cultural do's & don'ts Skills: cultural language & idioms, social English Case Study: writing an itinerary Assessed Task: marketing a country or region</p>	<p><i>further speaking development skills, including sequencing, expressing reasons & giving options for Parts 2 & 3 of IELTS</i></p>

*Please note that presentation subject order may vary in weeks 7 to 12



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Issue 1 – September 2007



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Weekly Syllabus

	Legal Studies, International & Commercial Law <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 13 (First week of Second Term)	<i>overview of the English legal system: sources of English law, civil & criminal courts & the Government, overview of European Union law & agency, ILEC – language of the courts, legal latin, current affairs and the law</i>	<i>reading strategies for IELTS comparing & contrasting language, cohesive devices logical & grammatical links</i>
Week 14	<i>commercial law – contract formation, offer, acceptance, consideration, intention to create legal relations & capacity, ILEC – understanding contracts, negotiation expressions, current affairs and the law</i>	<i>listening skills for IELTS multiple choice & note completion IELTS writing: interpreting data in graphs & charts</i>
Week 15	<i>commercial law – contract – misrepresentation & mistake, duress & undue influence, illegal contracts, ILEC – discussing court actions & rulings, current affairs and the law</i>	<i>reading for IELTS matching & sentence completion tasks language for describing places further note completion skills</i>
Week 16	<i>commercial law – contractual terms, express & implied terms, exclusion clauses, unfair contract terms act 1977, unfair terms in consumer contracts regulations 1999, guarantees, ILEC – case study, contract drafting, current affairs and the law</i>	<i>interpreting & comparing data reading skills – skimming & scanning techniques writing skills including presenting solutions to problems</i>





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Weekly Syllabus

	Legal Studies, International & Commercial Law <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 17	<i>commercial law – contract – privity, third party rights, breach of contract & remedies for breach, calculating damages, ILEC – types of damages, current affairs and the law</i>	<i>IELTS listening skills for labeling a diagram, table completion & short answers</i>
Week 18	<i>commercial law – consumer protection, product liability, credit transactions, criminal liability in business, competition policy, ILEC – competition law & anti-competitive activity, current affairs and the law</i>	<i>speaking for IELTS Part 3 – general discussion IELTS reading skills for multiple choice & summary completion</i>
Week 19	<i>commercial law – sale of goods act & related legislation – title, sale by sample, sale by description, satisfactory quality & fitness for purpose, ILEC – terms & conditions drafting, current affairs and the law</i>	<i>analysing IELTS writing questions writing skills for structuring an argument, providing evidence & supporting points in an argument-led essay</i>
Week 20	<i>commercial law – sale of goods – passing of ownership of goods & passing of risk, reservation of title, remedies of the seller & the buyer, ILEC – negotiable instruments, current affairs and the law</i>	<i>IELTS listening practice for note completion speaking for IELTS Part 2 & 3: long turn & discussion</i>





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Weekly Syllabus

	Legal Studies, International & Commercial Law <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 21	<i>commercial law – international trade – bills of lading, FOB & CIF contracts, charterparties, Incoterms, Institute Cargo Clauses A, B & C, letters of credit, ILEC – debtor/creditor relations, current affairs and the law</i>	<i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</i>
Week 22	<i>conflict of laws: domicile, nationality & residence, jurisdiction of the English courts, the Brussels & Lugano conventions, recognition & enforcement of foreign judgements in contract, tort & property, courts visit – Bournemouth Crown & County Court, ILEC – intellectual property, current affairs and the law</i>	<i>writing skills: practice in interpreting data, expressing disagreement & discussing implications</i>
Week 23	<i>public international law: sources & recognition, the UN, territorial sovereignty & the use of force, London visit – Royal Courts of Justice & the Old Bailey, ILEC – case studies & summary, current affairs and the law</i>	<i>further writing skills development, including describing a process, introductory sentences & marking stages</i>
Week 24	<i>EU law & Human Rights, the European conventions & the UK, employment law, ILEC – case studies & summary, current affairs and the law</i>	<i>further speaking development skills, including sequencing, expressing reasons & giving options for Parts 2 & 3 of IELTS</i>





