

Practical Legal Training (PLT) Program Manual

Table of Contents

Definitions and Abbreviations	5
The Contractual Relationship Between the College and the Student	7
1. Financial Policies and Procedures Relating to Students	7
1.1 Enrolment, re-enrolment and abandonment	7
1.2 Tuition fees and refunds	8
1.2.1 Fee-HELP students	8
1.2.2 Fee paying students	8
1.2.3 Clinical Experience Module (CEM)	9
1.2.4 PLT Program Bursaries	9
1.3 Exemption, Withdrawal, Readmission and Transfer	10
1.3.1 Exemption and advanced standing (credit)	10
1.3.2 Academic credit for work done	11
1.3.3 Re-admission to the College	11
1.3.4 Transfer between Offerings or Streams within the PLT Program	11
1.3.5 Withdrawal	12
Program Requirements, Assessment and Administration	13
2. Academic Policies and Procedures Relating to Students	13
2.1 Required knowledge of the law	13
2.2 Completion of the Program	13
2.3 Admission	13
2.4 Part Programs	14
2.4.1 Mode of study	14
2.4.2 Trainee Admission Program (QLD)	14
2.4.3 Trainee Admission Course (VIC)	15
2.5 Attendance and participation (see also Assessment Rules)	15
2.5.1 Attendance and participation requirements – PLT Program	15
2.5.2 Consequences of non-attendance, non-participation	15
2.5.3 Extensions	15
2.5.4 Jobs and other commitments	15
2.5.5 Notification of absence	16
2.5.6 Minimum rate of progress	16
2.5.7 English proficiency	16
2.6 Examination and assessment procedure (see also Assessment Rules)	16
2.6.1 Academic requirements	16
2.6.2 Assessment Rules	16
2.6.3 Disability and disadvantage	17
2.6.4 Identification at assessments	17
2.6.5 Examination and assessment locations	17
2.6.6 Timetable and attendance	17
2.6.7 Absence from an entire assessment	17
2.6.8 Illness or misadventure during an assessment	18
2.6.9 Medical certificates	18
2.6.10 Open book examinations	18

2.6.11	Return of work/re-marking	18
2.6.12	Notification of results	18
2.6.13	Supplementary assessments	19
2.5.14	Supplementary assessments – booking procedure	19
2.6.15	Consequences of failure of a subject after a supplementary assessment	19
Academic Conduct		20
3.	Academic Conduct Policies and Procedures Relating to Students.....	20
3.1	Unsatisfactory academic conduct and academic misconduct	20
3.1.1	Procedure	20
3.1.2	Unsatisfactory academic conduct	20
3.1.3	Academic misconduct	20
3.1.4	Collusion	21
3.1.5	Appeal.....	21
Complaints and Disputes		21
4.	Complaints and Disputes Policies and Procedures Relating to Students.....	21
4.1	Student complaints and disputes	21
4.1.1	Policy and guidelines	21
4.1.2	Student Liaison Officer	22
4.1.3	Non-academic complaints and disputes procedure	22
4.1.4	Academic complaints and disputes procedure	23
4.1.5	Overseas Students Ombudsman	23
Access to College Premises and General Conduct		24
5.	Policies and Procedures Relating to Access and Student Conduct	24
5.1	College premises	24
5.1.1	Student access	24
5.1.2	Care of student rooms.....	24
5.1.3	Accidents, loss or damage to equipment	24
5.1.4	Audio-visual equipment	24
5.1.5	Smoking	24
5.1.6	Eating and drinking	24
5.1.7	Children.....	24
5.1.8	Disruptive activities.....	25
5.1.9	Fire drills and regulations (at all College premises)	25
5.1.10	Animals	25
5.1.11	Removal of your materials and personal property at end of Program	25
5.2	Safety, Security and Welfare.....	25
5.2.1	Occupational health and safety	25
5.2.2	HIV/AIDS and hepatitis policy	25
5.2.3	Prevention of harassment and discrimination policy.....	25
5.2.4	Privacy of student records policy.....	26
5.2.5	Student Counselling	26
5.3	General.....	26
5.3.1	Conduct.....	26
5.3.2	Practice papers and coursework materials.....	26

5.3.3	Intellectual property.....	27
5.3.4	Correspondence.....	27
5.3.5	Change of contact details.....	27
5.3.7	Facsimile, DX and telephone	27
5.3.8	Mobile telephones	28
5.3.9	Evaluation.....	28
	Appendixes.....	29
	Appendix 1 – Procedures where Non-Compliance with Policies and Procedures (student non-compliance)	29
	Appendix 2 - Assessment Rules	31
	Appendix 3 - Selection Procedures	35
	PLT Program	35
	Applied Law Program	35
	Appendix 4 - Review Procedures.....	36
	Appendix 5 – Work Experience Rules	38
	Work Experience Rules - New South Wales	38
	Work Experience Rules – Queensland.....	42
	Work Experience Rules - Victoria	45
	Work Experience Rules - Western Australia.....	49

Definitions and Abbreviations

In this manual the following definitions and abbreviations are used.

Academic misconduct – conduct that the higher education community in Australia would ordinarily regard as dishonest, dishonourable or improper in accordance with the accepted standards of academic integrity in the higher education sector. It includes but is not limited to:

- cheating
- plagiarism in assessable work
- collusion in assessable work
- failure to adhere to the College's policies and procedures relating to students or to the Assessment Rules (Appendix 2) in such a way as to obtain unfair academic advantage
- tampering or attempting to tamper with examination papers, class work, grades or class records
- impersonation of or by another student or person in an examination or other assessment activity
- use or attempted use of any material or equipment in an examination room, or during any other assessment activity, that is stated not to be permitted either on the examination paper or in the assessment instructions or by a member of College staff
- unauthorised communication or attempted communication with another person during an examination or other assessment activity
- engaging in any other improper academic conduct.

Admitting authorities – the board or other body appointed by the Supreme Court in the jurisdiction or jurisdictions relevant to the program a student is undertaking.

Assessment – an examination or other assessment task

Academic Appeals Committee (AAC) - the committee established to hear appeals from decisions of the Assessment Review Committee and to hear appeals in relation to findings of academic misconduct or unsatisfactory academic conduct. The committee is comprised, from time to time, of:

- the Principal or his or her nominee; as chair
- a legal practitioner, familiar with the teaching program who is not a member of teaching staff, nominated by the Chair of the College of Law Academic Board
- a senior member of the College's academic staff, nominated by the Chair of the College of Law Academic Board.

Assessment Review Committee (ARC) – the committee established to review assessments, grades and eligibility for graduation.

Census date – the date after which Fee-HELP assisted students incur a debt to the Commonwealth, and/or the date after which fee paying students can no longer withdraw from a Program or Subject and receive a refund of tuition fees.

Cheating – dishonest conduct, whether in assessable or non-assessable work, and including but not limited to:

- communicating, or attempting to communicate, with another student during an examination
- reading, or attempting to read, another student's examination script
- obtaining, using or distributing unauthorised notes, answers or other material during an examination or other assessment activity
- stealing the work of another student
- unauthorised collaboration in creating an item of coursework
- acting so as to subvert the assessment process or obtain an unfair advantage over other students in the creation or performance of any item of coursework.

Clinical Experience Module – the alternative form of the Work Experience Component comprised of five weeks work placement in accordance with the Work Experience Rulse plus additional exercises and activities as are prescribed from time to time.

College – TCOL Ltd trading as The College of Law

College Board – the Board of Governors of TCOL Ltd

College of Law Academic Board (COLAB) – the committee established by the College Board to oversee all curriculum matters, including educational policy, assessment and appeals

College premises – in:

- Australian Capital Territory – at the University of Canberra, University Drive, Bruce 2617
- New South Wales – 2 Chandos Street, St Leonards 2065
- Queensland – at Level 5, Wesley House, 140 Ann Street, Brisbane 4000.
- Victoria – at Level 6, 459 Little Collins Street, Melbourne 3000.
- Western Australia – at Ground Floor, Durack Centre, 263 Adelaide Terrace, Perth 6000.
- other locations – any location where an onsite component of the Program is conducted

College staff – includes employees and, as appropriate, persons carrying out duties on behalf of the College.

Collusion – inciting, assisting, facilitating, concealing or otherwise being involved with another person in an act of unsatisfactory academic conduct, or academic misconduct, whether in assessable or non-assessable work. For example, two students will have colluded when one student provides a copy or draft of an answer to an item of coursework to another student or prospective student in a College program. In addition, a student must not collude with a person who is not a student, such as a lawyer. Collusion does not include authorised collaboration by students in the preparation of an item of coursework. Submission by more than one student of substantially similar items of coursework may be evidence of collusion. Collusion in assessable work may constitute academic misconduct.

Co-operative Program – an offering of the PLT Program in association with a particular law firm.

Coursework Component – one of the three components of the PLT Program – an integrated course of study comprised of core and elective Subjects as prescribed by the National Competencies for Entry Level Lawyers.

CPE Component – one of the three components of the PLT Program – requiring the completion of units of Continuing Professional Education plus the completion of a reflective journal.

External Appeals Panel – is the final avenue for academic appeals at the College, appointed to consider appeals from the AAC. The External Appeals Panel consists of a member of the College Board and two external academics, all to be appointed by the Chair of the College Board.

General Manager, Education – the person holding the position of senior academic responsibility reporting directly to the Principal.

Legal professional association – the law society or institute in the jurisdiction or jurisdictions relevant to the program stream a student is undertaking

Maximum permissible period – the longest permissible period a student may remain enrolled in the PLT Program, without completing all three components of the PLT Program, is four (4) years. The four years commences from first enrolment (including the lodging of a work experience application).

Offering – a specific version of the Coursework Component of the PLT Program between scheduled dates in a particular Stream.

On Campus Program – the College's face to face Coursework Component of the PLT Program conducted only at St Leonards, New South Wales.

Part Program – discrete units or Subjects of the Coursework Component of the PLT Program.

Part Program Student – a student who is undertaking a Part Program, for example a trainee.

PLT – practical legal training

Plagiarism – whether in assessable or non-assessable work, the passing off by a student of someone else's work as their own, whether intentionally or not. It includes but is not limited to the copying, summarising or use of someone else's work or ideas without acknowledgment in any item of coursework, whether in whole or in part and whether assessable or not. Plagiarism in assessable work may constitute academic misconduct.

Principal - the CEO and principal academic officer of the College, responsible to the College Board for implementing the decisions of the Board.

Practical Legal Training (PLT) Program (the Program) – a program of practical legal training, made up of three components, which satisfies the requirements for direct admission to legal practice in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, Victoria and Western Australia.

Program Director – the relevant director or chief executive of the Program a student is undertaking, responsible to the General Manager, Education, the Principal and the College Board for the implementation, conduct and assessment of the relevant Program.

Stream – a version of the PLT Program which satisfies the PLT requirements for admission to legal practice in a Supreme Court with content relevant to that jurisdiction.

Student Liaison Officer – a member of the College academic or executive staff, whose role is to give students guidance in the conduct of complaints and disputes.

Subject – a discrete subject within an Offering.

Trainee – a student in Queensland or Victoria undertaking supplementary or programmed training.

Trainee Admission Program – discrete subjects in the PLT Program to be undertaken as bridging studies by a Trainee.

Unsatisfactory academic conduct – conduct in the Program, including collusion and plagiarism, not amounting to academic misconduct within the College definition but unsatisfactory in relation to Program objectives and requirements.

Work Experience Component – one of the three components of the PLT Program – 15 weeks of approved work experience undertaken in accordance with the Work Experience Rules OR the alternative work experience undertaken via the Clinical Experience Module.

The Contractual Relationship Between the College and the Student

1. Financial Policies and Procedures Relating to Students

1.1 Enrolment, re-enrolment and abandonment

1. Except where otherwise provided for by the College, an application for enrolment must be made in accordance with the policies and procedures of the College.
2. Prior to commencement of the PLT Program you must provide to the College a transcript of your academic results or, if the transcript is not then available, an undertaking to provide the transcript as soon as it is available. The transcript must be provided pursuant to the undertaking. Failure to meet the requirements of this paragraph will, in addition to any other consequences relating to student non-compliance with College policies and procedures, prevent or delay enrolment.
3. Unless the relevant Program Director approves your application to enrol, the College will not accept you into the PLT Program if you, on the first day of the Coursework Component, have not satisfied all the requirements of a law qualification which is a prerequisite for admission to the Program. See Appendix 3.
4. You must complete and lodge an application for enrolment form by the enrol-by date unless you have been given permission to lodge a late application for enrolment form.
5. You must pay the tuition fee in entirety at least 21 days prior to commencement of the Coursework Component. Alternatively, you may submit a Request for Fee-HELP Assistance form at least 21 days prior to commencement.
6. You are deemed to be enrolled in the coursework Offering nominated on your current application for enrolment form, subject to any variations the College may later approve.
7. You are deemed to be a student of the College while you are yet to complete the coursework Offering in which you were last enrolled and the Maximum Permissible Period is yet to expire.

