

LEGAL PRACTICE MANAGEMENT COURSE

NSW Program Manual

Level 4, 570 George Street
Sydney NSW 2000

Introduction

This document, together with the enrolment form(s) (online or in hard copy) and the Terms and Conditions, form the agreement between the College and participants in the Legal Practice Management Course (LPMC) NSW.

Program structure

The LPMC has a blended structure, consisting of online components and either a 3-day workshop conducted face-to-face or online. The workshop dates are advertised on the College website. The College reserves the right to vary all workshop dates and/or other course dates or cancel an advertised course.

Access to course materials is via the Learning Portal. You will have access to the Learning Portal over the course period. Access to course content will be available for over a year, starting three weeks before the workshop and ending 12 months after the last day of the workshop. This allows for sufficient time to receive feedback on the assessment and for any re-sits. Please note, however, that you are required to complete the course and any necessary re-sits within the timeframes specified for the course that you are enrolled in and the College reserves the right to remove your access to the learning portal at any time if you do not comply with the timeframes specified for the submission or resubmission of work or otherwise do not comply with the reasonable directions of the course facilitator.

If you are enrolled in a face-to-face workshop, the workshop will be held at the College's Sydney CBD premises, or otherwise as advised. If you are enrolled in an online workshop, sessions will be held via Zoom video conferencing.

Satisfactory Completion

At the end date of the course, the College will inform you and the Law Society of NSW as to whether you have achieved satisfactory completion and if so, you will receive a Certificate of Completion either in hardcopy or electronic format, or both if you request it.

If you have any course requirements outstanding as at the end date of the course, you may be required to submit or resubmit certain activities and/or assessment questions and/or attend subsequent workshop sessions in order to achieve satisfactory completion. You will be advised of what you need to do and the timeframe. If/when you have achieved satisfactory completion, the College will issue to you a Certificate of Completion and the College will inform the Law Society of NSW of your successful completion.

Satisfactory completion requires satisfactory participation in the course in which you are enrolled – including completion of all assessable and non-assessable activities, namely:

- completion of all preliminary interactive activities;

- full attendance at the workshop; and
- achieving a passing mark in the online assessment (as defined below).

The College will keep records of your course enrolment, participation, and course completion status for at least 5 years from the end date of the course you enrolled in (and for longer, if obligated by law to do so) and will confirm the detail of these records to the Law Society of NSW, if requested to do so in the future by the Law Society of NSW.

If for any reason you do not wish for us to notify the Law Society of your completion of the course or to confirm your completion to the Law Society in the event of an enquiry to us by the Law Society, please notify the course facilitator in writing prior to the commencement of the workshop by sending an email to cpd@collaw.edu.au

You are strongly advised to maintain in perpetuity your own records of your enrolment, participation and completion of the course.

To confirm your satisfactory completion of the course, the Law Society of NSW may request that we provide additional information so as to be able to identify you. If this is the case, we will contact you to ask for your practitioner ID number or other contact information that we can supply to the Law Society of NSW, so that your identity and course completion can be confirmed.

Upon request, the College, in its sole discretion, may mark your assessment and report to the Law Society on an expedited basis if you present with extenuating circumstances warranting expedited marking/reporting, the Law Society of NSW consents, and the College has the capacity to do so. This will incur a fee consistent with the fee structure set forth in the Program Manual.

Assessment

The Assessment in this course is based on The Law Society of NSW's requirement that you must demonstrate the required standard of competence in each of the core legal practice management subjects to pass the course and receive a Certificate of Completion. As such, you must:

- achieve an overall mark of 50% or more in the assessment consisting of 24 short- answer questions;
- demonstrate satisfactory competence in each core subject by achieving a mark of 50% or more in each group of questions that align to the core subjects;
- complete all non-assessable course work to a satisfactory standard, and
- attend and participate to a satisfactory level in the workshop

Competency and Proficiency

By enrolling in this course you acknowledge that you have a sufficient level of computer literacy and English proficiency to satisfactorily participate in the course and complete the course requirements.

Workshop attendance

Attendance and participation in all workshops is mandatory. Due to the strict attendance guidelines required by the Law Society of NSW for legal practice management courses, if you miss 15 minutes or more of any one subject/session within the workshop, you will be required to make up that entire subject/session at a later date.

If you are enrolled in a course with an online workshop, you are required to participate in the live-streamed presentations with your camera turned on (pointed at your face) and to pay attention to the workshop. You are to be seated at a table or desk, directly in front of your camera and not on the other side of the room. You are not to be in transit during the workshop. You should use a desktop or laptop computer. iPhones, iPads or similar devices are not permitted for the camera feed. Lastly, you are not permitted to conduct phone calls and other business while attending the online workshop.

Workshop make-up sessions

If you do not complete all workshop sessions, you will be offered an opportunity to attend, either in person or online, missing components at a later workshop.

