

6.1 Module 9: Conveyancing

Module title			
Conveyancing			
Module NFQ level (only if an NFQ level can be demonstrated)	Module number / reference	ECTS Value	Duration
Level 7	DLSP-CON	5 ECTS	8 weeks
Parent programme(s). Principal programme title, and embedded(s) if relevant		Stage of parent programme	Semester No.
Diploma in Legal Studies and Practice		Award Stage	Block 3
Certificate in Legal Practice		Award Stage	Block 3
Teaching and Learning modes	Proportion (% of Total Directed Learning)		
Classroom / Face to Face	20%		
Workplace	-		
Online	-		
Other (Identify)	80%		
Entry requirements (statement of knowledge, skill and competence)			
Learners must comply with and meet programme entry requirements.			
Maximum number of learners per instance of the module	80 learners		
Average (over the duration of the module) of the contact hours per week	4 hours		
Pre-requisite module title(s) (if any)	n/a		
Co-requisite module title(s) (if any)	n/a		
Is this a capstone module? (Yes or No)	No		
Module-specific physical resources and support required per centre (or instance of the module)			
Lecture room with Wi-Fi access, digital recording facilities, Zoom access and digital projector.			
Specification of the qualifications (academic, pedagogical and professional/occupational) and experience required of staff working in this module.			
Role e.g. Tutor, Mentor etc	Qualifications & experience required:	# of Staff with this profile (WTEs)	
Lecturer	Lecturers expected to hold at minimum a Level 8 legal qualification, preferably with a professional legal qualification. It is an advantage to have completed the Certificate in Education, Learning and Development provided by Griffith College. Industry experience is beneficial but not a requirement.	0.25 WTE	

Analysis of required learning effort		
*Effort while in contact with staff	Minimum ratio teacher / learner	Hours
Classroom and demonstrations	1:80	21
Mentoring and small-group teaching	-	-
Other (specify) – workshop	1:25	4
Independent Learning		
Directed e-learning (hours)		-

Independent Learning (hours)	100
Other hours (specify)	-
Work-based learning hours of learning effort	-
Total Effort (hours)	125

Allocation of Marks					
	Continuous Assessment	Supervised Project	Proctored Practical Exam.	Proctored Written Exam	Total
Percentage Contribution	100%				100%

6.1.1 Modules aims and objectives

Conveyancing is aimed at developing an understanding of the process of a conveyance and the role of the professional – estate agent, auctioneer, solicitor and counsel - in this process. The module is not offered on any other undergraduate programme in the same practical context; the module is assessed by way of practical drafting assignment, workshop and reflective journal. This is to promote a familiarity with key conveyancing documents for the purpose of future practice in the legal sector.

Learners are taught how to identify the conveyancing procedure involved in the transfer of both registered and unregistered property; deduction and investigation of title and completion. They also formulate an understanding of the overlap between contract law, equity and conveyancing.

6.1.2 Minimum intended module learning outcomes

On successful completion of this module, learners are able to:

- (i) Explain the nature and purpose of the Conveyancing process and the requirements on Solicitors throughout the process.
- (ii) Explain the role of professionals in Conveyancing – estate agent, auctioneer, lender, broker, solicitor and counsel.
- (iii) Identify and complete standard Land Law documents in practical Conveyancing scenarios.
- (iv) Discuss the distinction between registered and unregistered land.
- (v) Discuss the key areas of law which directly affect the Conveyancing process; mortgages and easements.

6.1.3 Rationale for inclusion of the module in the programme and its contribution to the overall MIPLOs

This module traces its origins to a desire to provide learners with knowledge, skills and basic competencies in practical legal work while providing surrounding knowledge as part of their legal studies. It provides learners with the skills that will be useful to them whether they choose to pursue a career in the legal profession, continue their legal education, or whether they decide to enter a different field entirely.

The Conveyancing process provides the day-to-day work of most firms in Ireland and is something the majority of those working in firms are required to be familiar with; regardless of whether they are a secretary, solicitor, executive or trainee. However, the practical nature of this course provides knowledge and aptitudes necessary in a modern workplace, including group work, research skills and the ability to understand, navigate and amend precedents and documents using information provided from a number of sources.

Globally, it allows learners to draw upon the theory, skills, and knowledge they acquire throughout the module and through the practical components, as well as to identify, with the assistance of formative assessment and feedback, areas of strength and in need of improvement, and to make appreciable and demonstrable progress in the development of the above skills. In that context this module supports the achievement of MIPLO I.

Both the Workshop and the Assignment require learners to justify the decisions they make with regards to the drafting of legal documents in a fictional conveyance in a clear manner via an Explanatory Memo. Module demonstrates the escalation process from contract of sale to closing of file. In that context this module supports the achievement of MIPLO II.

Learners are taught how to draft Contracts for Sale, Requisitions on Title, Deeds, Land Registry Forms, Section 72 Declarations, Family Home Declarations and Undertakings. Learner competency in technical drafting is examined via the Workshop and Assignment. Both assessment components also examine those general drafting skills originally taught in Professional and Academic Preparedness and Skills by requiring learners to draft Explanatory Memos to their fictional principal solicitor. In that context this module supports the achievement of MIPLO III.

The module requires learners to justify the decisions they make with regards to the drafting of legal documents in a fictional conveyance in a clear manner via an Explanatory Memo, with reference to applicable legal case law, legislation and land registry rules and guidelines. In that context this module supports the achievement of MIPLO IV.