8. You will cease to be a student of the College if:
 - you withdraw from a coursework Offering
 - you abandon or are excluded from a coursework Offering, or
 - your enrolment in a coursework Offering or participation in a coursework Offering is otherwise withdrawn or terminated in accordance with College policies and procedures.
9. You are taken to have abandoned the Program if:
 - you have not completed the Coursework Component and have not taken steps to transfer or defer within 12 months of the completion of the Offering in which you were last enrolled, or
 - you have not completed the Program requirements and the Maximum Permissible period has expired.

1.2 Tuition fees and refunds

1.2.1 Fee-HELP students

Fee-HELP is a Commonwealth loan scheme available to eligible students (see 9 below) to pay tuition fees for approved courses. All College award Programs are approved courses for Fee-HELP. Students wishing to access Fee-HELP loans should contact Student Services or download the relevant information from the Going to Uni website at: [Hwww.goingtouni.gov.au](http://www.goingtouni.gov.au)

1. At the time of your application for enrolment in a Program or Subject, you must submit a completed Request for Fee-HELP Assistance form with your PLT Enrolment form.
2. If your application is accepted, you will be eligible to commence the Program or Subject without paying any tuition fees directly to the College.
3. Subject to (6), Fee-HELP students may withdraw from the Program or Subject on, or prior to, the Census Date without incurring a Commonwealth debt.
4. After the Census Date, a student becomes liable to repay the tuition fee via the tax system once they attain the relevant income level. (For more information see the Fee-HELP information booklet published by DEST or download the relevant information from the Going to Uni website at: <http://www.goingtouni.gov.au>.)
5. After the Census Date, the student's liability to the Commonwealth cannot be forgiven except in accordance with the College's Review Procedures (see Appendix 4).
6. If a Fee-HELP student withdraws from a Program or Subject on, or prior to, the Census Date, they will incur an Early Withdrawal Penalty per Program or per Subject which is enforceable as a debt personally against the student. The Early Withdrawal Penalties for Programs and Subjects are listed on the Fees page of the College website.
7. All applications for withdrawals, transfers or refunds should be made in writing to the Manager of Student Services.
8. Eligible students are Australian citizens or permanent humanitarian visa holders with sufficient Fee-HELP entitlement. For the purposes of "citizenship" permanent residents do not become citizens until they have received the proper certificate. The College will not accept Fee-HELP applications from students who are not citizens (or permanent humanitarian visa holders) at the time of application.
9. Students enrolling in flexible Offerings of Part Programs are not eligible to apply for Fee-Help as such Offerings do not have Census Dates.

1.2.2 Fee paying students

Students paying full fees up front:

1. At the time of your application for enrolment in a Program or Subject, you must pay the advertised tuition fee to secure your place in the Program or Subject. If your application is refused, this money will be returned in full.

2. Subject to (4) fee paying students may withdraw from the Program or Subject on, or prior to, the Census Date and receive a refund of the tuition fee.
3. After the Census Date, there is no entitlement to a refund except in accordance with the College's review procedures. (See Appendix 4)
4. If a fee paying student withdraws from the Program or Subject on, or prior to, the Census Date, they will incur an Early Withdrawal Penalty per Program or per Subject which will be deducted from any refund of tuition fees.
5. All applications for withdrawals, transfers or refunds should be made in writing to the Manager of Student Services.
6. The College may withhold your results if you owe any money to the College or have not returned any property of the College.
7. Nothing in these rules removes the right to take further action under Australia's consumer protection laws.
8. Overseas students must pay the advertised overseas student tuition fee unless they have been granted full residence without further waiting period.
9. There are no refunds for students undertaking part programs with open commencement and completion dates.

1.2.3 Clinical Experience Module (CEM)

Students wishing to undertake the Clinical Experience Module (CEM) must pay the relevant fee as may apply from time to time. The CEM fee cannot be paid using Fee-Help.

Students may only enrol in the CEM once they have successfully completed the Coursework Component and must enrol at least one week before the date of the Advanced Skills Workshop date that they wish to attend.

Students enrolling in the CEM and wishing to have previous work placement count towards the necessary 25 days may only count work done within 12 months of enrolling in the CEM. The usual Work Experience Rules apply to the work placement done within the CEM, with the exception of the need to complete 75 days.

Students who obtain standard work placements after enrolling in the CEM may withdraw from the CEM, but once they have commenced the additional exercises and workshops they will forfeit 50% of the CEM fee.

1.2.4 PLT Program Bursaries

The College recognises that notwithstanding the availability of Fee-HELP to Australian citizens, there are still students who are precluded from undertaking the PLT Program because:

- they have exhausted their Fee-HELP allowance and are otherwise unable to obtain a loan to pay the tuition fees due to severe financial circumstances; or
- they are of Aboriginal and Torres Strait Islander background; eligible for Fee-HELP but suffering financial hardship such that they are not prepared to incur the Fee-HELP debt.

To assist these students to undertake the PLT Program, a small number of bursaries will be available in Offerings commencing in September or October each year. Bursary funds may be used to pay a student's full fees or part fees at the discretion of the Bursary Committee.

Applications for Bursaries will be received from Australian citizens applying to enrol in an Australian College of Law PLT Program and should be submitted by the last working day in March of each year, together with an application form for the Offering commencing in September or October of that year. The Bursary Committee will decide the recipients of a Bursary or part Bursary within one week of the closing date.

Criteria to be submitted by the applicants by way of Statutory Declaration and considered by the Bursary Committee are:

- Evidence of financial hardship including bank statements, details of assets and any other particular financial hardship
- Where relevant, evidence of having been rejected for a personal loan
- Where relevant, evidence of having exhausted any Fee-HELP allowance
- Evidence of family situation and in particular, inability of any family member to assist financially
- Employment history of the applicant
- In the case of Aboriginal and Torres Strait Islander applicants, evidence of Aboriginal or Torres Strait Islander background. This evidence could be a letter from
 - (i) a university or other tertiary institution,
 - (ii) a government department or agency (eg, ATSIC; DEEWR),
 - (iii) a community organisation, or
 - (iv) another reliable source confirming prior evidence to it of the student's background.

1.3 Exemption, Withdrawal, Readmission and Transfer

1.3.1 Exemption and advanced standing (credit)

The College cannot exempt any student from undertaking any part of the Program.

However, the College may, where a Subject makes up a discrete part of the Coursework Component, give advanced standing for:

- (a) the Subject Professional Skills if it was satisfactorily completed as part of a PLT Program at another accredited PLT institution in Australia or New Zealand, or
- (b) other Subjects:
 - (i) if they were satisfactorily completed as part of a PLT Program at another PLT institution accredited in the same state or territory, or
 - (ii) in any other case as the Assessment Review Committee approves.

Undergraduate subjects are not eligible for advanced standing (with the exception of Negotiation and Dispute Resolution, which is a unit in the Subject Professional Skills: see below).

If you wish to apply for advanced standing for any Subject you must apply in writing to the Program Director before commencement of the Coursework Component (the College will not grant advanced standing for more than 50% of the Coursework Component). Your application should address the criteria for consideration set out below. Once you have started you will not be given advanced standing for any part of the Coursework Component. The only exception is for Negotiation and Dispute Resolution.

If your application is for advanced standing for any of the Subjects referred to in (a) above (other than for the unit Negotiation and Dispute Resolution) or (b)(i), the Program Director will determine your application taking into consideration the criteria below.

If your application for advanced standing is for any of the other subjects referred to in (b)(ii) the Program Director will refer your application to the Assessment Review Committee for determination based on the criteria below.

The criteria are:

- whether the subject is prescribed under the National Competency Standards for Entry Level Lawyers
- the state or territory where the PLT institution at which the subject was completed is accredited
- the particular College Program for which advanced standing is applied
- the time elapsed between the completion of the subject and the application
- any other relevant matter.

The Program Director or the Assessment Review Committee may:

- accept or reject your application
- accept your application on such conditions, including any relating to the fees payable for the Program, as it considers appropriate.

You may appeal from the decision of the Program Director or the Assessment Review Committee to the Assessment Appeals Committee in accordance with the Assessment Rules in Appendix 2 of this manual.

Professional Skills - Negotiation and Dispute Resolution

If you have attended and satisfactorily completed an equivalent alternative dispute resolution course that includes a component on negotiation, you may be able to obtain advanced standing for the Negotiation and Dispute Resolution unit that is part of the Professional Skills Subject in the PLT Program.

To obtain this advanced standing you must complete an application form which is available on the College website. The application form contains a list of subjects and courses the College has approved. The College may also approve other subjects and courses from time to time.

The application must be made by the date specified in the application form and be approved by the College.

1.3.2 Academic credit for work done

If you withdraw from a Program you may apply to the Manager of Student Services in writing for credit for any part of the Coursework Component completed before your withdrawal. Generally credit will only be given for:

- whole, and not part of, Subjects, or
- whole units in the Subject Professional Skills

completed before withdrawal.

Upon re-enrolment, your application for credit may be granted upon the following conditions:

- no more than two years elapses between withdrawal and recommencement, and
- the work completed for which you seek credit is substantially the same as the work which is required in the Offering in which you seek re-admission.

1.3.3 Re-admission to the College

If you:

- withdraw from
- abandon
- have been excluded from, or
- had your enrolment terminated in

the Program, and you wish to be readmitted, you must apply to the College and be selected for admission in the same way as persons who have not previously been students of the College. You must pay all fees for the Program for which you seek readmission.

You are taken to have abandoned the Program if you have not completed the Coursework Component and have not taken steps to transfer or defer within 12 months of the completion of the Offering in which you were last enrolled.

1.3.4 Transfer between Offerings or Streams within the PLT Program

If, after commencement, you apply to transfer to another Offering or Stream, the Manager of Student Services will approve that transfer if:

- you pay the prescribed fee for academic supervision of the transfer; and either
- the Offering or Stream into which you seek to transfer has not progressed beyond the stage you reached in the Offering or Stream in which you are already enrolled, or
- the Offering or Stream into which you seek to transfer has progressed beyond the stage you reached in the Offering or Stream in which you are already enrolled, but the Program Director determines that you can satisfactorily complete the additional work that has been covered in the later Offering or Stream .

Applications for transfer between Offerings or Streams should be made, in writing, to the Manager of Student Services. Until a different fee is determined, the fee for academic supervision of the transfer is published on the college website at <http://www.collaw.edu.au/>.

This fee is payable upon request for the transfer.

There is no charge for a pre-commencement transfer. Pre- commencement means before the day on which the Offering commences.

Where your transfer is approved, you do not forfeit any part of the fee you have already paid. However, where different fees apply to the Offering to which, and the Offering from which, you transfer, the total fee payable by you will be adjusted (upwards or downwards, as the case may require) to be such sum as the Manager of Student Services decides is appropriate to reflect the respective proportions of the total coursework to be completed in each of those Offerings.

Fee-HELP students who transfer after the Census Date do not have any right to a re-crediting of their Fee-HELP balance except as provided for under the Review Procedures (Appendix 4).

A student who transfers after the Census Date does not have the option of withdrawing with a refund, or without incurring a Commonwealth debt, under 3.2 of this manual.

The maximum number of post-commencement transfers permitted by the College is three, after which a student will be required to show cause why they should not be excluded from the PLT Program. If excluded, a student must apply to re-commence the Program from the beginning (including the payment of a further tuition fee).

1.3.5 Withdrawal

Fee paying students

If you wish to withdraw, you must immediately notify the Manager of Student Services in writing stating the circumstances. If you notify the Manager of Student Services, on or before the Census Date, of the relevant Program from which you wish to withdraw, you will receive a refund of the fee less the Early Withdrawal Penalty. If you notify the Manager of Student Services after the Census Date, you will no longer be entitled to a refund except at the discretion of the College. In exercising that discretion, the College will apply the same criteria as apply to applications for review by Fee-HELP students under the Review Procedures (see Appendix 4).

A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring before the Census Date will still lose their eligibility for a refund of tuition fees after the original Census Date.

Fee-HELP students

If you wish to withdraw from an Program, you must immediately notify the Manager of Student Services in writing stating the circumstances. In all cases the date of receipt by the College of any letter or email will be taken as the date of notification.

If you withdraw on or before the relevant Census Date you will not incur a debt to the Commonwealth and your Fee-HELP entitlement will be re-credited. You will however, be liable to pay the Early Withdrawal Penalty, which is enforceable against you personally.

If you withdraw after the Census Date you will still incur a debt to the Commonwealth for the full tuition fee. In certain circumstances, the College may allow an application to preclude the incurring of a debt (see Review Procedures at Appendix 4) but you will still be liable to pay the Early Withdrawal Penalty.

