

Version 2.090805  
LPB FORM A5 (LPA)

WESTERN AUSTRALIA

*Legal Profession Act 2008 (2008 Act)*  
[Section 21]  
*Legal Profession (Admission) Rules 2009 (Admission Rules)*  
[Admission Rule 8(2)]

## Application for approval of PLT Course and Provider

The Board may, on the application of a person who provides, or proposed to provide, a legal training course (the course provider), approve a PLT course.

### Section A – Provider Details

1. Name of applicant: \_\_\_\_\_
2. Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Contact Person: \_\_\_\_\_ Direct Ph: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Section B – PLT PROVIDER APPROVAL

6. Attach evidence that the applicant is approved or registered under the statutory requirements of the *Higher Education Act 2004 (WA)* and the *Higher Education Regulations 2005 (WA)*.

Evidence attached

### Section C – PLT COURSE APPROVAL – PART A

7. Providers must be able to demonstrate that students who successfully complete the PLT course have acquired and demonstrated an appropriate understanding of and competence in each element of the skills, values and practice areas set out in Schedule 2 of the Uniform Admission Rules 2008.

Please attach a comprehensive program outlining:

- the course structure
- how each element of the skills, values and practice areas outlined in Schedule 2 of the UAR will be taught
- how each element of the skills, values and practice areas outlined in Schedule 2 of the UAR will be assessed

- what aspects of the course are specifically relevant to the legal environment in Western Australia, i.e. structured to address requirements of Western Australian courts and legislation
- how each individual student will be assessed to ensure that they have acquired and demonstrated an appropriate understanding of the required skills, values and practice areas.

Information attached

#### Section D – PLT COURSE APPROVAL – PART B

8. Please provide a statement addressing the following requirements of the PLT course:
- PLT Course prerequisites
  - Details relating to the duration of the course and whether offered full-time or part-time
  - On-site attendance required
  - Examinations and assessments
  - Workplace experience requirements
  - Staffing arrangements, including information as to the legal qualifications of staff.

Information attached

#### Section E – PLT COURSE INFRASTRUCTURE

9. Please provide details as follows
- Venue facilities
  - Enrolment/Registration procedures
  - Administrative resources
  - Student support arrangements
  - Recordkeeping procedures

Information attached

#### Section F – DECLARATION:

10. I declare that the information provided in this application and the documents annexed hereto are, to my knowledge, true and correct.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*The original application, together with attachments and payment, must be posted to:  
Legal Practice Board of Western Australia  
PO Box 5720  
St Georges Terrace  
Perth WA 6831*

## LEGAL PRACTICE BOARD

### CRITERIA FOR APPROVAL OF PRACTICAL LEGAL TRAINING COURSE (PLT)

(Revised 1 July 2009)

**Criteria 1: Applications by an institution for approval of a PLT course (pursuant to Rule 8 of the *Legal Profession (Admission) Rules 2009*) will be assessed under the terms of Clauses 3 and 4 of the Uniform Admission Rules 2008 relating to “Practical Legal Training Requirement for Admission” and “Approving and Reviewing Courses and Institutions”.**

The Law Admission Consultative Committee (**LACC**) is the peak national body for the agreement of uniform requirements for the admission of legal practitioners in Australia. The Western Australian representative on this Committee is the current Chair of the Legal Practice Board. The latest version of the Uniform Admission Rules 2008 is published on the Law Council of Australia website

[http://www.lawcouncil.asn.au/lacc/documents/information\\_home.cfm](http://www.lawcouncil.asn.au/lacc/documents/information_home.cfm). Clause 3 outlines the “Practical Legal Training Requirements for Admission” and Clause 4 outlines the uniform position for “Approving and Reviewing Courses and Institutions.”

The primary criteria for PLT course approval is that the provider can demonstrate that students who successfully complete the course have acquired and demonstrated an appropriate understanding of, and competence in, each element of the skills, values and practice areas set out in Schedule 2 of the Uniform Admission Rules 2008 and that the course contains local content and is relevant to the legal environment in Western Australia.

The provider must provide a comprehensive program outlining:

- the course structure.
- how each element of the skills, values and practice areas outlined in Schedule 2 of the UAR will be taught.
- how each element of the skills, values and practice areas outlined in Schedule 2 of the UAR will be assessed.
- what aspects of the course are specifically relevant to the legal environment in Western Australia, i.e. structured to address requirements of Western Australian content, processes, courts and legislation.
- how each individual student will be assessed to ensure that they have acquired and demonstrated an appropriate understanding of the required skills, values and practice areas.

