

The University has accepted the following definition of employability as articulated in 'Future Fit: preparing graduates for the World of Work' published by UUK/CBI (2009):

“A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy”

The University has agreed the following attributes as important in the development of an employable graduate: self management; teamworking; business and customer awareness; problem solving; communication and literacy; application of numeracy; application of information technology.

Self management – readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning

Teamworking – respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others

Business and customer awareness – basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty

Problem solving – analysing facts and situations and applying creative thinking to develop appropriate solutions.

Communication and literacy – application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning

Application of numeracy – manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimation and applying formulae).

Application of information technology – basic IT skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines

Underpinning all these attributes, the key foundation, must be a **positive attitude**: a 'can-do' approach, a readiness to take part and contribute, openness to new ideas and a drive to make these happen.

BUT

HOW WILL THESE SKILLS BE DEVELOPED THROUGHOUT YOUR LAW DEGREE?.....

A Degree from Cardiff Law School gives you the opportunity to develop many of the employability skills which employers look for in graduates. All Law undergraduates, including those on Joint Honours programmes, have the opportunity to select the seven Foundation Subjects which are required by the Solicitors Regulation Authority and the Bar Standards Board in order to pursue a career as a solicitor or barrister.

TUTORIALS

Law modules are taught via a combination of lectures and tutorials. In preparation for tutorials, you are expected to prepare essential reading and to construct preliminary plans to present to your peers. This requires thorough research as well as confident presentation skills. During tutorials you will often be required to analyse primary legal sources (such as case reports, legislative and constitutional texts) and secondary commentaries, and to assess and evaluate the propositions and opinions advanced by your classmates, tutors and scholars whose work you have read. This requires skills in critical analysis, evaluation, synthesis and interpretation, all of which will develop your **problem solving skills**.

Through tutorials and seminars you will have ample opportunity to develop your **communication skills** as you will be required to present in oral form accurate and succinct statements of law and policy in response to questions set or asked by the tutor. You will be required to present and defend particular views and to respond to additional real or hypothetical issues.

Some tutorial and seminar work involves working in groups and Year 1 students are required to perform effectively in a group mooting exercise during the Legal Foundations Module. These opportunities will help to develop your **teamwork skills** in addition to your **oral communication skills**.

In addition, you are expected to spend approximately 28 hours per week on private study which will develop your **self management** skills in order to plan your work, to achieve the required standard and meet deadlines.

RESEARCH SKILLS

Your research skills will be continually developed and improved throughout your degree through the study of a range of modules which require you to conduct effective research on the primary and secondary issues of law and formulate, on the basis of that research, accurate statements of the relevant law and principle.

All modules will develop your skills in relation to analysis, synthesis, critical judgement and evaluation. All modules require you to undertake directed tasks and plan and undertake independent research.

In the 3^d year, dissertation modules (worth 20 and 30 credits) are available as optional choices. Should you choose this route, you will be required to undertake, with supervision, a substantial piece of research work which will develop skills of enquiry, analysis, evaluation and interpretation and which will enhance your critical and **communication skills**. You will demonstrate **self management skills** by managing your time effectively - planning the work, setting and achieving targets and

meeting deadlines. In addition, you will develop your **written communication skills** by presenting a detailed written report. Most employers are very keen to hear about this type of experience and what you have learnt from it.

COMMUNICATION AND LITERACY

You have considerable opportunity during the Law Degree to develop your **communication skills** and are required to present accurately and succinctly both orally and in writing throughout the degree programme and to discuss intelligently the implications of further and new developments in law, the views of scholars in the area and your own considered views.

Some of your modules encourage basic legal writing skills (Contract Law) whilst others contribute to the development of your presentation skills – such as Welsh Devolution which requires you to prepare and deliver a 15 minute presentation on a topic to be covered in the seminars.

You will further enhance your **communication skills** through assessments which require you to demonstrate an ability to prioritise issues, to rank arguments in terms of their persuasiveness and to reach a considered view of their application to the issues raised. You are expected to express yourself clearly in correct English and without irrelevant material and to make appropriate use of legal terminology. High standards of written presentation are expected including bibliography and footnotes.