A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring before the Census Date will still incur a tuition debt after the original Census Date.

Program Requirements, Assessment and Administration

2. Academic Policies and Procedures Relating to Students

2.1 Required knowledge of the law

To undertake the PLT Program you are expected to be a graduate in law, have qualified to graduate in law, or have undertaken all academic requirements other than practical training, prescribed for admission as a lawyer. You are expected to have knowledge of the substantive law relevant to subjects as follows:

Core subject

- Civil Litigation Practice
- Commercial and Corporate Practice
- Property Practice
- Professional Responsibility
- Trust and Office Accounting

Substantive Law

- Evidence, Procedure, Pleading, Equity, Contracts and Torts
- Revenue Law, Corporations Law, Commercial Law, Equity and Trust Law
- Property (Real and Personal) Law, Corporations Law, Revenue Law, Commercial Law
- Professional Conduct
- Professional Conduct

Elective subject

- Administrative Law Practice
- Criminal Law Practice
- Family Law Practice
- Consumer Law Practice
- Employment and Industrial Relations Practice
- Planning & Environmental Law Practice
- Wills and Estates Practice

Substantive Law

- Administrative Law, Constitutional Law
- Criminal Law, Evidence, Procedure
- Family Law
- Contracts, Consumer Protection Law, Trade Practices Law
- Anti-discrimination Law, Employment & Industrial Law
- Environmental Law, Real Property, & Local Government Law
- Succession, Equity and Trust Law

No allowance will be made in examinations or assessments for inadequate performance on the basis that you have not studied the relevant substantive law at law school.

2.2 Completion of the Program

Upon completion of the Program, you:

- will be entitled to a certificate of completion and a Graduate Diploma of Legal Practice (Grad Dip Legal Practice), and
- may be admitted to legal practice by the relevant Supreme Court if you satisfy all the court's other formal requirements for admission.

2.3 Admission

It is your responsibility to ensure that you have satisfied all requirements for admission, in addition to completing the Program.

Before you enrol, you should check all the requirements regarding your admission with the relevant admitting authority, especially if you are a law graduate from a jurisdiction other than that in which you are seeking admission.

Note particularly the requirement for admission that your law degree must include a subject in professional conduct.

Admission dates

If you will be eligible for admission following successful completion of the Program, you must apply to the relevant admitting authority which sets the dates for admission.

You should check with the College's Student Services Office as to the earliest date on which you will be able to seek admission following completion of all Program requirements. It is not always possible for the College to complete all marking and administrative requirements and to provide you with the certificate of completion of the Program to enable you to be admitted on the first admission date following the completion of the coursework component in which you are enrolled. **Special arrangements for early marking or notification of results cannot be made for individual students under any circumstances.**

Applying for first admission to the admitting authorities

It is your responsibility to lodge your application for admission with the relevant admitting authority with the appropriate forms and by the required dates.

For information about the admission process and requirements, forms and fees, you should contact the admitting authority in the relevant jurisdiction or jurisdictions directly. Contact details can be obtained from the College Handbook or website at <http://www.collaw.edu.au>.

Applying for admission in other jurisdictions

After first admission you may also apply:

- to be admitted to any other Australian jurisdiction, or in New Zealand - currently under the mutual recognition scheme
- to the relevant law society/institute or bar association for a practising certificate as a solicitor or a barrister respectively.

2.4 Part Programs

In some circumstances, eligible students are permitted to undertake part of the Program in order to satisfy the requirements for admission to the legal profession. Subjects undertaken are the same as subjects taken within the full Program. All policies, procedures and rules contained in this Program Manual apply to Part Program students unless otherwise indicated.

Fee-HELP is not available in Part Programs as the Offering has no advertised Census Date.

2.4.1 Mode of study

Part Programs may only be undertaken online.

Part Program students are not eligible for the award of a Graduate Diploma in Legal Practice. Upon successful completion of the Subjects in which they are enrolled, Part Program students receive a Certificate of Completion, which must be included with the application for admission as a lawyer.

2.4.2 Trainee Admission Program (QLD)

The Legal Practitioners Admission Board (LPAB) in Queensland requires Trainees to complete 90 hours of supplementary training (including legal ethics). Discrete Subjects within the Program have been approved as supplementary training.

Trainees must register a Traineeship Plan with the LPAB which indicates how they will complete the requisite competencies (as set out in appendix B to the Law Admissions Consultative Committee Report, reproduced in Attachment 2 to the Supreme Court (Admission) Rules 2004) over the course of their traineeship period. Wherever a competency cannot be satisfied within a law firm, the Traineeship Plan must identify approved training (in the form of practical legal training) to satisfy that competency. Discrete subjects within the PLT Program can be undertaken as approved training.

Students enrolled in the Trainee Admission Program are required to keep pace with an online timetable and attend exam sessions as scheduled. The Trainee Admission Program is offered several times per year. Fee-HELP is available for eligible students.

Students in the Trainee Admission Program are not required to undertake either the Work Experience or Continuing Professional Experience components, but all other policies, procedures and rules contained in this Program Manual apply to Trainees unless otherwise indicated.

Trainees are not eligible for the award of a Graduate Diploma in Legal Practice. Trainees, upon successful completion of the Subjects in which they are enrolled, receive a Certificate of Completion, which must be included with the application for admission as a lawyer.

2.4.3 Trainee Admission Course (VIC)

The Board of Examiners in Victoria requires Trainees to complete supplementary training (including legal ethics) in accordance with the *Legal Profession (Admission) Rules 2008 (VIC)*. The Trainee Admission Course is otherwise similar to the Trainee Admission Program in Queensland.

2.5 Attendance and participation (see also Assessment Rules)

2.5.1 Attendance and participation requirements – PLT Program

Attendance requirements vary according to the mode of delivery.

The activities for each Subject are set out in the coursework materials, study guides and in the timetable.

You must fully and actively participate in the Program: see Assessment Rules, rule 2, in Appendix 2 of this manual. Your participation may not satisfy the College's requirements, if you:

- are absent from lectures, group meetings or other activities
- do not take part in group discussions or other activities
- arrive late/depart early
- in relation to written work or other activities (whether these are required to be submitted for assessment or not):
 - do not complete them
 - consistently complete them late
 - submit several items shortly before the assessment date
 - the work is not your own, or
- do not access learning resources or undertake exercises or activities as described in the study guides – not doing so may be taken into consideration if it becomes necessary to determine your participation.

Part program students are only required to complete activities and assessments in the Subjects in which they are enrolled.

2.5.2 Consequences of non-attendance, non-participation

If you do not satisfy the attendance and participation requirements you may be ineligible for assessment. As a consequence the Program Director may refuse you permission to attempt an assessment task or to sit for any examination. Alternatively the Program Director may direct that marks are to be deducted from your assessment grade.

If you have been advised that you are ineligible for an assessment and you nevertheless attempt an assessment task or sit for an examination, that task or examination will not be marked, and you will be required to redo the task or examination, once you have satisfied the attendance and participation requirements.

2.5.3 Extensions

If you are unable to complete an activity, whether assessable or non-assessable, by the date timetabled, you must contact the lecturer in advance to let him/her know and to request an extension.

2.5.4 Jobs and other commitments

You must be available for all scheduled activities. The College will not alter rosters or change timetables in order to suit individual commitments.

We strongly recommend that you not undertake full time work or other commitments during the full time PLT Program. The coursework is intensive and you may have great difficulty completing requirements if work or other commitments are too great.

2.5.5 Notification of absence

If you are unable to attend or are absent from scheduled face-to-face or onsite activities:

- for less than two days, for any reason, such as a medical or dental appointment, you must notify your lecturer
- for two days, you must notify your lecturer in writing giving reasons for your absence, including a medical certificate if the absence is due to illness
- for more than two days, you must notify the Program Director in writing, giving reasons for your absence, including a medical certificate where appropriate.

The Program Director may at his/her discretion require any work missed during these activities to be made up in the same, or a subsequent, Offering.

2.5.6 Minimum rate of progress

While the College allows for deferrals in appropriate circumstances, you must have completed all components of the PLT Program within four years of commencing the Coursework Component.

Rules in respect of minimum rate of progress in relation to the Work Experience Component are found in the Work Experience Rules. The Continuing Professional Education Component can be completed while enrolled in the Coursework Component. The College allows students 12 months access to the Coursework Component after completion, during which time the online CPE seminars can be completed. If not complete after this time, students will need to provide evidence of completion of other CPE seminars acceptable to the College.

Students who have not completed all components within four years must apply to commence the PLT Program from the beginning (including the payment of a further tuition fee).

2.5.7 English proficiency

Competency in spoken and written English is required to commence any Program. If you are an overseas student from a non-English speaking country, or your previous studies were in a language other than English, you must demonstrate your ability in English skills in accordance with the IELTS standard before commencing the Program. The requisite IELTS standard is at level 8 (writing) 7.5 speaking and 7 (reading).

If you do not do this, you may be required at any time during the Coursework Component to defer until such English skills are demonstrated.

Further information is available from the Manager of Student Services.

2.6 Examination and assessment procedure (see also Assessment Rules)

2.6.1 Academic requirements

The program, content and assessment in each Subject are described in the relevant coursework materials and timetable. You must complete any examination, test, assignment, coursework, video assessment, court appearance, viva or any other assessment task undertaken as part of the Program requirements prescribed by the College using only the resources authorised by the College.

The College policy and rules in relation to examinations and other forms of assessments are included in this section of the manual and in the Assessment Rules (Appendix 2).

Part Program students are only required to complete activities and assessments in the Subjects in which they are enrolled.

2.6.2 Assessment Rules

The College's assessment policies and procedures are detailed in this Manual and in the Assessment Rules, which apply in all Programs and appear as Appendix 2 to this Manual.

2.6.3 Disability and disadvantage

If you require special consideration because you suffer from a disability or disadvantage (not including lack of skills in reading and/or writing English) which might cause you difficulties in assessments you must apply in writing to the Manager of Student Services at least 14 days before the assessment. You should include a medical certificate and/or other relevant evidence in your application.

The Manager of Student Services may make such special arrangements, facilities available or allow additional time for the assessment as he/she thinks fit. Alternatively, the Manager of Student Services may reject your application in which case you may apply to the relevant Program Director for a review of the Manager of Student Services' decision.

2.6.4 Identification at assessments

You must bring photo identification (i.e. a driver's license or proof of age card) to all assessments where personal attendance is required.

If you do not provide acceptable identification you may, at the discretion of the invigilator/assessor, be excluded from the assessment.

2.6.5 Examination and assessment locations

You will generally be expected to undertake examinations and other assessments at the location nominated in your timetable.

If you wish to undertake your examinations and other assessments at a different location, you must apply to the Manager of Student Services, in writing, 21 days before the date of the assessment and provide reasons for your request to complete the assessment at that location. It is also your responsibility to find an academic institution acceptable to the College willing to administer the assessment(s). The arrangement of an alternative location depends on the College being satisfied with the institution proposed by the student and the availability of any particular alternative cannot be guaranteed.

If your application is approved it may be that there will be fees charged by the institution where the assessment will take place – this will not be the case where the personal assessment is at College premises. You will have to pay the fees of the institution where the assessment is held. Payment details will be advised following finalisation of arrangements.

In some circumstances the College will approve completion of oral assessments by video or web conference. In these cases you will be required to pay all costs associated with a video or web conference. Under no circumstances will the College approve an oral assessment being conducted by telephone unless the student is physically located on College premises, identified by College staff and being assessed by a lecturer at another College campus.

2.6.6 Timetable and attendance

Assessments will be on the dates and at the times shown in the relevant timetable. For your individual assessment in certain activities, where appropriate, the Program Director or Manager of Student Services will allocate the times of those assessments.

The College may, during the Coursework Component, alter the timetable and may reschedule the assessments for any reason and will notify you of the changes.

The Program Director may refuse permission for you to undertake an assessment if you:

- fail to attend at the scheduled time
- fail to produce acceptable identification
- arrive more than 30 minutes late, or
- fail to submit work to be assessed as required.

2.6.7 Absence from an entire assessment

If through circumstances beyond your control you are unable to attend an assessment you must:

- notify the relevant Program Director in writing, no later than one working day after the date of your assessment, and
- submit a medical certificate and/or other relevant evidence.

The Program Director may make any special arrangements as the Program Director thinks fit.

2.6.8 Illness or misadventure during an assessment

If you attempt an assessment task but claim that your performance was prejudiced by circumstances beyond your control on the day of the assessment, you must:

- notify the Program Director in writing, no later than one working day after the date of the assessment, and
- submit a medical certificate and/or other relevant evidence.

The Program Director may not alter the result of the assessment but may permit you to attempt another equivalent assessment on such conditions as the Program Director thinks fit.

