



DIPLOMA IN LAW & MANAGEMENT (T09)

Course Overview

The only polytechnic law diploma in Singapore, this course equips you with relevant knowledge and hands-on skills for a career in the legal industry as allied legal professionals. Theoretical and procedural law subjects are built upon a strong foundation in business – communication skills, management, accounting, economics, IT and marketing. Lifelong skills such as innovation, entrepreneurship and a global mindset are part of the training you will receive. You will also be trained to use the latest Legal Technology applications. Our multi-disciplinary approach will equip you to manage issues comprehensively and contribute to the legal profession.

You will be taught by caring and passionate teachers with many years of experience in the business and legal industry. The course has strong support from key industry partners such as the Singapore Academy of Law and Law Society of Singapore. A 16-week internship provides realistic on-the-job training with law firms and legal departments in public and private organisations. You will sharpen your mind and gain a deeper understanding of the legal industry.

Upon graduating from this course, you will be an intuitive communicator and well placed to start a fulfilling career in the legal industry with a practical approach to the world.

Get the opportunity to attain the below certification(s) throughout the course of your study:

- Certificate for Basic Legal Technology Competency by Singapore Academy of Law and ICDL Asia



ONE AND ONLY

The only polytechnic offering a full-time diploma in Law & Management.



GET READY FOR THE INDUSTRY

Be ready for the future legal industry through innovative and industry-relevant training in traditional and developing areas of law as well as legal technology.



VERSATILE SKILL SET

Training in problem-solving and analytical thinking skills in a legal context will prepare you for numerous career pathways and further educational disciplines upon graduation.

Entry Requirements

To be eligible for consideration for admission, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e. English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements of this course. CCA cannot be used to meet the minimum entry requirements.

| Subject | Grade |
|--|---------------|
| English Language (EL1)* | 1-4 |
| Mathematics (E or A) | 1-6 |
| Any three other subjects, excluding CCA | 1-6 |
| 2023 Planned Intake | 120 |
| Net ELR2B2 aggregate range (2023 JAE) | 5 - 12 |

To be eligible for selection, you must also have sat for at least one of the following subjects: Art/Art & Design, Business Studies, Combined Humanities, Commerce, Commercial Studies, Economics, Geography, History, Higher Art, Higher Music, Introduction to Enterprise Development, Literature in English/Chinese/Malay/Tamil, Media Studies (English/Chinese Language), Music, Principles of Accounts.

* Sijil Pelajaran Malaysia (SPM)/ Unified Examination Chinese (UEC) holders must have a minimum of grade 4 for the relevant English Language subject (e.g. Bahasa Inggeris).

What You'll Learn

YEAR 1

YEAR 2

YEAR 3

TPFUN

You will spend Semester 1 mastering foundational business subjects such as management, economics, accounting and communications while Semester 2 will equip you with basic legal knowledge and skills.

Core Subjects

| Subject Code | Subject | Credit Units |
|--------------|--|--------------|
| BAF1010 | Business Accounting This module provides students with an understanding of core accounting | 4 |

principles from the preparation of accounting entries to the financial statements of businesses. In addition to gaining practical knowledge of accounting, students will also learn to perform financial ratio analysis to draw critical insights, assess business performance and make impactful recommendations to management for improvement.

BBS1001

Principles of Management

4



This subject covers the key management functions of planning, organising, leading and controlling. It addresses the impact of environmental factors that affect business and the relevance of corporate social responsibility in an organisation. It emphasises the roles, responsibilities and challenges faced by supervisors/managers in an organisation.

BBT1010

Business Technology & Analytics

4



This subject provides an overview of how digitalisation and business technology impact the future of work and businesses. It also encompasses the utilisation of digital information and applications to facilitate decision making and problem solving through data analysis and visualisation.





