

# **Postgraduate Diploma in Adjudication**

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Programme Specification  
2016-2017

Postgraduate Diploma in Adjudication  
Continuation Page

Awarding Institution: University College of Estate Management  
Teaching Institution: University College of Estate Management  
Programme length: 2 years  
Date of specification: February 2016  
Programme Leader: Christopher Dancaster  
Board of Studies: University College of Estate Management Postgraduate Board of Studies  
Recognition: Chartered Institute of Arbitrators

### Summary of Programme Aims

It provides a combination of academic knowledge and professional skills commensurate with a postgraduate award. It provides an opportunity to attain these skills for those who cannot, or choose not to, give up full-time work. It is ideal for those whose work brings them into contact with dispute resolution and gives an insight to the resolution process from the standpoint of the resolver. As such it enhances career prospects as a party advisor and gives an opportunity to progress to taking on the role of an adjudicator. It is a structured programme which nevertheless provides flexibility to the student.

### Transferable skills

By the end of this Programme, students will have developed their skills relating to self-discipline, self-motivation, time management, communication, information handling, and problem-solving.

### Programme content

The course was specifically designed to meet the requirements for entry to and progression through the membership grades of the Chartered Institute of Arbitrators. The syllabus is therefore dictated by the Chartered Institute, as are the pass marks. There are 4 modules; successful completion of the assignments in Module 2 enables the student to apply for ACI Arb; successful completion of the 2 modules in Part 1 enables the student to apply for MCI Arb; successful completion of the 2 modules in Part 2 will enable the student to apply for FCI Arb.

### Programme of Study

#### PART 1

#### **Compulsory modules**

*Mod Code    Module Title*

A101CTE    Contract Tort and Evidence

A103LAW    Principles of Adjudication

*Credits    FHEQ  
Level*

35    7

25    7

#### PART 2

#### **Compulsory modules**

*Mod Code    Module Title*

A213APP    Adjudication Practice and Procedure

A214DDW    Drafting and Decision Writing

25    7

35    7

### Progression requirements

Both modules at Part 1 must be passed before Part 2 can be commenced

### Summary of teaching and assessment

It is a distance learning programme which must meet the requirements of the Chartered Institute and so there is limited scope for innovative forms of assessment. As it is vital for students to be able to resolve disputes the majority of the assessed work is problem based.

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## Postgraduate Diploma in Adjudication Continuation Page

The examinations for Module 1 are closed book. The students can take an unmarked copy of the Housing Grants, Construction and Regeneration Act 1996 together with the relevant Scheme into the examination for Modules 2 and 3. The examinations for Module 4 are open book.

There are 4 assignments and 2 examinations for Module 1.

There are 2 assignments and 1 examination for Module 2.

There are 2 assignments and 1 examination for Module 3.

There are 4 assignments and 2 examinations for Module 4.

### **Admission requirements**

Applications will be considered from candidates who:

- are Associates of the Chartered Institute of Arbitrators; OR
- are Members of the Chartered Institute of Arbitrators; OR
- possess a degree from a recognised institution of higher education; OR
- have been admitted as a member (other than a student member) of a recognised professional body; OR
- can demonstrate by age and experience their suitability to undertake the course.

### **Support for students and their learning**

All students are eligible to become student members of the Chartered Institute of Arbitrators which will give them some access to information. However, most support is provided independently by the College of Estate Management.

The College has now adopted the *Moodle* software package as a means of delivering courses on-line. This *Virtual Learning Environment* has been developed as a means of providing course content and information to students. It is also used to expand the interaction between students and tutors as well as students and their colleagues. The *Gateway to Learning* portal on the VLE sites provides access to thousands of property and construction related texts, including University of Reading research materials. Students can also access hyperlinks to *Athens*, which includes the specific legal research tools of Justcite and Westlaw as well as iSurv, EGi and *Amazon* academic booksellers.

Student guidance and welfare support is provided by the Programme Leader and Programme Administrator. In addition there is a *Special Needs* advisor.

### **Career prospects**

Adjudication is a secondary profession. Students should not expect to gain appointments from this course alone.



Nominations will usually come via their primary professional body or through membership of the Chartered Institute of Arbitrators.