2.6.9 Medical certificates

All medical certificates must specify the severity and duration of the complaint and its effect on your ability to undertake the assessment. The College will not accept a receipt for medical or hospital fees instead of a medical certificate.

2.6.10 Open book examinations

A number of College examinations are open book. During these examinations students are only allowed to use the material and equipment permitted by the College (as described in the relevant coursework materials). Students must not use or attempt to use any material or equipment which are expressly excluded by the instructions on the examination paper. For example, no computers, mobile phones or other electronic equipment (other than calculators) are permitted in any examination.

Students must not speak to or otherwise communicate with any other student during an examination. Students must not read or attempt to read another student's examination script. They must not do anything to disadvantage other students during an examination. See the definition of "cheating" in the Definitions section of this manual.

Students must leave the examination paper and their examination scripts in the examination room for collection by the exam supervisors.

Students must obey all directions of the exam supervisors.

2.6.11 Return of work/re-marking

Where possible, assessed work (other than examinations) will be returned to you during the Coursework Component with constructive comments.

Procedures are in place to ensure that marking is carried out fairly and consistently. Before marks are issued:

- any inconsistencies in marking of examinations and other assessments are investigated, and
- failures are reviewed.

2.6.12 Notification of results

You may access your results and/or check the status of your Work Experience and Continuing Professional Education components online. You can only access your own details.

Your results will be posted online as soon as they are available.

Further details are provided on the website.

After the end of the Coursework Component a transcript of your final results, showing grades achieved in each Subject, will be posted to you. You should make sure that the College has your correct address for

correspondence after the Program concludes, if it is not the address shown on our records at enrolment. Alternatively the College will, at your request, either:

- send your transcript to you through the DX if you have access to the document exchange
- hand your transcript to you in person.

Students in Part Programs receive only a Certificate of Completion which notes Subjects successfully completed.

2.6.13 Supplementary assessments

If you do not pass a Subject at your first attempt you will be required to sit a second assessment in the relevant examination and/or assessment task.

Second assessments are offered on programmed examination dates. Programmed examination dates are scheduled during all on site sessions. The dates of the on sites are on the College website at www.collaw.edu.au

2.5.14 Supplementary assessments – booking procedure

If you have missed an examination or assessment task for which you are eligible to sit or failed a subject once, you may advise Student Services, at least one week in advance, of your intention to attend for a second assessment on a particular programmed examination date.

St Leonards On Campus Program students should contact the Program Director.

Any student who fails a subject for the first time is strongly urged to contact the subject coordinator or Program Director to arrange a mentoring session.

If you wish to complete the Program in time to attend a particular admission ceremony you must complete all supplementary assessments no later than two weeks prior to the admission ceremony lodgement date. The College will make every effort to have your exams marked within that time. The courts schedule a number of admission ceremonies throughout the year.

2.6.15 Consequences of failure of a subject after a supplementary assessment

If you fail a subject twice you must contact the relevant subject coordinator as nominee of the Program Director to discuss the failed assessments, complete additional work set by them and then apply to the Assessment Review Committee (ARC) for permission to do a third examination or assessment task. If your work is satisfactory and there has been no substantial change in the law or procedure on which the subject is based, the subject coordinator may make a recommendation to the ARC, in support of your application.

If the ARC does not grant permission for a third assessment, you must transfer to a subsequent Offering to complete the subject, pay the appropriate fees, do the coursework required by the ARC and undertake assessment during that Offering, unless the ARC determines that a different procedure is appropriate in the circumstances.

If the ARC does grant permission for a third assessment and you fail the subject on the third attempt, you will be excluded from the Program for up to 12 months unless you are able to show cause to the ARC as to why a different outcome is appropriate in the circumstances. The period of exclusion shall be determined by the ARC.

You may make a written submission and/or address the ARC in person.

Appeals from decisions of the ARC are covered under the Assessment Rules at Appendix 2.

Academic Conduct

3. Academic Conduct Policies and Procedures Relating to Students

3.1 Unsatisfactory academic conduct and academic misconduct

3.1.1 Procedure

If there is an allegation of unsatisfactory academic conduct or academic misconduct against you, the Program Director will advise you of the nature of the allegation and request you to meet with him/her and a senior member of the academic staff to discuss the allegation and determine whether it should be investigated. If you fail to attend this meeting, the question of whether the allegation should be investigated will be decided in your absence.

3.1.2 Unsatisfactory academic conduct

If the Program Director determines that there is an allegation of unsatisfactory academic conduct then the Program Director will –

- advise you of that determination in writing within seven (7) days
- conduct the investigation, and
- report the result of the investigation to the General Manager, Education within fourteen (14) days of the initial determination.

The General Manager, Education will then consider the report, review any relevant evidence, conduct such further investigation (if any) as he/she thinks fit and make a finding as to whether there has been unsatisfactory academic conduct.

If the General Manager, Education determines that there has been unsatisfactory academic conduct, then he/she may –

- caution you
- reprimand you
- require you to re-submit any relevant item(s) of coursework, and/or
- determine that your participation in the Program, or unit or Subject has been unsatisfactory and require you to transfer to a later Offering to repeat the relevant unit or Subject.

3.1.3 Academic misconduct

If the Program Director determines that there is an allegation of academic misconduct that warrants investigation, then the Program Director will –

- advise you of that determination in writing within seven (7) days
- conduct a preliminary investigation, and
- report the result of the investigation to the General Manager, Education within fourteen (14) days of the initial determination.

The General Manager, Education will then –

- consider the report
- conduct a further investigation including a review of any relevant evidence
- provide you with a reasonable opportunity to make oral and written submissions to him/her
- consider any submissions you may make
- make a finding as to whether there has been academic misconduct and, if so, a determination as to the penalty to be imposed, and
- within seven (7) days of making the finding advise you in writing of the finding, including his/her reasons for the finding and any determination as to penalty.

If the General Manager, Education makes a finding of academic misconduct, then he/she may, depending on the nature and seriousness of the academic misconduct –

- caution you

- reprimand you
- require you to re-submit any relevant item(s) of coursework
- determine that your participation in the Program, unit or Subject has been unsatisfactory and require you to transfer to a later Offering to repeat the relevant unit or Subject
- award you a zero mark for the results of any or all forms of assessment for a unit or Subject in which you are admitted or enrolled
- withhold your results
- suspend you for a period not exceeding six (6) months
- exclude you from specified classes or Program components for a specified period, and/or
- impose conditions in relation to your participation in the Program or your use of College premises or facilities.

3.1.4 Collusion

Where the allegation involves plagiarism but the General Manager, Education is unable to determine which of two or more students produced the impugned work, the General Manager, Education may make a finding against each student by reason of their collusion with each other.

3.1.5 Appeal

Rights of appeal and procedures on appeal are to be found in the Assessment Rules (Appendix 2).

Complaints and Disputes

4. Complaints and Disputes Policies and Procedures Relating to Students

4.1 Student complaints and disputes

4.1.1 Policy and guidelines

The College's complaints and disputes policy applies to all complaints, whether non-academic or academic, brought by students. The College's procedures regarding non-compliance by students with College policies and procedures are contained in Appendix 1 of this manual, as well as the Assessment Rules in Appendix 2.

Policy

This policy applies to all students, including students not yet enrolled with the College or seeking to enrol, and irrespective of the location where the matter complained of has arisen, a student's place of residence or the Program the student is undertaking.

For all complaints and disputes, non-academic and academic, the College will apply the following principles, which comprise its complaints and disputes policy:

- resolution will be sought at the most appropriate level commensurate with the seriousness of the complaint
- mediation will occur wherever possible
- the principles of natural justice will be observed
- documentation will not be necessary at the initial stage, but will be required if a complaint is of a serious nature, or is not readily resolved
- confidentiality will be preserved to the extent possible to achieve resolution of the complaint
- the College will take steps to ensure that neither the complainant nor the respondent will be victimised or discriminated against
- both the complainant and the respondent may be accompanied and assisted by a third party if desired
- both the complainant and the respondent may request reasons for decisions to be in writing at any phase of the process
- the College will ensure that all staff are aware of these principles and procedures
- the College will not charge the student any costs or fees in relation to the complaints and disputes process
- nothing in the policy and the guidelines, processes and procedures pursuant to the policy affects a student's rights to seek remedies at law where available.

Guidelines

For all complaints and disputes, non-academic and academic, the College will follow these guidelines in applying the complaints and disputes policy:

- where the complaint relates to a staff member, the College will not discuss it with that staff member nor reveal the student's identity without first advising the student
- written material will be kept confidential and will not be shown to anyone who is not directly involved in handling the complaint. When the complaint is finalised, all written material will be placed on a confidential file (not the student's or staff member's personal file), and kept on file for a period of five years. During this time the materials will be treated as confidential documents accessible only to interested parties. After five years, the file and materials will be destroyed
- the assistance of the Student Liaison Officer will be sought, where appropriate, with the student's consent
- where a complaint involves an allegation of serious misconduct by a staff member, the Program Director will report the matter to the Principal, and will take no further action unless directed by the Principal
- the College will not act if the complaint relates to circumstances outside:
 - the premises of the College
 - the Program or terms of staff employment, and/or
 - the student's capacity as a student
- meetings may be by tele or video conference where most convenient to all parties.

4.1.2 Student Liaison Officer

The name of the current Student Liaison Officer, who can give you guidance in the conduct of complaints and disputes, can be obtained from the relevant Program Director (the Student Liaison Officer is currently the Director, Academic Policy and Quality). If you have a grievance or complaint that cannot be resolved internally, the College will advise you of the appropriate body where you can seek further assistance.

4.1.3 Non-academic complaints and disputes procedure

If you have a complaint relating to:

- a member of staff
- another student, or
- the administration of a Program,

you may bring the complaint to the relevant Program Director for consideration in confidence.

After you have supplied to the Program Director sufficient particulars of the complaint for it to be adequately considered, the Program Director will advise you of the manner in which he/she proposes to deal with the complaint.

If after 21 days:

- the complaint is not resolved to the satisfaction of all parties, or
- appropriate action has not been taken in respect of the complaint,

you may bring the complaint to the notice of the General Manager, Education.

If you bring the complaint to the notice of the General Manager, Education:

- the General Manager, Education, or his/her delegate, will set up a meeting with you within seven days in order to seek a resolution. The General Manager, Education, or his/her delegate, will resolve the complaint within 14 days of the meeting.
- If, you are not satisfied with the General Manager, Education's determination and the outcome of the complaints and disputes process, you may appeal in writing to the Chief Executive Officer of the Law Society of NSW within 28 days of receiving written notice of the General Manager, Education's determination. The Chief Executive Officer, or his/her delegate, will set up a meeting with the student within 14 days in order to seek a resolution. The Chief Executive Officer, or his/her delegate, will resolve the complaint within 14 days of the meeting. It will be the

responsibility of the relevant Program Director to implement any determinations of the General Manager, Education or the Chief Executive Officer of the Law Society of NSW.

4.1.4 Academic complaints and disputes procedure

This clause does not apply to complaints and disputes concerning allegations of unsatisfactory academic conduct or academic misconduct against students, which are dealt with at 3.1.

If you have a complaint relating to an academic matter, you may bring the complaint to the Program Director for consideration in confidence.

Any student who is dissatisfied with a final grade awarded in a subject may apply for a clerical re-addition of the examination marks by contacting the Program Director no later than 14 days after the official date for the issue of results. If an error is found, the mark will be adjusted accordingly. The Program Director will advise the student of the outcome, including any alteration to the grade awarded, within 14 days of the application being received.

If your complaint is in respect of a passing grade, which you wish to appeal, there is a non-refundable administrative charge of \$50. Complaints in respect of passing grades (ie, where you believe that you should have achieved a higher grade) must be made in writing within 14 days of the publication of the result and must be accompanied by the non-refundable administrative charge.

After you have supplied to the Program Director sufficient particulars of the complaint for it to be adequately considered, the Program Director will advise you of the manner in which he/she proposes to deal with the complaint.

If after 21 days:

- the complaint is not resolved to the satisfaction of all parties, or
- appropriate action has not been taken in respect of the complaint

you may bring the complaint to the notice of the Assessment Review Committee in accordance with the procedures in the Assessment Rules in Appendix 2 of this manual.

If you bring the complaint to the notice of the Assessment Review Committee, the Assessment Review Committee will set up a meeting with you within seven days in order to seek a resolution. The Assessment Review Committee will resolve the complaint in accordance with the procedures in the Assessment Rules in Appendix 2 of this manual.

- If you are dissatisfied with the determination of the Assessment Review Committee and the outcome of the complaint, you may appeal to the Academic Appeals Committee in accordance with the Assessment Rules in Appendix 2 to this manual.
- If you are dissatisfied with the determination of the Academic Appeals Committee and the outcome of the complaint, you may appeal to the External Appeals Panel in accordance with the Assessment Rules in appendix 2 to this manual.
- It will be the responsibility of the relevant Program Director to implement any determinations of the Assessment Review Committee, Academic Appeals Committee or External Appeals Panel.