BEC1007

Business Economics

4



This subject covers the fundamental principles of economics for understanding how individuals and firms make decisions. It will focus on the various aspects of the product market: demand and supply, elasticity, market competition and product differentiation. It also includes an overview of macroeconomic indicators, the government's macroeconomic objectives and policy tools.

| | | | |
|----------------|---|----------|---|
| BLM1002 | Law of Tort This subject covers the main areas of civil actions available to parties seeking civil redress. These include the laws relating to negligence, nuisance, defamation, assault and battery. | 4 |  |
| BLM1006 | Legal Skills The legal skills covered in this subject include statutory reading, legal case report reading, case summary writing, conducting client interviews, taking attendance notes, legal letter writing and drafting of legal opinions. | 4 |  |
| BLM1008 | Legal Systems This subject introduces you to the concept of law and the legal system in Singapore. You will also learn about the respective roles and structures of the Executive, the Legislature and the Judiciary in Singapore. | 4 |  |
| BLM1009 | Legal Methods This subject introduces you to important legal methodologies such as legal thinking, legal research, case reading and statutory interpretation. | 4 |  |

YEAR 1


YEAR 2

YEAR 3

TPFUN

Prepare to delve deeper into the study of law with key subjects like Contract, Tort, Criminal Law, Family Law, Conveyancing and Company Law. Also learn the Fundamentals of Marketing, an important skill in your career in the legal industry.

Core Subjects

| Subject Code | Subject | Credit Units | |
|----------------|---|--------------|---|
| BAF2027 | Company & Partnership Accounts This subject covers the accounting requirements with regard to | 3 |  |

partnerships and companies. You will also learn the procedures to account for the legal profession in the preparation of Solicitors' Accounts.

BLM1001

Criminal Law

4



This subject covers the law relating to criminal offences and defences. The focus is on identifying and understanding the elements of major offences and defences in the Penal Code with reference to decided cases. Criminal offences in other key legislation such as the Misuse of Drugs Act and the Women's Charter will also be dealt with.

BLM2003

Family Law

4



This subject introduces the law relating to the family in Singapore. Topics covered include marriage, divorce, the maintenance of wife and children, custody of children, family violence, division of matrimonial assets and the maintenance of parents. Close attention will be paid to the Women's Charter and relevant cases.

BLM2004

Law of Contract

4



This subject provides an overview of the legal principles governing the formation of contracts, the rights and obligations created by certain types of clauses and the consequent remedies available to anyone who suffers a breach of contract. It also covers the major vitiating factors and the ways in which contracts can be terminated.




BLM2009

Company Law

3



This subject provides a basic understanding of the law that governs and regulates companies. Topics include types of corporate entities, Memorandum and Articles of Association, directors' duties, rights of

| | | | |
|----------------|---|----------|---|
| | members, corporate finance, winding up and judicial management of companies. | | |
| BLM2010 | <p>Conveyancing Law & Procedure</p> <p>This subject introduces the basic concepts relating to real property in Singapore and the procedural aspects connected with property transactions. You will learn topics connected with the ownership of land, registration systems, the law in relation to mortgages, landlords and tenants and strata titles. The procedures involved in the preparation of instruments for lodgement for such transactions will also be covered.</p> | 4 |  |
| BLM2011 | <p>Legal Innovation & Technology</p> <p>The subject will introduce students to the various concepts and principles in the adoption and development of legal technology. It will also include practical use of current software applications in office, document and knowledge management as well as the adoption of analytics and artificial intelligence and other technological innovations in a legal context.</p> | 4 |  |
| BRM1005 | <p>Marketing Fundamentals</p> <p>This subject provides an understanding of the basic concepts and practices of modern marketing. It focuses on the marketing role and the tools utilised by marketers in developing the appropriate marketing mix for target market segments.</p> | 4 |  |

YEAR 1

YEAR 2

YEAR 3

TPFUN

Year 3 is when you will learn more advanced law subjects such as Civil Procedure, Intellectual Property, Trusts, Wills & Probate and Management of Law Office & Court Technology. The 16-week Student Internship Programme will provide you with realistic preparation to join the legal workforce.

Core Subjects

| Subject Code | Subject | Credit Units | |
|--------------|--|--------------|---|
| BLM3008 | Intellectual Property <p>This subject covers the substantive law relating to main types of Intellectual Property Rights (IPRs) and includes Law of Confidence, Law of Passing Off, Law of Copyright, Law of Trade Marks, Law of Patents and Law of Designs. You will receive a brief introduction to the registration processes for trademarks and patents and to civil and criminal enforcements. You will also be given an overview of the Law of Information Technology, with reference to the Computer Misuse Act.</p> | 4 | ^ |
| BLM3017 | Criminal Procedure <p>This subject deals with the procedure in respect of criminal matters, from arrest to criminal litigation and appeal. It covers the entire process of administering criminal justice and criminal litigation as provided for in the Criminal Procedure Code and portions of the Evidence Act, and trains you to assist a criminal lawyer effectively.</p> | 4 | ^ |
| BLM3019 | Civil Procedure <p>This subject introduces the litigation process from commencement of a writ action to enforcement of a judgement. It also covers the substantive legal principles underlying civil procedures and includes hands-on training in the drafting of court documents.</p> | 4 | ^ |
| BLM3020 | Legal Operations & Management <p>The subject will introduce the students to the principles and practices involved in a legal workplace. The subject will</p> | 4 | ^ |

