

Unit 7: Business Law

Unit code: H/508/0492

QCF level: 4

Credit value: 15

AIM

The aim of this unit is to enhance students' understanding of how business law is applied to the running of a company.

TASK:

You are a Legal Consultant to a new Business Enterprise that is encountering myriads of legal uncertainties. Your job as a Legal Consultant is to analyze the problems in the new start-up, examine the impact of the law on business operations and decision-making, research legal solutions available to the business owners, assess their suitability and report back to the Board of Directors.

Because of your responsibility of directing the application of the law of the business, your expertise will help the business to:

- A) improve its understanding of how business law is applied to the running of a company,
- B) be able to illustrate the impact of the law on normal business operations, when registering a company, and when inviting shareholders to invest in it.
- C) gain an understanding of the law in relation to market abuse and the director responsibilities, and
- D) be able to recognize the application of employment law between employers and employees.

Learning outcomes.

By the end of this unit you will be able to:

- 1) Explain the basic nature of the legal system.
- 2) Illustrate the potential impact of the law on a business.
- 3) Suggest appropriate legal solutions to business problems.
- 4) Recommend appropriate legal solutions based upon alternative legal advice provided.

Unit 7: Business Law

INSTRUCTION TO THE STUDENTS:

- For Unit 7 Learning Outcome 1-4 are Group Assignments only. There are Six tasks for PASS in Unit 7: P1 – P6. There are Six tasks for higher grades: M1, M2, M3, M4, D1 & D2.
- These Tasks are Research Assignments. This means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. You are NOT required to write from prior knowledge. These are Research Tasks.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. A Fail Grade is given where Plagiarism is identified in your work. There are no exceptions.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4- Recommendations/Conclusion.
- To Pass the unit you MUST Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria. Referred Grade means resit. You must resit any AC that you fail to obtain minimum of a pass. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees. BACK-UP YOUR WORK ON-GOING – COMPUTER FAILURE IS NOT AN ACCEPTED EXCUSE.
- You SHOULD complete and submit a hardcopy and softcopy of your work on the due dates stated on the Academic Calendar. ALL late work attracts a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com. The hard copy to 6 Hillview Avenue, Kng 10.
- You MUST pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality and business ethics.
- Remember you **MUST** participate in the Class Form by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from the Forum. You Must Pass the Forum to pass the course/unit.
- **PLEASE USE HEADINGS FOR ALL THE DIFFERENT ACTIVITIES WITHIN EACH TASK EG. P1, M1**

REVIEW DATES FOR LO 1 & 2: MIDSEMESTER | SUBMISSION DEADLINES: ON THE ACADEMIC CALENDAR | ORAL PRESENTATION: NONE

TEAM AND INDIVIDUAL ASSIGNMENT INSTRUCTIONS AND REQUIREMENTS

Learning Outcomes 1-4 have **Group assignments only**: For PASS: P1, P2, P3, P4 & P5; MERIT: M1, M2, M3, & M4; Distinction: D1 & D2. Students must earn a Pass Grade on all tasks labeled P1 – P6 to Pass the paper or earn the higher grades.

TEAM WORKING REQUIREMENTS: PREPARE A BUSINESS REPORT

- Students are to be assigned in teams of **3 persons**, maximum of 4 Members.
- The Lecturer must provide an appropriate Case Study that will enable the students to meet the Assessment Criteria (AC).
- Additionally, for Oral Presentations, the OP Form **MUST** be provided to the students and used to score the Oral Presentations. Both the Oral Presentation Form and the official score sheet for the Assessment Criteria are used to score Oral Presentations.
- Team Presentations may also be ONE written report. The attached scoresheet is used for grading. Team-working is also supported by reflective essays that individual team members prepare to verify their learning and contributions. The instructions are below.
- Students are placed in teams based on their Induction Scores.
- Oral and Written Assessments include least three markers – the lecturer as the first marker; a second marker-verifier; and Pearson's ISV.

A. Students Team Requirements

One Project Report Must Be Submitted for The Written and/or Oral Presentation as Instructed. In addition, you will also submit:

- 1) Submit a copy page with your names, course index, course title, name of lecturer, in partial completion of, and the date.
- 2) Submit the names of the of **3/4 members** who are the case study participants.
- 3) Outline each member's roles, participation and activities;
- 4) If the study is conducted inside a specific organization, you must submit written approval from the firm before you commence.
- 5) Minutes of all the team's meetings are to be included. Include names of the attendees in the Minutes.
- 6) Hand-in all supporting brochure, role-play script, leaflet, power point, or other used in the presentation.