4.1.5 Overseas Students Ombudsman

Overseas students holding student visas arranged via the College of Law can complain or appeal any decision (non-academic) by contacting the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. Find out more at www.oso.gov.au or phone 1300 362 072.

Access to College Premises and General Conduct

5. Policies and Procedures Relating to Access and Student Conduct

5.1 College premises

5.1.1 Student access

You are only permitted access to those parts of the premises used for teaching the Program or for student amenity. You are not permitted access to:

- areas used by administrative staff,
- any store rooms
- kitchen areas, except on the ground floor
- the roof (at St Leonards), or
- rooms containing electrical switching equipment or air conditioning plant.

5.1.2 Care of student rooms

You must take care to avoid unnecessary wear and tear or damage to the building, furniture and equipment. In particular you must not:

- affix notices, signs, pictures or other materials to walls, doors or other surfaces apart from designated notice boards
- put nails, screws or press studs into any walls, doors, other surfaces or equipment.

The College may remove any notice or other material from the notice boards or elsewhere. You are responsible for your room and the equipment in it and may be called on to contribute to the cost of any repairs.

You must not move furniture from one room to another, including desk drawers which are not interchangeable. You must not move desks within rooms unless authorised by a member of College staff.

Blinds must not be raised where that would interfere with the air-conditioning.

5.1.3 Accidents, loss or damage to equipment

You must report promptly all cases of accident, damage, loss and faults in electrical, air conditioning and other equipment to a member of College staff.

5.1.4 Audio-visual equipment

From time to time, computers, film projection, videotape, sound, and other audio-visual equipment are used during the Program.

You must not move or interfere with this equipment in any way.

5.1.5 Smoking

You are not permitted to smoke inside College premises.

5.1.6 Eating and drinking

You must not eat or and drink, or use electrical appliances for these purposes, in College premises. However, you may eat and drink in the Canteen and in student rooms at St Leonards subject to their being kept tidy (including food wrappings, drink cups and scraps must be wrapped and placed in waste bins).

Except where expressly authorised by the Program Director alcohol is not permitted on College premises.

5.1.7 Children

The College does not have facilities for the care and safety of children. For this reason and to avoid disruption and inconvenience to other students, you must not bring children to the College.

5.1.8 Disruptive activities

In consideration of others, to ensure that students, staff and other persons on the premises are not disturbed by noise or other forms of disruption, you must not:

- use any equipment that reproduces audio or visual images, musical instruments and mobile telephones in College premises, except in areas set aside for their use
- use computers or video monitors to play television programs, games or non-College videos
- play ball games or participate in other disruptive activities on College premises.

5.1.9 Fire drills and regulations (at all College premises)

You must observe all fire drills and regulations applicable to the building in which the Program is conducted.

5.1.10 Animals

Animals (with the exception of guide dogs), birds and other creatures are not permitted at any time on College premises.

5.1.11 Removal of your materials and personal property at end of Program

You must remove all your materials and personal property from College premises by the last day of the Offering. The College may dispose of any materials or other property which has not been removed as required.

5.2 Safety, Security and Welfare

5.2.1 Occupational health and safety

The College has an Occupational Health and Safety Committee. If you become aware of any hazard or potential hazard please report it to College staff who will inform the relevant person in the College.

You must report any accidents to College staff so particulars may be recorded in the Accident Register.

Before you commence the Coursework Component, read the health and safety information on the College Learning Portal toolbar. This information is in:

- Your Health and Safety under Course Information, and
- the User Guides under Help.

5.2.2 HIV/AIDS and hepatitis policy

The College has a commitment to protecting and supporting staff and students in relation to the Human Immunodeficiency Virus (HIV) and AIDS related conditions, the Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV). In particular the College aims to minimise the risk to staff and students of either contracting or transmitting these viruses in work, study or other life situations by:

- providing a safe and healthy work environment, and undertaking to minimise the risk to staff and students posed by HIV or the Hepatitis B or C viruses
- protecting staff and students from harassment, discrimination and victimisation in relation to HIV/AIDS or Hepatitis B or C viruses
- promoting informed awareness, understanding and tolerance by staff and students of issues and concerns in relation to HIV or the Hepatitis B or C viruses, and
- maintenance of physical and emotional well-being in relation to work/study for staff and students who are in some way affected by HIV or the Hepatitis B or C viruses.

5.2.3 Prevention of harassment and discrimination policy

The College is committed to ensuring that all students and staff are treated fairly and equitably, and that their right to study and work in an environment free of harassment and discrimination is recognised. The College requires all staff and students to respect each other's dignity and to treat each other with courtesy, honesty and sensitivity to their rights.

The College does not allow or condone harassment or discrimination of staff or students by other members of staff, students, or other persons; nor does it allow or condone harassment or discrimination of students by members of staff or other students, on the grounds of race, sex, age, disability, political or religious belief. The relevant Program Director will ensure that this policy is implemented, and will treat any complaint seriously and sympathetically in appropriate ways which ensure that complainants and witnesses are not victimised. Complaints will be investigated thoroughly, fairly and confidentially in accordance with the College's complaints policy guidelines in this manual.

Disciplinary action may be taken against anyone found to have committed harassment or discrimination on any basis. All students and staff have responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support or condone harassment or discrimination on any basis.

5.2.4 Privacy of student records policy

The College treats students' records as confidential.

Information in a student's records will only be used by College staff in fulfilling the legitimate and authorised purposes of the College. Unless authorised by legislation, a student's permission will be sought before disclosure of any information from that student's records.

5.2.5 Student Counselling

Academic Matters

Where students feel they are in need of academic counselling, they should in the first instance contact their lecturer to discuss the matter. If the student feels the need to go beyond the lecturer, they should contact the Program Director or the Student Liaison Officer.

Non-academic Matters

Where a student has problems which go beyond his/her enrolment with the College of Law but have the propensity to affect his/her ability to complete the Program, the student should contact the Program Director or the Student Liaison Officer who will, if requested and in appropriate cases, arrange a consultation for the student with a professional counsellor. The College will pay for one such first consultation for the student.

5.3 General

5.3.1 Conduct

You must comply with the policies, procedures and rules of the College and any reasonable directive of the College or any of its staff.

You must not prejudice the good order and governance of the College or interfere with the freedom of other persons to pursue their studies, carry out their functions, participate in the life of the College or pursue their rights to be on the premises.

5.3.2 Practice papers and coursework materials

Your fees include payment for access to practice papers and coursework materials, appropriate for your Program, which will be available online and/or distributed to you in print during the Program. A hard copy of selected practice papers will be issued to PLT Program students to keep. You may print copies of online materials, in which the College has copyright, at your own cost.

If for any reason you need additional copies or replacement of any materials given to you in hard copy, you must contact your lecturer. You may be required to pay a fee based on replacement cost.

Students in Part Programs do not receive hard copy practice papers but may purchase full sets or single volumes directly from LexisNexis or the College.

5.3.3 Intellectual property

Copyright and use of materials

All coursework materials (including online materials), practice papers, seminar papers, audio-visual material and other publications and materials used in Programs are subject to copyright. Enquiries regarding publications should be directed to the Director, Program Development who is the College's Copyright Officer.

Access to the College's learning portal, online materials, hard copy coursework materials are supplied exclusively to you solely for the purposes of participating as a student in a Program. You must not copy the materials, except for your own study purposes. You must not supply them to any other person or permit access to the site or coursework materials to any other person without the prior written consent of the College. You must keep your User ID and Password confidential.

The LexisNexis online library facilities (and the online library facilities of other publishers) are provided solely for your educational purposes as you complete the Program. You must not use them for any commercial or other private benefit to yourself, your firm or your firm's clients or any other persons.

College logo

You must not use, depict or display the College logo except in a manner and circumstances first approved by the College.

Your work

The College reserves the right to retain the original or one copy of work executed by you as part of the Coursework, or submitted for any award or competition conducted by the College. This retention does not affect any copyright or other intellectual property right that may exist in the work.

5.3.4 Correspondence

You must quote your student number in all correspondence with the College. Correspondence originating from the College will in most cases be electronic.

5.3.5 Change of contact details

If you change your address (or other contact details) you must notify the College in writing or by email to: support@collaw.edu.au.

The College will not accept responsibility if communications fail to reach you because of a change of address.

Overseas students studying under student visas arranged via the College must notify the College of any changes to contact details, including address and telephone number. Failure to do so may result in the cancellation of a student's visa.

5.3.6 Notices

The College may display notices on notice boards on the premises. You should acquaint yourself with those notices that concern you.

If you fail to read any notices, or misread or misunderstand any notice, this will not be accepted as a reason for your being unaware of the contents of the notices.

Notices will normally be posted electronically.

5.3.7 Facsimile, DX and telephone

You must not:

- use the College fax facility for incoming or outgoing material
- use the College's facilities of the Australian Document Exchange (DX) either to receive or send mail
- receive incoming telephone calls except in cases of emergency.

5.3.8 Mobile telephones

You must not use, and must switch off, your mobile telephone on the premises during scheduled activities.

5.3.9 Evaluation

The College actively seeks comprehensive feedback on all aspects of its programs including teaching, materials and administration. Your participation in the evaluation process is encouraged and appreciated. Changes are regularly incorporated in the programs as a result of feedback from students.

In order to provide feedback to your lecturers and to Program Directors you will be asked to complete a series of questionnaires at intervals throughout the Coursework Component. You may also be approached for feedback by the College or market researchers on behalf of the College either during or after the Program. Your responses are confidential and will be used to develop and improve the Program.

If you have any comments, concerns or suggestions at any other time which you think would be helpful to us, please address them to the Program Director or your lecturer.

Appendixes

Appendix 1 – Procedures where Non-Compliance with Policies and Procedures (student non-compliance)

1. Compliance with policies, procedures and rules

Your enrolment is on the condition that you comply with the policies and procedures relating to students and with the Assessment Rules (Appendix 2) in this manual.

The following paragraphs set out the applicable procedures in the event of student non - compliance with policies and procedures in this manual.

2. Procedures regarding student non - compliance and the College's right of summary exclusion

Summary exclusion from classes or a Program

- 2.1 A member of College staff who is conducting a class or Program component may exclude you from the class or component if he or she reasonably suspects you of student non - compliance and will advise you of the grounds of his/her suspicion at the time of exclusion or as soon as practicable.
- 2.2 The librarian, or any member of library staff, may exclude you from their library if he or she suspects you of student non - compliance in relation to their library.
- 2.3 Any member of College staff responsible for the operation or maintenance of any College premises or facility may exclude you from the premises or facility, or from the use of the premises or facility, if he or she suspects you of student non - compliance in relation to the premises or facility.
- 2.4 Unless sooner revoked, an exclusion under this clause ceases to have effect:
 - (a) in the case of the exclusion from a class or component, at the end of the day on which you were excluded
 - (b) in any other case (with the exception of a finding of academic misconduct), at the expiration of seven days from the day on which the alleged breach of discipline occurred
 - (c) in the case of a finding of academic misconduct, at the discretion of the Principal, and
 - (d) an exclusion under subclause (c) may be permanent.
- 2.5 A person who excludes you from a class or Program component, from the library, any other College facility or from College premises must notify the Program Director as soon as practicable after the exclusion takes place.
- 2.6 If a member of College staff suspects you of student non-compliance in relation to the policies, procedures and rules during an examination or other assessment task or work relating to participation in the Program, the staff member has the right to take prompt action to prevent the continuance of the suspected non-compliance and must provide a written report to the Program Director as soon as practicable.

Inquiries into alleged student non-compliance

- 2.7 The Program Director may (whether as a consequence of the making of a complaint or otherwise) cause inquiries to be made in relation to any student non-compliance that is alleged to have been committed by you.
- 2.8 The Program Director may exclude you from the College while such enquiries are being made. After exclusion, the Program Director may allow you to re-enter the College, with or without conditions (including transfer to another Offering) as are appropriate in the circumstances.

Program Director to issue show cause notice

- 2.9 If the Program Director, after inquiry, determines that there has been student non-compliance by you, the Program Director:

- (a) must give you a reasonable opportunity (being a period of not less than seven days) within which to make written representations to the Program Director in relation to any penalty to be imposed for the alleged student non-compliance, and
- (b) must take into account any written representations you make during that period.

Program Director to dismiss certain matters

- 2.10 If the Program Director determines after consideration of your further representations that there should be no finding of student non-compliance against you, the Program Director must inform you accordingly.