cover the unique features of a law office and touch on the various areas of the legal industry. These include the types of legal entities, designing and equipping a law office, workflow and project management, human resource management and the use of legal technology. It will also cover ethics in the legal profession and trends in the legal industry.

BLM3021

Corporate Secretarial Administration

3



The subject will cover the regulatory and procedural aspects of company law and examine certain fundamental topics of company law in greater depth. It will also cover various aspects of corporate secretarial administration, as well as the the control and regulation of directors and management of companies by legislative and non-legislative means.

Diploma Elective Subjects



Subject Code

Subject

Credit Units

BLM3022

Governance, Risk & Compliance

3



The elective subject will introduce students to the concepts and principles in various areas of corporate and personal governance, risks involved in business operations due to societal and technological advances as well the compliance needed in these areas. It will train students to appreciate and apply the use of governance and compliance as well as to consider workplace and workflow solutions towards complex issues of governance and compliance.

BLM3023

Legal Innovation Project

3



The subject is an elective taken by students which will allow them to apply

the principles, concepts and practices learnt in the context of a legal workplace or in an area of legal practice. The subject will require students to complete a project to provide innovation or technological solutions either derived or driven by legal industry needs or which will help areas of legal practice.

BLM3024

Trusts & Advance Personal Planning

3



The elective subject will cover the basic law of trusts, the law of succession and other related legal concepts and principles in estate and advance personal planning of individuals. It will also cover practical aspects of these topics to include drafting of legal documents and the preparation of court documents for Probate.

YEAR 1

YEAR 2

YEAR 3

TPFUN

You will also take this set of subjects that equips you with the crucial 21st-Century life skills you need to navigate the modern world as an agile, forward-thinking individual and team player.

TP Fundamentals (TPFun) Subjects



Subject Code

Subject

Credit Units

BSI3040

Student Internship Programme

16



This structured programme is designed to link your learning with the real work environment. You will be placed in organisation(s) with opportunities to apply the concepts and skills acquired in the course of your study. Besides reinforcing technical concepts and mastering of skills in areas that you have been trained, the practical training will enable you to build important skills such as problem-solving, communication, teamwork, and to

cultivate good attitude and a strong work ethic.

BTX1001

Effective Communication

3



This subject introduces the fundamentals of effective communication. It also covers how to communicate with and convince an audience through writing and speaking tasks. The skills in this subject will include the application of strategies for communication, appropriate vocabulary, language features, visual aids, tone and style. The **Message, Audience, Purpose and Strategy (MAPS)** framework will also be applied when planning and engaging in written and verbal communication. There will be opportunities to communicate and collaborate through active learning activities, apply digital and information literacy skills and build competence through self-directed learning.





BTX1002

Professional Communication

3



This subject covers professional communication skills for the workplace and employability skills in the areas of career preparation. It covers communication and interpersonal skills, including effective virtual communication etiquette, and conducting oneself professionally in the workplace. In addition, essential career preparation skills such as resume writing and interview skills, needed to seek and secure work would be included. The **Message, Audience, Purpose and Strategy (MAPS)** framework would also be applied when engaging in written and verbal communication. There will be opportunities to communicate and collaborate through active learning activities, apply digital and information literacy skills and build competence through self-directed learning.