B. Individual Reporting Is Required from The Team Participants – The Reflective Essay

- 1) Submit a copy page with your name, course index, course title, name of lecturer, in partial completion of, and the date.
- 2) Include the Plagiarism Report after the title page.
- 3) Outline the purpose and objectives of the assignment.
- 4) Use separate headings for each AC.
- 5) For EACH Assessment Criteria, reflect on what you learned and how this information will help you in the profession.
- 6) Properly reference your work. Plagiarism is not tolerated. You will receive 'Fail' Grade for the entire unit if you plagiarize.
- 7) **This is a Two-Page Report**: 750 Words Maximum based on the ACs in the group activity.

TEAM WORKING REQUIREMENTS AND VERIFICATION STUDENTS AND LECTURERS ROLES AND EXPECTATIONS IN THE TEAMWORKING

GROUP EXPECTATIONS

Grades are not given as a team but to each person, as individual. Thus each student has a personal interest and a say in the team about the persons who will favorably or unfavorably impact the team. Similarly, a group member can ask to be removed from a team, if he/she believes that the team is not a best-fit. Colbourne College is very open in our approach because at the end of the day students must make the best decision that lead to their success in the assignment. If by removing students from the team, joining another team, or submitting the work as an individual is the acceptable choice, then this must be discussed with the lecturer. We however ask that good leadership, judgement, sportsmanship, ethics and thoughtful consideration be demonstrated at all times. For a student to be removed from a team it requires two-third quorum of the members.

While not recommended and is rare, we will review special consideration request, to accept individual work - as long as the learning achievement is accomplished on the due dates- if any of the above circumstances occur.

IMPORTANT! When your group is forming please outline the requirements and expectation: competencies, behavior, attendance, and requirements of every member of the team. This must be discussed at meeting one and agreed to by every single member before they are drafted in the group.

HERE ARE THE RECOMMENDED STANDARDS OF TEAM-WORKING

1. Form a Skype Group, add all members to the group. 2. Ask everyone to read over the assignment and make notes prior to meeting one. 3. Set up Meeting One to go through the process of forming and norming. ii) discuss the assignment requirements thoroughly, resources needed and cost-sharing. iii) vote for a) *Leader* to organize meetings, direct the activities of the team and manage the codes of conduct. b) *Minute taker* to record minutes and take attendance records. c) *Timekeeper* to call the group at agreed meeting times or start, record and close the meetings - whether face-to-face or online meetings. d) *Printer* to collect signatures, bind the completed work and submit the work. iv) Calendar and set ALL the meeting dates at agreed times. Do not call short-notice meetings and expect everyone to attend. This is poor management.

MEETINGS

HOW TO APPROACH THE ASSIGNMENTS (AC) TO ENSURE THE WORK MEETS QUALITY STANDARD AND TO SECURE A PASS GRADE OR HIGHER GRADE THE GROUP IS TARGETING

- 1) Everyone should be present and meet to discuss each of the AC and contribute ideas to how the task should be approached. It is important also to discuss the contents to be sure that the outcome reflects the substance and grade criteria aiming for.
- 2) Next, designate different people to write up the different report/AC.
- 3) Set specific time when each AC is to be submitted. No excuse is acceptable. Some students major in excuse.
- 4) Everyone in the group should then be emailed the completed AC to read, to edit and make recommendations - if any. Return to the printer or designated person for the writer to incorporate the various recommendations received and modify the draft to a suitable and agreed state.
- 5) When all team members review and accept a satisfying draft of the work. They will convey to the leader that the version of the AC reported now meets the pass or higher grade standards, then
- 6) Finally, all team members MUST sign off on the Authenticity of Own Work Form.

NOTE!!

The Skype Group created by the team is to allow dialogue on each of the AC. The person requested to write, requires the input of every single member. This means that ALL members must contribute research findings and ideas to every-single AC. This is not negotiable.

If the leader cannot achieve the above criteria to satisfactorily bring everyone together to achieve the team goals of a higher grade - demote him/her for incompetence. In turn all members must work with the team and leader in good faith - don't sabotage others because you goals are dis-aligned or misplaced. If you are experiencing problems, speak to your advisor immediately. **FAILING OR QUITTING IS NOT AN OPTION.**

REMINDERS

Leaders please ensure that every single person contributes to each AC.

Add the Lecturer to the Skype group as soon as it is formed. The lecturer will review the Skype messages to confirm the engagement and participation of everyone in the ACs and the appropriateness of the functions undertaken to meet the requirements and timelines.

SIGNIFICANT INFORMATION

We do not support free riders or uncooperative students.

A team is as strong, successful and high performing as its members.