3. Consequences of student non-compliance

- 3.1 If the Program Director determines that there has been student non-compliance by you, amounting to unsatisfactory conduct, the Program Director may, taking into account your previous disciplinary record and after consultation with the Principal, take any one or more of the following actions:
- (a) withhold your results
 - (b) suspend you for a period not exceeding six months
 - (c) exclude you from specified classes or Program components for a specified period
 - (d) exclude you from College premises or specified College facilities for a specified period
 - (e) if the student non-compliance involves loss or damage to property of the College require you to repay to the College a specified amount not exceeding the amount of the loss or damage
 - (f) impose conditions in relation to your participation in the Program or your use of College premises or facilities
 - (g) caution or reprimand you
 - (h) require you to transfer to another Offering.
- 3.2 Student non-compliance involving unsatisfactory academic conduct or academic misconduct shall be dealt with in accordance with Chapter 3 of the Program Manual.
- 3.3 The Principal may and, where obliged, will report the fact and the circumstances of the student non-compliance involving unsatisfactory academic conduct or academic misconduct to any one or more of the following:
- the College Board
 - the council of the legal professional association in the relevant jurisdiction or jurisdictions for your Stream
 - the relevant court and admitting authorities in the relevant jurisdiction or jurisdictions for your Stream.
- 3.4 The Program Director must notify you as soon as practicable of:
- any decision made pursuant to these rules, and
 - his or her reasons for the decision.

4. Right of appeal

- 4.1 Any student wishing to appeal the finding of non-compliance is referred to the complaints and disputes procedures at Clause 3.11 of this manual.
- 4.2 Appeals against findings of unsatisfactory academic conduct or academic misconduct lie to the Academic Appeals Committee (see Assessment Rules – Appendix 2).
- 4.3 Appeals against findings of non-academic non-compliance lie to the Principal (see clause 3.11.2).

Appendix 2 - Assessment Rules

1. Application of these rules

These rules apply to all students enrolled in a Program or Subject.

2. Participation requirements to be eligible for assessment

To be eligible for assessment in a Subject, you must attend and participate in all activities referred to in the timetable and coursework materials.

The College may take into consideration:

- your undertaking activities, exercises and learning resources in a Subject, and
- whether in so doing your work was of a satisfactory standard

if it becomes necessary to determine whether you have participated in a Subject in order to be eligible for assessment.

3. Criteria for assessment

3.1 The assessment requirements for each Subject are described in the relevant Subject Outline.

3.2 To pass a Subject in a Program, you must satisfy the assessment requirements for that Subject which may include either or both of:

- achieving a total mark equivalent to 50% or more of the assessment tasks in that Subject, and
- in the PLT Program completing all coursework to the standard that would reasonably be expected of a newly admitted solicitor in practice.

3.3 To pass the PLT Program, you must:

- pass each Subject in the Practice and Professional areas of the Coursework Component
- pass two elective subjects, one from Group 1 and one from Group 2, and
- complete the Work Experience Component and the Continuing Professional Education Component of the Program.

3.4 To pass an Applied Law Program, you must pass all core Subjects and electives as required.

3.5 By submitting work for assessment you are warranting to the College that the work is your own. All sources and quotations should be properly acknowledged and referenced to avoid the implication that you may be presenting the work of others as your own. There are potentially very serious consequences for students found to have engaged in unsatisfactory academic conduct or academic misconduct, including exclusion from the Program and, in appropriate circumstances, reference to the relevant court and admitting authorities in the relevant jurisdiction or jurisdictions for your Stream (see clause 3.3 of Appendix 1 to this manual.)

4. Examinations and skills assessments in a Subject

The College conducts examinations and skills assessments at the times shown in the timetable. (These are the assessment components referred to in these rules). The College may reschedule the assessments. If it does, the Program Director will nominate the times for the assessments.

5. Completion of coursework in a Subject – PLT Program

5.1 You must complete all coursework in a Subject within the time shown in the timetable. Compliance with the time limits is a criterion of assessment. (Coursework includes all skills assessments, assignments, activities, practical work, performance roles and other work).

5.2 If you are unable to submit any coursework, whether it is for feedback or assessment, you may request an extension for that coursework from your lecturer of up to two (2) days. You must request the extension in writing and provide reasons. The lecturer has absolute discretion whether to allow the extension. Should you require an extension of more than two days, you must apply in writing to the Program Director, setting out your reasons and the date by which you propose to submit the relevant coursework. Approval is at the discretion of the Program Director.

- 5.3 If you fail to obtain an extension prior to the timetabled due date for submission and the coursework is an activity for feedback, it is at the lecturer’s discretion whether or not they provide feedback and the timeframe in which it is provided, if at all.
- 5.4 If you fail to obtain an extension prior to the timetabled due date for submission and the coursework is an assessable activity, the maximum mark you can be awarded will entitle you only to a Pass grade for that activity. Any coursework submitted more than ten (10) days after the timetabled date for submission without a prior approved extension granted in accordance with 5.2, will receive zero marks.

6. Grading in Subjects

- 6.1 Your marks for the assessment components in each Subject are given the weighting set out in the coursework materials. (These materials are given to you when the Coursework Component commences, or are available online). Those marks are then added up to give a score out of 100.
- 6.2 The College then converts your score to a grade in accordance with the following table:

Grade	Mark	Criteria
High Distinction	85-100	Work of outstanding quality with full coverage of all content/performance requirements
Distinction	75-84	Work of superior quality with full coverage of all content/performance requirements
Credit	65-74	Work of sound quality with adequate coverage of content/performance requirements
Pass	50-64	Work of satisfactory quality with adequate coverage of content/performance requirements
Fail	0-49	Work of unsatisfactory quality and/or inadequate coverage of content/performance requirements

In the PLT Program the Subject “Professional Skills” are assessed on a Satisfactory/Not Satisfactory basis applying the Pass/Fail criteria.

- 6.3 You are only notified of your grades and not marks in Subjects.

7. Procedures on final assessment

If the College’s Assessment Review Committee decides that a fail grade does not reflect your performance in a Subject, it may defer your final assessment in that Subject until you complete such further work and assessments as the Assessment Review Committee sees fit.

Supplementary assessments are offered on programmed examination dates. Programmed examination dates are scheduled during on site sessions. The dates of the on sites are on the College website at <http://www.collaw.edu.au>.

8. Submissions to Assessment Review Committee

- 8.1 You may make a submission to the Assessment Review Committee. To do so, write to the Program Director within 14 days of final timetabled day of the Offering in which you are enrolled.
- 8.2 If you want to make a submission based on illness or misadventure, include medical or other appropriate evidence.
- 8.3 You may appear personally before the Assessment Review Committee and make oral submissions.

9. Academic Appeals Committee

- 9.1 You may appeal to the Academic Appeals Committee against any decision of the Assessment Review Committee, but only on one or more of the following grounds:
- the Assessment Review Committee has proceeded contrary to these rules
 - the Assessment Review Committee has failed to consider information which you have put before it
 - the Assessment Review Committee has misdirected itself
 - the Assessment Review Committee has proceeded contrary to the principles of natural justice

- assessment requirements or procedures were changed contrary to these rules.

9.2 You may appeal to the Academic Appeals Committee against a finding that you have engaged in unsatisfactory academic conduct or academic misconduct, but only on one or more of the following grounds:

- the General Manager, Education proceeded contrary to these rules
- the General Manager, Education failed to consider information which you put before him or her
- the General Manager, Education misdirected himself or herself
- the General Manager, Education has proceeded contrary to the rules of natural justice.

9.3 Your appeal must:

- be in writing
- clearly state the grounds of the appeal, and
- be received by the College within 21 days of the date the College sends you notice of the decision against which you are appealing.

9.4 The Academic Appeals Committee will send you written notice of the time, date and place of its meeting.

9.5 If you appeal, you have the right to appear personally before, and to address, the Academic Appeals Committee, as well as the right to make a written submission to the committee.

10. External Appeals Panel

10.1 You may appeal to the External Appeals Panel against any decision of the Assessment Appeals Committee, including a decision relating to a finding of unsatisfactory academic conduct or academic misconduct, but only on one or more of the following grounds:

- the Academic Appeals Committee has proceeded contrary to these rules
- the Academic Appeals Committee has failed to consider information which you have put before it
- the Academic Appeals Committee has misdirected itself
- the Academic Appeals Committee has proceeded contrary to the principles of natural justice
- assessment requirements or procedures were changed contrary to these rules.

10.2 Your appeal must:

- be in writing
- clearly state the grounds of the appeal, and
- be received by the College within 21 days of the date the College sends you notice of the Academic Appeals Committee's decision.

10.3 In normal circumstances, an appeal to the External Appeals Panel will be via submission of written statements by the student and the chair of the Academic Appeals Committee.

10.4 If you appeal, you may apply to appear personally before, and to address, the External Appeals Panel in addition to making a written submission. Permission to appear personally (or via video or teleconference) and to address the External Appeals Panel is not to be unreasonably withheld.

10.5 In normal circumstances, the External Appeals Panel will make its decision and advise you in writing of the decision within 14 days of receiving your written submission or of your appearance in person, whichever is the later.

11. Exemption from attendance requirements

- 11.1 The College may exempt you from attendance requirements where there are exceptional circumstances of medical or personal hardship.
- 11.2 If you want to make such an application, you must apply in writing to the Program Director.
- 11.3 If the College grants you an exemption, you must still comply with all the assessment criteria.

12. Plagiarism, collusion and cheating

12.1 All work which you submit for assessment or participation in the Program must be your own work unless otherwise directed by the College. Please read carefully the definitions of Plagiarism, Collusion, Cheating, Unsatisfactory Academic Conduct and Academic Misconduct in the Definitions section of this manual.

12.2 You must not:

- copy from or submit, or
- attempt to copy from or submit

the work of another student, ex-student or any other person.

- 12.3 You must not permit another student, ex-student or prospective student to have access to or submit your work or any part of it.
- 12.4 You must not acquire or be in possession of or distribute examination materials or marking guides for any assessment task without the express permission of an academic member of staff.
- 12.5 The College may require you to certify that work which you submit for assessment or participation in the Program complies with these Rules.

In any case where copying or other Plagiarism, Collusion, Cheating or non-compliance with these Rules has occurred, the General Manager, Education may:

- require you to carry out such alternative and/or additional assessment tasks as he/she deems fit; and/or
- find such copying, Plagiarism, Collusion, Cheating or non-compliance to be Unsatisfactory Academic Conduct or Academic Misconduct and deal with it in accordance with Chapter 3 of this manual.

13. Miscellaneous

- 13.1 Nomination of other officers, committees or boards Any officers, committees or boards of the College authorised or required under these rules to exercise any authority, duty or responsibility may nominate another appropriately qualified officer or committee to exercise that authority, duty or responsibility.

Appendix 3 - Selection Procedures

PLT Program

1. The College sets no criteria for selection into the PLT Program with the following exceptions:

Australian Students and Permanent Residents

- a student must have completed a law degree or other qualification entitling them to be admitted as a legal practitioner in a state or territory of Australia
- a student must enrol in a given Offering by the published enrolment date
- a student must sign and return the Enrolment form (including the Acknowledgment of Penalty to be enforced by the College against students who withdraw from the Coursework Component after commencement but prior to the Census Date).

Overseas Students

- a student must have completed an overseas law degree or other qualification entitling them to be admitted as a legal practitioner in a state or territory of Australia, with or without additional undergraduate subjects to be undertaken, as advised by the Legal Profession Admission Board or other admitting authority, OR
 - a student must have completed an overseas law degree or other qualification entitling them to be admitted as a legal practitioner in their own country
 - a student must enrol in a given Offering by the published enrolment date
 - a student must pay the tuition fee by the published enrolment date.
- 2.1 In certain circumstances, at its own discretion, the College may relax the need to have completed a law degree (or other qualification entitling them to be admitted as a legal practitioner) prior to commencement of the PLT Program.
 - 2.2 In order to make an application under 2.1, a student must demonstrate to the satisfaction of the College that:
 - they have less than a full time undergraduate load remaining (over one semester); and
 - refusal of the application would result in hardship.
 - 2.3 Applications under 2.1 should be made to the Manager of Student Services at least one month prior to commencement.

Applied Law Program

All Applied Law Programs require applicants to hold an undergraduate law degree and (unless exempted by the College of Law Academic Board (COLAB)) be admitted as a legal practitioner, with the exception that the COLAB may approve applicants for the In-house Program in accordance with the procedures detailed at 2.1.3 of the Post-Admission Program Manual.

Appendix 4 - Review Procedures

Recrediting Fee-HELP (s 104-25)

1. In ordinary circumstances, a student incurs a Fee-HELP liability at the Census Date. The College will recredit a student's Fee-HELP balance in special circumstances that:
 - are beyond the student's control, and
 - do not make their full impact on the student until on or after the Offering Census Date, and
 - make it impractical for the person to complete the requirements for the course of study during the period in which the student was scheduled to undertake the Program.