| | | | |
|--|---|----------|---|
| GTP1301 | Current Issues & Critical Thinking | 3 |  |
| <p>This subject covers current issues, including diverse local and global concerns, that will impact lives and may have critical implications for Singapore. There will be opportunities to build competence through self-directed learning, communicate and collaborate in active discussions and objectively analyse issues using digital and information literacy skills and critical thinking scaffolds.</p> | | | |
| GTP1201 | Career Readiness | 1 |  |
| <p>This subject focuses on personal management skills. It develops an understanding of one's career interests, values, personality and skills for career success. It covers the necessary knowledge, skills and attitudes needed to succeed in the workplace and achieve professional goals. There will be exposure to apply digital and information literacy skills, build competence through self-directed learning methods, and acquire the skills of being a lifelong learner.</p> | | | |
| GTP1202 | Career Management | 1 |  |
| <p>This subject focuses on career management skills. It covers the importance of workplace readiness skills to adapt and respond to the changing job market environment. Career ownership and continuous learning for lifelong employability will be emphasised. There will be exposure to apply digital and information literacy skills, build competence through self-directed learning, and acquire the skills of being a lifelong learner.</p> | | | |
| BGS1002 | Global Studies | 3 |  |

This subject provides essential skills and knowledge to prepare students for an overseas experience. They will examine the elements of culture and learn the key principles of cross-cultural communication. In addition, they will gain an appreciation and awareness of the political, economic, technological and social landscape to function effectively in a global environment. The subject prepares students to be responsible global citizens and leaders who can contribute to the global community through effective communication and collaboration.

GTP1302

Guided Learning*

3



The subject introduces students to the concepts and process of self-directed learning in a chosen area of inquiry. The process focusses on four stages: planning, performing, monitoring and reflecting. Students get to plan their individual learning project, refine and execute the learning plan, as well as monitor and reflect on their learning progress and project. The learning will be captured and showcased through a curated portfolio. The self-directed learning project will broaden and/or deepen a student's knowledge and skills. Students will enhance their problem solving and digital literacy skills through this subject.

BIN1001

Innovation & Entrepreneurship

2



The subject is designed for learners from all disciplines to embrace innovation in either their specialised field or beyond. Learners will be taught to apply the Design Thinking framework to develop problem statements, ideate and identify feasible solutions. Learners will be exposed to several tools for prototyping. In addition, commercial awareness will be imbued in learners

through various innovation and entrepreneurship concepts or tools. This subject also prepares students to be self-directed lifelong learners who are digital and information literate. It nurtures communicative and collaborative citizens who can use objective analysis in problem-solving.

GTP1101

Leadership Fundamentals

2



This subject focuses on self-leadership based on the values of integrity, respect, and responsibility. Increasing awareness of self and others will lay the foundations for personal and relationship effectiveness. Consequential thinking, clear articulation of personal values and visions, emphatic listening, and collaboration in serving others are some of the essential skills covered in this leadership journey. There will be opportunities to build and to apply the concepts of being a values-centred leader.

GTP1102

Leadership in Action

1



This subject focuses on Service Learning as an experiential platform to apply the tenets of Self and Team Leadership. Service Learning will be the capstone project for this subject, which will require an analysis of the diverse needs of the community, collaboration with community partners and demonstration of learning, including key elements of empathy. There will be opportunities to build and to apply the concepts of being a values-centred leader.

LSW1002

Sports & Wellness

2



The subject enables students to build a good foundation for healthy living. Students will have the opportunity to participate in hands-on practical sessions where they will experience

and develop both physical and technical skills in their chosen sports or fitness activities. Through a structured curriculum that facilitates group participation, practice sessions and mini competitions, students will be able to build lifelong skills such as resilience, leadership, communication and teamwork. Physical activity sessions will also be supplemented by health-related topics that span the dimensions of health, such as diet, nutrition, stress and weight management, to provide students with a holistic approach to healthy living. This subject also prepares students to be self-directed and accountable for lifelong learning for good health.

TGS1001

Sustainability & Climate Action*

3



This subject prepares students to be responsible global citizens and future leaders who can contribute to the global community. It introduces the topics of sustainability and explores how human societies can act to build a sustainable future. This subject focuses on the impact of climate change, potential solutions to climate change, and the future of the green economy from global and local perspectives.

* Students must choose to take either **Sustainability & Climate Action** or **Guided Learning**.

GRADUATION REQUIREMENTS

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|-------------------------------------|----------------------|
| Cumulative Grade Point Average | min 1.0 |
| TP Fundamentals Subjects | 36 credit units |
| Diploma Subjects-Core Subjects | 81 credit units |
| Diploma Subjects-Elective Subjects | min 6 credit units |
| Total Credit Units Completed | min 123 credit units |