### **Educational aims of the programme**

To provide students with sufficient academic and practical knowledge to operate effectively as a Fellow of the Chartered Institute of Arbitrators. To give the students insight in to the work of a dispute resolver so that they can use their professional knowledge to provide effective advice and representation to parties involved in the dispute resolution process. To build a foundation of knowledge and skills that will enable them to progress to panel membership of a nominating body.

## Programme Outcomes

### Knowledge and Understanding

<p><b>A Knowledge and understanding of:</b></p> <ol style="list-style-type: none"><li>1. The formation and operation of a valid contract.</li><li>2. The discharge of a contract and remedies for breach.</li><li>3. The law of tort and particularly the tort of negligence.</li><li>4. The statutory underpinning of adjudication as a method of dispute resolution.</li><li>5. The requirements for an enforceable decision.</li></ol>		<p><b>Teaching/learning methods and strategies:</b> Acquisition of knowledge is promoted through distance education resources including customised text material, core textbooks, recorded visual material, web-based material and communication channels. These are complemented and supplemented by interactive sessions.</p> <p><b>Assessment</b> Students are required to complete extensive pieces of coursework and are examined in each of the modules.</p>
<p><b>B Intellectual skills – able to:</b></p> <ol style="list-style-type: none"><li>1. Integrate theory and practice.</li><li>2. Collect and synthesise information from a variety of sources.</li><li>3. Analyse and interpret evidence.</li><li>4. Think logically and critically.</li><li>5. Recognise, solve and advise on problems.</li><li>7. Plan, execute and write a reasoned decision based on the evidence presented.</li></ol>		<p><b>Teaching/learning methods and strategies</b></p> <p>These skills are developed through prescribed reading, coursework and detailed feedback. The reading includes core texts, papers and relevant web-based material. Coursework varies across the modules but collectively covers all of the skills. Feedback includes direct coursework comment, e-mailed advice and web-based answer guides. Web-based discussion between tutors and students is also facilitated.</p> <p><b>Assessment</b> Intellectual skills are assessed through coursework essays, problems unseen examination and simulated decision writing exercises.</p>

**C Practical skills – able to:**

1. Read, absorb and evaluate large amounts of data.
2. Précis large amount of data so that is in a manageable form.
3. Collect, record, analyse and present material.
4. Write concise and precise English.

***Teaching/learning methods and strategies***

These skills are mainly developed through the assessments. Detailed guidelines are provided and explained.

***Assessment***

Relevant assessment of these skills is undertaken mainly through module coursework.

**D Transferable skills – able to:**

1. Solve problems.
2. Manage their time.
3. Communicate effectively.
4. Demonstrate literacy.
5. Demonstrate IT skills.
6. Learn autonomously.
7. Demonstrate numeracy.
8. Undertake research.

***Teaching/learning methods and strategies***

**Problem-solving skills:** these are central to all modules but are essential for the Drafting and Decision Writing module where students have to resolve the issues presented.

**Time management skills:** these are developed through the planning of timetables for reading, assignment work, and exam revision. Students are given extensive advice on these skills in their Course Handbook. Their programme of study, prescribed in each set of course materials provides a framework in which they can organise necessary study tasks.

**Communication skills:** whereas oral communication is limited by the medium of the Programme, written communication is central to the success of students in the Programme.

**Literacy and Numeracy:** these not only relate to desirable minimum requirements for the Programme but are skills that are encouraged and developed through assignment tasks and tutor feedback on style as well as content. There is limited need for numerical skills, but examples will require calculation of quantum, costs and interest. Guidance on the nature of these formats is provided throughout the course.

**IT skills:** all students are expected to have access to PCs, e-mail and the internet. The Programme is supported by the open areas of the College web-site, but more importantly, by the dedicated course-specific Moodle site. There are many discussion forums established on the Moodle site with plans to encourage their regular use.

Students are given the option of submitting their course material by e-mail. This necessitates familiarity with Word for text and Excel for organisation of evidential materials. The College web-site has continued to expand and students are encouraged to access both feedback on coursework, and on-line power-point presentations. Support and advice on IT aspects of the course is available to students.

**Autonomous Learning:** this is naturally developed throughout the Programme.

**Research skills:** these are naturally developed throughout the Programme.

***Assessment***

All these skills are assessed throughout the programme with specific emphasis on problem solving, communication and literacy.