Special circumstances

- 2.1 The College considers that special circumstances exist as described in Chapter 5 of the Guidelines for Student Learning Entitlement (the SLE Guidelines) created under the Higher Education Support Act 2003.
- 2.2 Without limiting the generality of clause 5.5.5 of the SLE Guidelines, the College will generally not regard circumstances to be unusual, uncommon or abnormal where they relate to employment workload, new employment or holidays.

Application

- 3.1 If a student wishes to make an application for recrediting their Fee-HELP balance, the student must make an application in writing to the Manager of Student Services before the end of the application period (see below).
- 3.2 The application must include all relevant supporting documents (eg, doctor's certificate).

Application period

- 4.1 The application for recrediting must be made within 12 months of the student's receipt from the College of a notice of withdrawal, or, if no such notice is issued, within 12 months of the end of the Offering in which the student was enrolled.
- 4.2 The Manager of Student Services may, at his or her own discretion, waive the requirement for the application to be made within the application period, if the Manager of Student Services is satisfied that the application could not possibly have been brought within that time.

Reasons for decision

- 5.1 Once the Manager of Student Services has determined whether or not special circumstances exist which warrant the recrediting of Fee-HELP balance, the Manager of Student Services will notify the applicant as soon as is practicable.
- 5.2 In giving notice under clause 5.1, the Manager of Student Services will always include a statement of reasons for the decision.

Review of decision by Review Officer

- 6.1 In the event that an applicant is not satisfied with the Manager of Student Services' decision under clause 5, the applicant may apply in writing to the Review Officer for a review of the Manager of Student Services' decision.
- 6.2 The Review Officer at the College of Law is the Director, Academic Policy & Quality.
- 6.3 An application for review of the Manager of Student Services' decision must be made within 28 days of the student having received the Manager of Student Services' notice of decision.
- 6.4 An application for review of the Manager of Student Services' decision must state the reasons why the applicant believes the review is warranted.

- 6.5 The Review Officer will give a notice of receipt to the applicant advising that if the reviewer has not advised the applicant of the outcome within 45 days of receiving the application for review, the reviewer is taken to have confirmed the original decision.
- 6.6 The Review Officer's notice of receipt will also advise the applicant of his or her right to appeal the decision of the Review Officer in the Administrative Appeals Tribunal and provide details of the address of the nearest registry of the AAT and approximate costs.
- 6.7 The Review Officer will give written notice of the outcome of a decision including reasons for the decision and, once again, provide details of the address of the nearest registry of the AAT and approximate costs.

Appeal to AAT

- 7.1 A student who remains unsatisfied with the Review Officer's decision may appeal to the Administrative Appeals Tribunal (AAT).
- 7.2 In the course of an appeal to the AAT, the student may supply additional information to the AAT which was not supplied to the College in the original applications for recrediting of Fee-HELP balance.
- 7.3 If a student makes an appeal to the AAT under clause 7.1, the respondent in the matter will be the Secretary of the Department of Education, Employment and Workplace Relations or his or her delegate.
- 7.4 The New South Wales registry of the AAT is at:

Administrative Appeals Tribunal
Level 7, 55 Market Street
Sydney

Further information about registries and filing fees can be found at <http://www.aat.gov.au/>. Filing fees are subject to change, but the fee as at 1 January 2010 was \$682, and may be considered indicative of likely costs for the medium term.

Appendix 5 – Work Experience Rules

Work Experience Rules - New South Wales

The College of Law Practical Legal Training Program (the Program) satisfies the practical legal training requirements for direct admission to legal practice in, New South Wales.

The Program consists of three components:

1. The Coursework Component
2. The Work Experience Component (part of which may be completed by undertaking the Clinical Experience Module), and
3. The Continuing Professional Education Component.

These Rules relate to the New South Wales Work Experience Component.

The College of Law is not authorised to grant exemptions from the Work Experience Component, or from any component of the Program. Anyone seeking exemption from the Work Experience Component, whether on the basis of overseas experience as a lawyer or otherwise, should seek guidance from the Legal Profession Admission Board.

Definitions

Term	Definition
Legal practitioner	A legally qualified person, however called, who holds a practising certificate in an Australian jurisdiction.
New South Wales Stream	The Program accredited by the Legal Profession Admission Board in New South Wales for direct admission to legal practice in that State.
Work Experience Component	One of the 3 program components to be undertaken by students in order to satisfy the requirements for completion of the Program. Students may elect to satisfy part of this component by undertaking the Clinical Experience Module.
Clinical Experience Module	An alternative program of practical activities, completion of which will substitute for 50 days of the Work Experience Component.

Rules

Rule	Sections
1. Constitution of the Work Experience Committee	<p>1.1 There is a Work Experience Committee which is appointed by, and reports to, the Board of Governors of the College of Law and to the College of Law Academic Board.</p> <p>1.2 Members of the Work Experience Committee may hold office for 2 years and may be reappointed.</p> <p>1.3 The Director, NSW PLT Program, the Student Services Manager and the Senior Student Services Officer are ex officio members of the Work Experience Component.</p> <p>1.4 The Work Experience Committee may regulate its own procedures in implementing these rules.</p>
2. The application process	<p>2.1 In order to have your work experience placement approved you must complete the Work Experience Component Application for Approval of Placement form and submit it to the Work Experience Committee.</p> <p>2.2 Approval in accordance with 2.1 should be obtained before you commence the work experience. Students contemplating overseas work experience placements must refer to Rule 8.</p> <p>2.3 If you do not obtain approval before you commence the work experience placement, then retrospective approval of the work experience will be at the discretion of the Work Experience Committee but subject to the requirements of any relevant regulatory body.</p>

Rule	Sections
3. When to do your work experience	<p>3.1 All program components must be completed within a 4 year period. Timing of the Work Experience Component is dependent on the mode selected for the Coursework Component and in all cases is subject to course rules:</p> <ul style="list-style-type: none"> (a) If undertaking the Coursework Component full-time, work experience may be undertaken either before or after the Coursework Component, but will not be approved concurrently with any Coursework Component. (b) If undertaking the Coursework Component part-time, work experience may be undertaken before, after or concurrently with the Coursework Component. <p>3.2 If you complete the Coursework Component first, you must commence the Work Experience Component within 3 years of completing the Coursework Component.</p> <p>3.3 If you complete the Work Experience Component first, you must commence the Coursework Component within 3 years of completing the Work Experience Component.</p> <p>3.4 In addition, if you undertake the Clinical Experience Module, then rule 10 applies.</p>
4. Required duration of work experience	<p>If you are not undertaking the Clinical Experience Module, then rules 4.1 – 4.5 apply. If you are undertaking the Clinical Experience Module, then rules 10.2 – 10.6 apply.</p> <p>4.1 Work experience must total 15 weeks (the equivalent of 75 days). You can undertake up to 11 weeks (55 days) of this experience before completing the final assessment in your law qualification provided the experience falls within 3 years preceding your enrolment in the Program. 20 days of the experience must be accrued after you have completed the final assessment in your law qualification.</p> <p>4.2 The 75 days of work experience may be made up by aggregation of multiple placements. Each placement may consist of multiple periods of work experience provided that each period is at least 1 day per week, which can be made up of 2 or more half days (4 hours) in any week.</p> <p>4.3 The maximum number of days that may be made up by aggregation of half days is 55.</p> <p>4.4 Subject to Rule 3.1(a) work experience may be undertaken on weekends.</p> <p>4.5 The maximum work experience that will be recognised in any 24 hour period is 1 day.</p>
5. Placement requirements	<p>5.1 Your work experience placement must be supervised and can be undertaken with:</p> <ul style="list-style-type: none"> (a) a legal practitioner in private practice; or (b) any government, semi-government or corporate legal office or department, employer or employee association, recognised by the Work Experience Committee as being a place in which appropriate practical experience might be undertaken; or (c) a judge to carry out legal research and provide legal services; or (d) a tribunal member (who is a legal practitioner) to carry out legal research and provide legal services; or (e) a Community Legal Centre, as defined in the relevant statute governing the legal profession in the Australian jurisdiction where you are undertaking the work experience; or (f) any other person or organisation which the Work Experience Committee recognises as being a placement in which the applicant might undertake appropriate work experience as described in Rule 6, subject to the work experience otherwise meeting the requirements of these Rules.
6. Nature of work experience	<p>Your work experience must occur in the delivery of legal services and include:</p> <p>6.1 application of legal knowledge and skills to the resolution of real-life problems of a legal nature;</p> <p>6.2 experience of procedures and dynamics commonly found in offices in which legal services are provided;</p> <p>6.3 contact with clients of the work experience placement; and</p> <p>6.4 experience in the process of becoming a professional practitioner of the law.</p>

Rule	Sections
7. Supervision	<p>7.1 A person may be a supervisor if he/she:</p> <ul style="list-style-type: none"> (a) holds a full practising certificate as a legal practitioner; or (b) holds a restricted practising certificate as a legal practitioner which he/she has held for 2 years; or (c) is a person admitted to the legal profession by the Supreme Court of any Australian jurisdiction who is eligible to hold a practising certificate and who provides written submissions to the Work Experience Committee that satisfy the Committee that he/she can provide appropriate practical experience; or (d) is a judge; or (e) is a tribunal member who is a legal practitioner. <p>7.2 A supervisor must not have 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 unless having been the subject of an adverse finding he/she makes full disclosure to the Work Experience Committee and the Committee is satisfied that the adverse finding should not preclude the person from being a supervisor.</p> <p>7.3 A supervisor must not supervise more than 3 people concurrently undertaking their work experience unless the approval of the Work Experience Committee has been obtained, which approval will only be given in special circumstances.</p>
8. Jurisdiction of placements	<p>8.1 The work experience may be undertaken:</p> <ul style="list-style-type: none"> (a) in any Australian jurisdiction; or (b) outside Australia if that experience is undertaken in a common law jurisdiction or practising common law in an office of an international law firm which is from a common law jurisdiction and in either case the supervisor: <ul style="list-style-type: none"> (i) holds a practising certificate issued by a common law jurisdiction; and (ii) is in all other respects regarded by the Work Experience Committee as a satisfactory supervisor. <p>8.2 The Work Experience Committee may set criteria to be met where work experience is undertaken outside Australia, including any conditions that may be prescribed by any relevant regulatory body.</p>
9. Completion of placements	<p>9.1 When you complete an approved work experience placement you must submit a Work Experience Declaration Form which:</p> <ul style="list-style-type: none"> (a) confirms and details dates of the work experience undertaken in accordance with these rules; (b) confirms that you have been supervised by the approved supervisor; and (c) includes an acknowledgement signed by the approved supervisor.
10 .The Clinical Experience Module (CEM)	<p>If you are undertaking the CEM then rules 10.1–10.8 also apply.</p> <p>10.1 You must complete the Coursework Component before enrolling in the CEM.</p> <p>10.2 Work experience must total 5 weeks (the equivalent of 25 days).</p> <p>10.3 Work experience undertaken more than 12 months prior to your enrolment in the CEM is not eligible for approval.</p> <p>10.4 The 25 days of work experience may be made up by aggregation of multiple placements. Each placement may consist of multiple periods of work experience provided that each period is at least 1 day per week, which can be made up of 2 or more half days (4 hours) in any week.</p> <p>10.5 Subject to Rule 3.1(a) work experience may be undertaken on weekends.</p> <p>10.6 The maximum work experience that will be recognised in any 24 hour period is 1 day.</p> <p>10.7 In addition to the 25 days of work experience you must complete the CEM activities set out on the College of Law website over a period of at least 5 weeks from enrolment in the CEM.</p> <p>10.8 The CEM activities and the 25 days of work experience must occupy a minimum of 10 weeks from enrolment in the CEM.</p>
11. Dispensation from compliance	<p>11.1 Subject to the requirements of any relevant regulatory body, the Work Experience Committee may dispense with compliance with any aspect of these</p>

Rule	Sections
with these rules	rules where it is satisfied that non-compliance is minor or that undue hardship may result from a strict application of the rules.
12. Rejection of applications	12.1 If the Work Experience Committee refuses to approve your work experience application, then the Committee must provide you with reasons for its refusal in writing and within a reasonable time of the refusal.
13. Appeals process	13.1 There will be an Appeals Committee which will be appointed by all the College Boards. 13.2 The Appeals Committee may prescribe rules and guidelines covering the conduct of appeals. 13.3 Appeals can only be made on the grounds of procedural unfairness, irregularity or improper exercise of the Work Experience Committee's discretion under Rule 11.1 and shall not proceed by way of re-hearing. 13.4 The Appeals Committee may: <ul style="list-style-type: none"> (a) dismiss the appeal; (b) refer your application back to the Work Experience Committee with such directions as it sees fit; or (c) substitute its own determination of your application for that of the Work Experience Committee.

Work Experience Rules – Queensland

The College of Law Practical Legal Training Program (the Program) satisfies the practical legal training requirements for direct admission to legal practice in Queensland.