Unit 7: Business Law Score Sheet

NAME OF STUDENT:

DATE:

Learning Outcome	At Minimum You Must Meet the Criteria For All PASS (P) Grades In The Unit:	ACHIEVED	
		YES	NO
TASK ONE: LO 1: P1; P2; M1; D1 Explain the basic nature of the legal system	<i>The Student should carry out this task as a Legal Consultant to a Small Business Enterprise</i>		
	1. Using Paragraph One to review the following: What constitutes a legal system? And the purpose and evolution of law.		
	2. Using Paragraph Two for the research findings on: different sources of law and laws that organisations must comply with.		
	3. Using Paragraph Three to carry out: P1. Explain different sources of law and laws that organisations must comply with.		
	4. Using Paragraph Four for the research findings on: the role of government in lawmaking and how statutory and common law is applied in the justice courts.		
	5. Using Paragraph Five to carry out: P2. Explain the role of government in lawmaking and how statutory and common law is applied in the justice courts.		
	6. Using Paragraph Six to evaluate and draw conclusions. M1 Evaluate the effectiveness of the legal system in terms of recent reforms and developments.		
	STUDENTS WRITTEN REPORTS MUST BE:		
	7. Carrying Out the command in P1 & P2 - to EXPLAIN which means: “To give account of the purposes or reason.”		
	8. Carrying Out the command in M1 to: to Evaluate which means: “Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence.”		
	9. Including themes and perspectives identified in your research findings and the content areas: The legal system: <ul style="list-style-type: none"> • What constitutes a legal system? • The purpose of law, the evolution of law and different sources of law. • The differences between statutory law, common law and equity. • Company law and contract law. The justice system: <ul style="list-style-type: none"> • The role of government in law-making and the justice system. • Organisation of the judiciary. • Jurisdictions and the structures of the court. • The different roles of business units and the interrelationships between these functional units and marketing. 		
	10. Citing Six (6) or more reliable sources used in your work whether paraphrased or directly quoted.		
	11. Using Harvard Referencing Style properly.		
	12. Using the Six Paragraph Essay-Writing Structure.		
	13. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
14. Meeting the 1,500-2,000 Words Requirements (only 10% more or less can deviate from the instructions).			
15. Linking the answers specific to the Business Case.			
Choose One	The Student/s Is/Are Awarded: REFERRED Grade PASS Grade MERIT Grade DISTINCTION Grade	YES	NO
Name Of Assessor:		Date Of Assessment:	

Unit 7: Business Law Score Sheet

NAME OF STUDENT:

DATE:

Learning Outcome	At Minimum You Must Meet the Criteria For All PASS (P) Grades In The Unit:	ACHIEVED	
		YES	NO
TASK TWO: LO2: P3; M2; D1 Illustrate the potential impact of the law on a business	<i>The Student should carry out this task as a Legal Consultant to a Small Business Enterprise</i>		
	1. Using Paragraph One for the research findings of: how company, employment and contract law impact upon business.		
	2. Using Paragraph Two to: P3 Use two specific examples to illustrate to the company how employment and contract law has a potential impact upon business.		
	3. Using Paragraph Three for the research findings on: the potential impacts of regulations, legislation and standards.		
	4. Using Paragraph Four to: M2 Differentiate and analyse the potential impacts of regulations, legislation and standards on the business.		
	5. Using Paragraph Five to draw Conclusions. D1 Provide a coherent and critical evaluation of the legal system and law, with evidence drawn from a range of different relevant examples to support judgements.		
	STUDENTS WRITTEN REPORTS MUST BE:		
	6. Carrying Out the command in P3 - to ILLUSTRATE which means: “Make clear by using examples or provide diagrams.”		
	7. Carrying Out the command in M2 - to ANALYSE which means: “To separate information into components and identify their characteristics. Discuss the pros and cons of a topic or argument and make reasoned comment.”		
	8. Carrying Out the command in D1 - to EVALUATE which means: “Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence.”		
	9. Including themes and perspectives identified in your research findings and the content areas: Legislation and legal responsibilities: <ul style="list-style-type: none"> • The relationship between regulations, legislation and standards. • The implications and impacts of various legislation including environmental legislation, health and safety legislation and consumer legislation. • Legislation on data protection and confidentiality. • Rules and regulations relating to cybersecurity. Employee legislation, equal opportunities and anti-discrimination. <ul style="list-style-type: none"> • Employment law and its impacts on business decisions and contracts: • How employment is defined. Application of law in cases of maladministration. • The responsibilities of directors and delegation of tasks. • How employer and employee relationships interact with employment law. 		
	10. Citing Five (4) or more reliable sources used in your work whether paraphrased and directly quoted.		
	11. Using Harvard Referencing Style properly.		
	12. Using the Five Paragraph Essay-Writing Structure.		
	13. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
14. Meeting the 1,200-1500 Words Requirements (only 10% more or less can deviate from the instructions).			
15. Linking the answers specific to the Business Case.			
Choose One	The Student/s Is/Are Awarded: REFERRED Grade PASS Grade MERIT Grade DISTINCTION Grade	YES	NO
Name Of Assessor:		Date Of Assessment:	