Learners learn how to draft a series of technical documents to include: contracts of sale, requisitions, declarations which are all required for the transition of cases towards successful completion. In that context this module supports the achievement of MIPLO V.

As part of the Workshop, learners are expected to draft the Contract for Sale and relevant requisitions required of the Workshop in groups, to simulate an office environment. In that context this module supports the achievement of MIPLO VI.

By receiving feedback on all summative and formative assessments, learners are enabled to evaluate and reflect on their work, thereby facilitating improvement. In that context this module supports the achievement of MIPLO VII. The module promotes critical thought and analysis of the law as it was, currently stands and possible reforms in the area of conveyancing. In that context this module supports the achievement of MIPLO VIII.

6.1.4 Information provided to learners about the module

Learners enrolled on this module initially receive a copy of the module descriptor, assessment briefs and assessment strategy. These materials are given directly by the lecturer and also by the Programme Director as part of the Learner Handbook for award stage modules of the programme. All content is provided on Moodle as well as access to additional content through the library and online resources.

Online (via Moodle) learners are provided with video recording of each lecture, copy of PowerPoint slides, a module specific manual, extensive reading list, incorporating professional and academic and non-academic sources. Guest lectures will be introduced to ensure practical knowledge and real-life examples will keep the content relevant.

6.1.5 Module content, organisation and structure

The following content informs this module:

Lecture 1 (4 hours) 16%

- Introduction to Conveyancing
- Meeting the Client
- Land Registration in Ireland – Land Registry and Registry of Deeds

Lecture 2 (4 hours) 16%

- Contract for Sale
- Pre-contract enquiries
- Requisitions on Title

Lecture 3 (4 hours) 16%

- Investigating Matters of Title
- Forming a Binding Contract
- Drafting the Deed for the Conveyance

Lecture 4 (4 hours) 16%

- Completion
- Post Completion Matters
- Mortgages

Lecture 5 (4 hours) 16%

- Mortgages
- Easements

Workshop Preparation (1 hour) 4%

Preparation for Workshop including:

- review Conditions for Sale and Requisitions on Title,
- how to format common office documents; emails, memos, briefing notes
- how to format standard precedents

Workshop (4 hours) 16%

- Complete Conditions for Sale and Requisitions from file provided
- Draft email to principal of firm attaching completed documents
- Include briefing note for any issues arising

6.1.6 Module teaching and learning (including formative assessment) strategy

The Conveyancing module is delivered through a series of lectures, in-class discussions, group work sessions and exercises, and supplemented by structured web-based resources and reading; and also involves one practical workshop.

This module comprises of 25 contact hours, being 20 lecture hours, one-hour long workshop preparation class, and one four-hour workshop. Each class comprises of four hours of lectures; which may include class discussions, group work sessions and exercises. Lectures are supplemented by structured web-based resources and reading. The workshop is an interactive, group discussion-based assessment, with learners required to engage in reviewing documents from a file to appropriately drafting exercises.

6.1.7 Work-based learning and practice-placement

There is no work-based learning or practical placement in the module.

6.1.8 E-learning

Griffith College uses Moodle, a virtual learning environment, to support its delivery of e-learning activities in the form of peer-to-peer support based around activities where learners give and receive feedback, forums where learners must contribute, formative quizzes and video links.

6.1.9 Module physical resource requirements

Requirements are for a fully equipped classroom. The classroom has Wi-Fi access and is equipped with a PC with Zoom and Microsoft Office. In addition the classroom has digital recording facilities and digital projector. No other software is required for this module. The College library has a dedicated law section and also online legal research tools including Justice One, Westlaw, Hein Online.

6.1.10 Reading lists and other information resources

Primary reading

Griffith College, Conveyancing Manual
Conditions for Sale 2017
Conditions for Sale 2019
Law Society Practice Directions
Objections and Requisitions on Title 2017
Requisitions on Title 2019
Wylie and Wood, *Irish Conveyancing Law* (4th edn, 2019)
Wylie, *Land Law* (6th edn. 2020)

6.1.11 Specifications for module staffing requirements

Lecturers expected to hold at minimum a Level 8 legal qualification, preferably with a professional legal qualification. It is an advantage to have completed the Certificate in Education, Learning and Development provided by Griffith College. Industry experience is beneficial but not a requirement.

6.1.12 Module summative assessment strategy

The assignment for this module includes the drafting of a series of documents for a fictional client in a conveyance. This component builds upon the aim of the workshop to assess learner competence in the area of technical drafting. In the workshop, learners engage in the collaborative drafting of a contract for sale and requisitions for a fictional client. The following table indicates the module's learning outcomes' alignment with the assessment used for the module:

No.	Description	MIMLOs	Weighting
1	Assignment – Drafting	(i) to (v)	40%
2	Workshop	(i) to (v)	50%
3	Reflective Journal	(i) to (v)	10%

Reassessment/Repeat assessment strategy:

Griffith College regulations state that learners must pass all component elements of the module to be deemed to have passed the module.

- In the event of a learner failing components of / this module, they will be required to submit a new individual repeat assignment which will be made available on Moodle to learners, and which must be submitted as per faculty instructions.
- In the event of a learner failing the group assessment element of this module, a new individual repeat assignment will be made available on Moodle to learners which must be submitted as per faculty instructions.
- In the event of the learner failing the exam, learners will take the re-sit exam at the next available sitting, details of which will be made available to learners via Moodle.

6.1.13 Sample assessment materials

Please see sample assessment supplementary document.