**Criteria 2: Further criteria for PLT course approval:**

- Students must hold an “approved academic qualification” as defined by section 21 of the LPA before commencing the course.
- The duration of the course must be at least 15 weeks full-time (based on a coursework load of 35 hours per week) or 30 weeks part-time.
- During the duration of the course all students must attend on-site at the provider’s Western Australian facility for at least two weeks for skills sessions and assessment and to attend final assessments and exams.
- The student must also undertake at least 15 weeks work experience. Criteria for the work experience component is annexed at **Appendix 1**.
- The Course must be delivered, taught and supervised by Australian Lawyers, or persons with qualifications and experience relevant to the teaching area.

**Criteria 3: The criteria for the approval of PLT providers is that the provider is approved or registered under the statutory requirements of, the *Higher Education Act 2004 (WA)* [HEA] and the *Higher Education Regulations 2005 (WA)* [HER], or that the Board is satisfied that the provider meets equivalent requirements where applicable.**

The HEA and HER require higher education institutions to meet national protocols. These protocols provide for the self-accreditation of Universities and for the registration of other higher education institutions and accreditation of their courses.

In WA, applications from institutions, other than Universities, are considered by the Higher Education Advisory Committee (**HEAC**). The HEAC makes recommendations to the Minister for Education and Training and the process is administered by the Department of Education Services.

Registration requires compliance with protocols in areas such as:

- Fitness and Legality
- Goals and Culture of the Institution
- Corporate Governance
- Finance and Management
- Protection of Students
- Academic Governance and Quality Assurance
- Staffing
- Facilities and Student Services

Providers and courses, registered or self-accredited pursuant to the HEA, are publicly listed on the Department of Education Services website ([www.des.wa.gov.au](http://www.des.wa.gov.au)).

**Criteria 4: Applications for approval pursuant to Rule 8 of the *Legal Profession (Admission) Rules 2009* must be made on the approved form as published on the Board’s website.**

**Criteria 5: No fee will apply to the application for approval.**

No Australian admitting authority currently charges a fee for approving PLT courses or providers. Neither do the admitting authorities charge for approving and accrediting academic institutions and law degree courses.

**Criteria 6: Approval of PLT courses and providers will be periodically reviewed and the Committee will reserve the right to renew or withdraw approval, or impose or vary any condition on the approval of a course or provider.**

- The final report on the project currently underway by APLEC is expected to be available shortly, and the study commissioned by the Victorian Council of Legal Education is expected to be completed in November 2008. Once concluded these reports will be considered by LACC with a view to achieving uniform national approaches to accrediting and reviewing PLT courses. The Committee will review its approval and accreditation processes once the outcome of these projects is known.
- Approved providers will be required to advise annually on any material changes that have been made, or are intended to be made, to any approved PLT course; and
- Approvals will be reviewed by the Committee at intervals not exceeding 5 years.

## APPENDIX 1

### WORKPLACE EXPERIENCE COMPONENT

Proposed requirements for the Workplace Experience Component:

- The duration of the workplace experience component must equate to 15 weeks full-time employment, and can only be undertaken on a part-time basis if that employment is for a minimum of 2 days per week.
- The workplace experience must be undertaken in Western Australia.
- The workplace experience must be undertaken:

(a) under the direct supervision of a legal practitioner who:

- holds an unrestricted Western Australian practising certificate, or
- is a member of the State Administrative Tribunal or the Administrative Appeals Tribunal; or
- is employed by the state or federal government and who has practised as a lawyer for more than 2 years;

and who

- has not been the subject of an adverse finding by any relevant court, licensing authority or disciplinary body under the law governing the legal profession in any relevant jurisdiction; or
- if having been the subject of an adverse finding he/she makes full disclosure to the PLT provider and the provider is satisfied that the adverse finding should not preclude the person from being a supervisor.

or

(b) as a judge's associate.

- The duties undertaken by the student during the workplace experience must equate to duties normally undertaken by a law clerk or paralegal.

- During the workplace experience the student must have some client contact.
- Students must be required to maintain a record of the hours worked and duties undertaken during their workplace experience.
- The workplace experience must have commenced within two years' of the start date of the PLT course and/or concluded within two years' of the end date of the PLT course. The PLT course may only be completed concurrently with full-time employment if the PLT course is undertaken on a part-time basis.

The provider, if required by the Admitting Authority, must be able to demonstrate that the workplace experience of an individual student met the above requirements.