Note that the daily timetable structure may not be the same for each workshop. If you miss multiple sessions of a workshop, at the discretion of the Practice Leader LPMC, you may be transferred to another course to complete all required components of the course. See 'Transfer between courses' section below.

If you are required to make up one or more sessions, you will incur an additional administration fee of \$250 (**'the additional administration fee'**), except where missed sessions are due to extenuating circumstances, such as medical or health issues (where you will be required to submit a medical certificate and/or other relevant evidence). Work obligations, including meetings and work phone calls do not qualify as extenuating circumstances. It is at the discretion of the course facilitator as to whether any non-medical/health issue qualifies as an extenuating circumstance warranting a waiver of the fee.

Missed workshop sessions due to approved extenuating circumstances must be made up within three (3) months from the last day of the workshop (College schedule permitting). Sessions not made up within that time frame will incur the additional administrative fee.

Not completing an assessment within time

The online assessment is due the first business day, two weeks after the last day of the face to face or online workshop (eg. If a Friday is the last days of the workshop, the assessment is due on the first Monday, two weeks after the workshop. If Monday is a holiday, the assessment is due the next business day). Any outstanding preliminary activities must be submitted by the above due dates as well.

If through circumstances beyond your control you are unable to complete the assessment within time limits you must:

- notify the course facilitator in writing, no later than the due date for your assessment, and
- submit a medical certificate and/or other relevant evidence.

Work commitments or pressure of work will not be ordinarily an acceptable circumstance.

The course facilitator may make such special arrangements as she/he sees fit in the circumstances.

Late submission of assessments and failure to submit all preliminary activities by the same due date as the assessment will incur the additional administration fee of \$250.

Automatic Remarking

A participant who is assessed as not yet competent will be given an opportunity to attempt the relevant areas of the assessment again.

If you have achieved a mark of 50% or higher on the entire assessment but need to re-sit on the core subjects where you did not achieve at least 50%, the first re-sit will be free of charge. Any subsequent re-sits will attract the additional administration fee of \$250.

If your entire assessment mark is below 50% you will incur a re-sit fee of \$250. Subsequent re-sits will also incur the additional administration fee.

Re-sits are to be completed within fourteen (14) days from receipt of notification (posted on learning portal) as being not yet competent in any core subject area. Late submission of re-sits will incur the additional administration fee.

Automatic double marking

To ensure fairness, if any re-sit receives a mark below 50% (either in its entirety, or in a core subject) a second re-sit is automatically double marked by a second marker. Only if the markers agree that the assessment constitutes a fail, will it be released to the participant.

If after the second marking of a second re-sit, a participant is still assessed as 'not yet competent' then, if requested by the participant, the assessment will be moderated by the Head of Short Courses and CPD or a suitable nominee.

If a participant is still assessed not competent but seeks further review, then the College's overarching academic review policies (PLT/ALP) apply.

Feedback on work

You will receive feedback on your submitted assessment through the Learning Portal if you do not demonstrate the required standard of competence.

Transfer between Courses

Transfer between Legal Practice Management Courses may attract a fee in accordance with our standard Terms and Conditions. If you are enrolled in a course where the workshop format changes after your registration (for example, if a face-to-face workshop is changed to an online format), you will not be charged a transfer fee. Credit may be given for work done in a previous course, at the discretion of the course facilitator or his/her nominee.

Incomplete status

The following circumstances will result in an incomplete for the course:

- Failure to satisfactorily complete the assessment (or re-sit) in a timely manner (special circumstances as described above excepted)
- Failure to pass the assessment
- Failure to satisfactorily complete all of the preliminary activities.
- Failure to satisfactorily participate in all workshop sessions.

If you are given an incomplete, and outstanding requirements are not completed within two (2) months of the last day of the workshop (excluding make up sessions for workshops, which must be completed within three (3) months of the last day of the workshop), you will incur the additional administration fee. If you have not satisfied outstanding assessable and non-assessable activities within one year of the last day of the workshop, you will be required to re-enroll in a subsequent course in order to complete the requirements and you will be charged the full course fee.

Plagiarism and misconduct

The College takes plagiarism and academic misconduct seriously and expects a high standard of work from students. We also understand that it is often a part of the learning experience to discuss what you are learning with your peers. However, any work you submit must be your own and, when you submit work through the Learning Portal, you must certify that the work is your own. Making a false representation as to the originality of your work may result in a finding of academic misconduct.

At all times during the completion of this course you are required to conduct yourself in a polite and respectful manner. Aggression, rudeness, use of obscene language, harassment and/or other examples of unprofessional behaviour will not be tolerated. If you do not meet these minimum conduct standards in the view of the course facilitator, you may be withdrawn from the course and you will not be entitled to a refund of the course fee.