Unit 7: Business Law Score Sheet

NAME OF STUDENT:

DATE:

Learning Outcome	At Minimum You Must Meet the Criteria For All PASS (P) Grades In The Unit:	ACHIEVED	
		YES	NO
TASK THREE LO 3: P4; P5: M3 & D2 Suggest appropriate legal solutions to business problems	<i>The Student should carry out this task as a Legal Consultant to a Small Business Enterprise</i>		
	1. Using Paragraph One for the research findings on: legal solutions for a range of business problems such as 1) termination of contract, 2) rescue from insolvency and 3) liquidation (in the country or province that the business operates).		
	2. Using Paragraph Two to: P4. Suggest appropriate legal solutions for a range of business problems e.g. 1) termination of contract, 2) rescue from insolvency and 3) liquidation.		
	3. Using Paragraph Three to: P5. Provide justifications for the use of appropriate legal solutions.		
	4. Using Paragraph Four to ASSESS and draw conclusions. M3 Assess the positive and negative impacts of legal solutions to business problems.		
	STUDENTS WRITTEN REPORTS MUST BE:		
	5. Carrying Out the command in P4 - to SUGGEST which means: “Give possible alternatives, produce an idea, put forward, eg an idea or plan, for consideration.”		
	6. Carrying Out the command in P5 – to JUSTIFY which means: “Present a reasoned case for actions or decisions made.”		
	7. Carrying Out the command in M3 - to ASSESS which means: “Offer a reasoned judgement of the standard/quality of situation/ skills informed by relevant facts.”		
	8. Including themes and perspectives identified in your research findings and the content areas: Legal solutions for different types of business problems: <ul style="list-style-type: none"> • Consider the application of company law in forming companies, raising capital and correlation of pay and performance. • Termination of contracts, including employment. • Rescuing and liquidating companies. 		
	9. Citing Four (4) or more reliable sources used in your work whether paraphrased and directly quoted.		
	10. Using Harvard Referencing Style properly.		
	11. Using the Four Paragraph Essay-Writing Structure.		
	12. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
13. Meeting the 1,200-1500 Words Requirements (only 10% more or less can deviate from the instructions).			
14. Linking the answers specific to the Business Case.			
Choose One	The Student/s Is/Are Awarded: REFERRED Grade PASS Grade MERIT Grade DISTINCTION Grade	YES	NO
Name Of Assessor:		Date Of Assessment:	

Unit 7: Business Law Score Sheet

NAME OF STUDENT:

DATE:

Learning Outcome	At Minimum You Must Meet the Criteria For All PASS (P) Grades In The Unit:	ACHIEVED	
		YES	NO
TASK FOUR LO 4 P6; M4; & D2 Recommend appropriate legal solutions based upon alternative legal advice provided	<i>The Student should carry out this task as a Legal Consultant to a Small Business Enterprise</i>		
	1. Using Paragraph One for the research findings on: legal solutions for a range of business problems (<i>in the new country or province. NOTE! The company advising is considering expanding a branch office in a different country. Recommend the said legal solutions for the business problems in Task P4 – that is, 1) termination of contract, 2) rescue from insolvency and 3) liquidation –but based upon this different legal framework in the country and/or province of the new branch office.</i>		
	2. Using Paragraph Two to: P6. Recommend legal solutions based upon a different country’s legal system and/or a different legal framework.		
	3. Using Paragraph Three to: M4 Compare and contrast the effectiveness of these recommendations.		
	4. Using Paragraph Four to Conclude. D2. Critically review and evaluate the use of appropriate legal solutions in comparison with alternative legal advice.		
	STUDENTS WRITTEN REPORTS MUST BE:		
	5. Carrying Out the command in P6 - to RECOMMEND which means: “To Suggest/put forward as being appropriate, with reasons why.”		
	6. Carrying Out the command in M4 - to COMPARE which means: “Identify similarities and differences.”		
	7. Carrying Out the command in D2 - to EVALUATE which means: “Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence.”		
	8. Including <u>themes and perspectives</u> identified in your research findings and the content areas: Alternative legal advice: <ul style="list-style-type: none"> • Different legal frameworks and laws of different countries. • The role of unions Citizens advice and the role of Alternative Dispute Resolution (ADR). 		
	9. Citing Four (4) or more reliable sources used in your work whether paraphrased and directly quoted.		
	10. Using Harvard Referencing Style properly.		
	11. Using the Four Paragraph Essay-Writing Structure.		
	12. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
13. Meeting the 1000-1200 Words Requirements (only 10% more or less can deviate from the instructions).			
14. Linking the answers specific to the Business Case.			
Choose One	The Student/s Is/Are Awarded: REFERRED Grade PASS Grade MERIT Grade DISTINCTION Grade	YES	NO
Name Of Assessor:		Date Of Assessment:	