A number of modules include a coursework element and through this you will develop excellent skills in conducting effective research, examining relevant documentation, determining which facts are significant, identifying and analysing the relevant law, presenting an argument, and reaching a reasoned conclusion. You will fine tune your skills in formulating accurate statements, critically assessing those statements, assessing, stating, prioritising and evaluating the arguments for and against. These are skills which are valued by many employers in a wide range of jobs, not just those related to law.

APPLICATION OF NUMERACY AND IT

In Year 1, the compulsory modules on Legal Foundations and Foundations of English Law provide you with a grounding in **IT skills**. Foundations of English Law includes an Introduction to Basic IT Skills which enables you to make effective use of the internet, blackboard, email and electronic databases, whilst Legal Foundations includes an input on identifying resources for a research task using paper and electronic sources, including computer assisted learning packages. These are skills which you will use and develop throughout your Law degree as all modules require a considerable volume of independent study and research using primary and secondary sources including web based information retrieval applications. All assessments must be word processed which will develop your proficiency using Microsoft Word.

The Law degree provides limited opportunities to develop/apply numeracy skills. However, in first year the compulsory module on Tort requires you to make use of statistical evidence to make informed and authoritative arguments about tort law and the context in which it operates. You are expected to demonstrate such basic **numeracy skills** as to enable you to make sense of statistical information about the operation of tort law in practice.

PROBLEM SOLVING

Your **problem solving skills** are developed during the law degree through modules which test your ability to apply your knowledge to a hypothetical problem. There are opportunities through formative and summative assessments to answer 'problem questions', which test your ability to identify and apply your knowledge of different aspects of law to a set of facts. The Criminal Law exam seeks to test students' ability to engage in problem solving analysis in criminal law.

CAREER MANAGEMENT SKILLS (CMS)

CMS sessions delivered in year 2 will show you how to make sense of the **employability skills** developed throughout your degree and help you articulate these skills effectively both on paper and at interview to an employer. This link between academia and employment is essential, especially for those wanting to enter employment straight after their study. The Careers Service is available to help you further with this throughout all stages of your academic degree.

Business and customer awareness is highly rated by employers when selecting candidates for graduate and placement positions. The Careers Service mounts a full programme of fairs, employer presentations and employer-led skills sessions which give undergraduates opportunities to meet employers and gain this knowledge. The Cardiff Law Fair is an annual event which attracts upwards of 40 exhibitors and also includes a series of talks which aim to increase students' **commercial awareness** and better prepare them for the job search and application processes.

In addition Cardiff Law School hosts a bespoke programme of law related employer talks and events every Autumn, which have recently included sessions on The Credit Crunch for Lawyers and Knowing the City which have helped to raise students awareness of current economic issues. Cardiff University Law Society also invites guest speakers to address students on wider legal issues, including career talks.

CARDIFF LAW SCHOOL'S PRO BONO SCHEME

A number of Cardiff law students take part every year in the Cardiff Pro Bono Scheme. This has two distinct elements to it: The Cardiff Law School Innocence Project, which deals with cases of long-term prisoners maintaining their innocence, and the NHS Continuing Healthcare Scheme, which assists members of the community, commonly those with dementia in nursing homes, where legal aid is not available. Students who successfully apply for the scheme undertake thorough training and volunteer 4 hours a week to work on cases under the supervision of practising solicitors and barristers. This is an excellent opportunity for you to

enhance your **commercial awareness** by applying your legal knowledge to actual cases, and to gain experience helping real clients. Those who volunteer with the scheme develop strong **self management** and organisational skills in order to manage their time, plan ahead and ensure that they complete academic work by deadlines and honour their weekly commitments to Pro Bono.

CARDIFF LAW SCHOOL'S MOOTING COMPETITION

The Law School's internal mooting competition offers you an excellent opportunity to develop your **oral communication skills** whilst giving you the closest possible experience to life in the court room. The competition (open to all second and third year students) consists of two teams of 'advocates' who argue a fictitious legal appeal case in front of a judge (usually a lecturer). Experience of mooting is well respected by the legal profession.