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Weekly Syllabus

	Legal Studies, International & Commercial Law <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 25 (First week of Third Term)	<i>overview of the English Legal System: sources of English Law, civil & criminal courts and the UK Government, overview of European union law, ILEC – language of the courts, legal personnel & legal latin, current affairs and the law</i>	<i>reading strategies for IELTS comparing & contrasting language, cohesive devices logical & grammatical links</i>
Week 26	<i>company law – the nature of a company, the corporate veil, classification & formation, pre-incorporation contracts, ILEC – company formation, UK business & director’s responsibilities, current affairs and the law</i>	<i>listening skills for IELTS multiple choice & note completion IELTS writing: interpreting data in graphs & charts</i>
Week 27	<i>company law – the directors & the company secretary, the role of the auditor, company registers & the annual return, accounts & accounting records, ILEC – case study, current affairs and the law</i>	<i>reading for IELTS matching & sentence completion tasks language for describing places further note completion skills</i>
Week 28	<i>company law – shareholders, resolutions, meetings, maintenance of capital & minority protection, ILEC –capitalisation, shares & shareholders, current affairs and the law</i>	<i>interpreting & comparing data reading skills – skimming & scanning techniques writing skills including presenting solutions to problems</i>





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Weekly Syllabus

	Legal Studies, International & Commercial Law (20 lessons)	Academic Skills & IELTS Preparation Typical 12 week programme (10 lessons)
Week 29	<i>company law – winding up of companies & insolvency, limited liability partnerships, ILEC – meetings, shareholder’s voting rights, current affairs and the law</i>	<i>IELTS listening skills for labeling a diagram, table completion & short answers</i>
Week 30	<i>partnership law – the partnership agreement, partnership property, partners’ relations with each other and fiduciary duties, dissolution & winding up, ILEC – understanding leases & tenancies, current affairs and the law</i>	<i>speaking for IELTS Part 3 – general discussion IELTS reading skills for multiple choice & summary completion</i>
Week 31	<i>intellectual property – legal concepts of property, patents, copyright & trademarks, law of property – freehold & leasehold, tenancies, mortgages & equitable rights, trusts, ILEC – intellectual property, current affairs and the law</i>	<i>analysing IELTS writing questions writing skills for structuring an argument, providing evidence & supporting points in an argument-led essay</i>
Week 32	<i>the law of tort – tortious liability, negligence & negligent misstatement, consumer protection & occupier’s liability, ILEC – secured transactions, current affairs and the law</i>	<i>IELTS listening practice for note completion speaking for IELTS Part 2 & 3: long turn & discussion</i>





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Weekly Syllabus

	Legal Studies, International & Commercial Law <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 33	<i>law of tort – public & private nuisance, strict liability, the relationship of tort & crime, ILEC – case study, current affairs and the law</i>	<i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</i>
Week 34	<i>law of tort – trespass, vicarious liability & economic torts, visit to Bournemouth Crown & County Courts + ILEC – case study, current affairs and the law</i>	<i>writing skills: practice in interpreting data, expressing disagreement & discussing implications</i>
Week 35	<i>criminal law – actus reus & mens rea, theft, deception, London visit to the Royal Courts of Justice & the Old Bailey * ILEC – case study, current affairs and the law</i>	<i>further writing skills development, including describing a process, introductory sentences & marking stages</i>
Week 36	<i>criminal law – fraud, blackmail & conspiracy, visit to the Magistrates' Court & Police Cells + ILEC – case study, current affairs and the law</i>	<i>further speaking development skills, including sequencing, expressing reasons & giving options for Parts 2 & 3 of IELTS</i>

+ - the visit depends upon availability

* additional costs are applicable for this visit and students will have to pay for return transport to and from London



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Issue 1 – September 2007