The Program consists of three components:

1. The Coursework Component
2. The Work Experience Component (part of which may be completed by undertaking the Clinical Experience Module), and
3. The Continuing Professional Education Component.

These Rules relate to the Queensland Work Experience Component.

The College of Law is not authorised to grant exemptions from the Work Experience Component, or from any component of the Program. Anyone seeking exemption from the Work Experience Component, whether on the basis of overseas experience as a lawyer or otherwise, should seek guidance from the Legal Practitioners Admissions Board.

Definitions

Term	Definition
Legal practitioner	A legally qualified person, however called, who holds a practising certificate in an Australian jurisdiction.
Queensland Stream	The Program accredited by the Legal Practitioners Admissions Board in Queensland for direct admission to legal practice in that State.
Work Experience Component	One of the 3 program components to be undertaken by students in order to satisfy the requirements for completion of the Program. Students may elect to satisfy part of this component by undertaking the Clinical Experience Module.
Clinical Experience Module	An alternative program of practical activities, completion of which will substitute for 50 days of the Work Experience Component.

Rules

Rule	Sections
1. Constitution of the Work Experience Committee	<p>1.1 There is a Work Experience Committee which is appointed by, and reports to, the Board of Governors of the College of Law and to the College of Law Academic Board.</p> <p>1.2 Members of the Work Experience Committee may hold office for 2 years and may be reappointed.</p> <p>1.3 The Director, NSW PLT Program, the Student Services Manager, the Senior Student Services Officer and the Chief Executive Officer of the Queensland College are ex officio members of the Work Experience Committee in respect of an application by any student undertaking the Queensland Stream of the program.</p> <p>1.4 The Work Experience Committee may regulate its own procedures in implementing these rules.</p>
2. The application process	<p>2.1 In order to have your work experience placement approved you must complete the Work Experience Component Application for Approval of Placement form and submit it to the Work Experience Committee.</p> <p>2.2 Approval in accordance with 2.1 should be obtained before you commence the work experience.</p> <p>2.3 If you do not obtain approval before you commence the work experience placement, then retrospective approval of the work experience will be at the discretion of the Work Experience Committee but subject to the requirements of any relevant regulatory body.</p>
3. When to do your work experience	<p>3.1 Timing of the Work Experience Component is dependent on the mode selected for the Coursework Component and in all cases is subject to course rules:</p> <p>(a) If undertaking the Coursework Component full-time, work experience</p>

Rule	Sections
	<p>may be undertaken either before or after the Coursework Component, but will not be approved concurrently with any Coursework Component.</p> <p>(b) If undertaking the Coursework Component part-time, work experience may be undertaken before, after or concurrently with the Coursework Component.</p> <p>3.2 If you complete the Coursework Component first, you must commence the Work Experience Component within 2 years of completing the Coursework Component.</p> <p>3.3 If you complete the Work Experience Component first, you must commence the Coursework Component within 2 years of completing the Work Experience Component.</p> <p>3.4 In addition, if you undertake the Clinical Experience Module, then rule 10 applies.</p>
4. Required duration of work experience	<p>If you are not undertaking the Clinical Experience Module then rules 4.1 – 4.3 apply. If you are undertaking the Clinical Experience Module, then rules 10.2 – 10.5 apply.</p> <p>4.1 Work experience must total 15 weeks (75 week days). You can undertake up to 8 weeks (40 week days) of this experience before completing the final assessment in your law qualification provided the experience falls within 18 months preceding your enrolment in the Program.</p> <p>4.2 You may undertake work experience on a part time basis subject to the following conditions:</p> <p>(a) work experience must total the equivalent of 15 weeks (75 week days) full time;</p> <p>(b) part timework may only be undertaken if the employment is for a minimum of 2 days per week.</p> <p>4.3 If you undertake work experience in more than one period, each period must be at least the equivalent of 2 weeks (10 week days) of full time work.</p>
5. Placement requirements	<p>5.1 Your work experience placement must be supervised and can be undertaken with:</p> <p>(a) a legal practitioner in private practice; or</p> <p>(b) any government, semi-government or corporate legal office or department, employer or employee association, recognised by the Work Experience Committee as being a place in which appropriate practical experience might be undertaken; or</p> <p>(c) a judge to carry out legal research and provide legal services; or</p> <p>(d) a tribunal member (who is a legal practitioner) to carry out legal research and provide legal services; or</p> <p>(e) a Community Legal Centre, as defined in the relevant statute governing the legal profession in the Australian jurisdiction where you are undertaking the work experience; or</p> <p>(f) any other person or organisation which the Work Experience Committee recognises as being a placement in which the applicant might undertake appropriate work experience as described in Rule 6, subject to the work experience otherwise meeting the requirements of these Rules.</p>
6. Nature of work experience	<p>Your work experience must occur in the delivery of legal services and include:</p> <p>6.1 application of legal knowledge and skills to the resolution of real-life problems of a legal nature;</p> <p>6.2 experience of procedures and dynamics commonly found in offices in which legal services are provided;</p> <p>6.3 contact with clients of the work experience placement; and</p> <p>6.4 experience in the process of becoming a professional practitioner of the law.</p>
7. Supervision	<p>7.1 A person may be a supervisor if he/she:</p> <p>(a) holds a full practising certificate as a legal practitioner; or</p> <p>(b) holds a restricted practising certificate as a legal practitioner which he/she has held for 3 years; or</p> <p>(c) is a person admitted to the legal profession by the Supreme Court of any Australian jurisdiction who is eligible to hold a practising certificate and who provides written submissions to the Work Experience Committee that satisfy the Committee that he/she can provide appropriate practical experience; or</p>

Rule	Sections
	<p>(d) is a judge; or (e) is a tribunal member who is a legal practitioner.</p> <p>7.2 A supervisor must not have 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 unless having been the subject of an adverse finding he/she makes full disclosure to the Work Experience Committee and the Committee is satisfied that the adverse finding should not preclude the person from being a supervisor.</p> <p>7.3 A supervisor must not supervise more than 3 people concurrently undertaking their work experience unless the approval of the Work Experience Committee has been obtained, which approval will only be given in special circumstances.</p>
8. Jurisdiction of placements	8.1 The work experience must be undertaken in Queensland.
9. Completion of placements	<p>9.1 When you complete an approved work experience placement you must submit a Work Experience Declaration Form which:</p> <p>(a) confirms and details dates of the work experience undertaken in accordance with these rules; (b) confirms that you have been supervised by the approved supervisor; and (c) includes an acknowledgement signed by the approved supervisor.</p>
10. The Clinical Experience Module (CEM)	<p>If you are undertaking the CEM then rules 10.1 – 10.7 also apply.</p> <p>10.1 You must complete the Coursework Component before enrolling in the CEM. 10.2 Work experience must total 5 weeks (the equivalent of 25 week days). 10.3 Work experience undertaken more than 12 months prior to your enrolment in the CEM is not eligible for approval. 10.4 You may undertake the 25 week days of work experience on a part time basis only if the employment is for a minimum of 2 days per week. 10.5 If you undertake work experience in more than 1 period, each period must be at least the equivalent of 2 weeks (10 week days) of full time work. 10.6 In addition to the 25 week days of work experience you must complete the CEM activities set out on the College of Law website over a period of at least 5 weeks from enrolment in the CEM. 10.7 The CEM activities and the 25 week days of work experience must occupy a minimum of 10 weeks from enrolment in the CEM.</p>
11. Dispensation from compliance with these rules	11.1 Subject to the requirements of any relevant regulatory body, the Work Experience Committee may dispense with compliance with any aspect of these rules where it is satisfied that non-compliance is minor or that undue hardship may result from a strict application of the rules.
12. Rejection of applications	12.1 If the Work Experience Committee refuses to approve your work experience application, then the Committee must provide you with reasons for its refusal in writing and within a reasonable time of the refusal.
13. Appeals process	<p>13.1 There will be an Appeals Committee which will be appointed by all the College Boards. 13.2 The Appeals Committee may prescribe rules and guidelines covering the conduct of appeals. 13.3 Appeals can only be made on the grounds of procedural unfairness, irregularity or improper exercise of the Work Experience Committee's discretion under Rule 11.1 and shall not proceed by way of re-hearing. 13.4 The Appeals Committee may: (a) dismiss the appeal; (b) refer your application back to the Work Experience Committee with such directions as it sees fit; or (c) substitute its own determination of your application for that of the Work Experience Committee.</p>

Work Experience Rules - Victoria

The College of Law Practical Legal Training Program (the Program) satisfies the practical legal training requirements for direct admission to legal practice in Victoria.

The Program consists of three parts:

1. The Coursework Component
2. The Work Experience Component (part of which may be completed by undertaking the Clinical Experience Module), and
3. The Continuing Professional Education Component.

These Rules relate to the Victorian Work Experience Component.

The College of Law is not authorised to grant exemptions from the Work Experience Component, or from any component of the Program. Anyone seeking exemption from the Work Experience Component, whether on the basis of overseas experience as a lawyer or otherwise, should seek guidance from the Council of Legal Education.

Definitions

Term	Definition
Legal practitioner	A "legal practitioner" refers to a legally qualified person, however called, who holds a practising certificate in an Australian jurisdiction.
Victorian Stream	The Program accredited by Council of Legal Education in Victoria for direct admission to legal practice in that State.
Work Experience Component	One of the 3 program components to be undertaken by students in order to satisfy the requirements for completion of the Program. Students may elect to satisfy part of this component by undertaking the Clinical Experience Module.
Clinical Experience Module	An alternative program of practical activities, completion of which will substitute for 50 days of the Work Experience Component.

Rules

Rule	Sections
1. Constitution of the Work Experience Committee	<p>1.1 There is a Work Experience Committee which is appointed by, and reports to, the Board of Governors of the College of Law and to the College of Law Academic Board.</p> <p>1.2 Members of the Work Experience Committee may hold office for two years and may be reappointed.</p> <p>1.3 The Director, NSW PLT Program, the Student Services Manager, the Senior Student Services Officer and the Chief Executive Officer of the Victorian College are ex officio members of the Work Experience Committee in respect of an application by any student undertaking the Victorian stream of the Program.</p> <p>1.4 The Work Experience Committee may regulate its own procedures in implementing these rules.</p>
2. The application process	<p>2.1 In order to have your work experience placement approved you must complete the Work Experience Component Application for Approval of Placement form and submit it to the Work Experience Committee.</p> <p>2.2 Approval in accordance with 2.1 should be obtained before you commence the work experience. Students contemplating overseas work experience placements must refer to Rule 8.</p> <p>2.3 If you do not obtain approval before you commence the work experience placement, then retrospective approval of the work experience will be at the discretion of the Work Experience Committee but subject to the requirements of any relevant regulatory body.</p>
3. When to do your work experience	<p>3.1 All program components must be completed within a 4year period. Timing of the Work Experience Component is dependent on the mode selected for the</p>

Rule	Sections
	<p>Coursework Component and in all cases is subject to course rules:</p> <p>(a) If undertaking the Coursework Component full time, work experience may be undertaken either before or after the Coursework Component, but will not be approved concurrently with any Coursework Component</p> <p>(b) If undertaking the Coursework Component part time, work experience may be undertaken before, after or concurrently with the Coursework Component.</p> <p>3.2 If you complete the Coursework Component first, you must commence the Work Experience Component within 3 years of completing the Coursework Component.</p> <p>3.3 If you complete the Work Experience Component first, you must commence the Coursework Component within 3 years of completing the Work Experience Component.</p> <p>3.4 In addition, if you undertake the Clinical Experience Module, then rule 10 applies.</p>
<p>4. Required duration of work experience</p>	<p>If you are not undertaking the Clinical Experience Module then rules 4.1 – 4.6 apply. If you are undertaking the Clinical Experience Module, then rules 10.2 – 10.7 apply.</p> <p>4.1 Work experience must total 15 weeks (the equivalent of 75 days). You can undertake up to 11 weeks (55 days) of this experience before completing the final assessment in your law qualification provided the experience falls within 3 years preceding your enrolment in the Program and provided further that you have completed a minimum of four units of your law course at the time the work experience is undertaken. 20 days of the experience must be accrued after you have completed the final assessment in your law qualification.</p> <p>4.2 The 75 days of work experience may be made up by aggregation of multiple placements. Each placement may consist of multiple periods of work experience provided that each period is at least 2 days per week which can be made up of 4 half days (4 hours) in any week.</p> <p>4.3 If you undertake work experience in more than 1 period, each period must be at least the equivalent of 2 weeks (10 days) of full time work.</p> <p>4.4 The maximum number of days that may be made up by aggregation of half days is 55.</p> <p>4.5 Subject to Rule 3.1(a) work experience may be undertaken on weekends.</p> <p>4.6 The maximum work experience that will be recognised in any 24 hour period is 1 day.</p>
<p>5. Placement requirements</p>	<p>5.1 Your work experience placement must be supervised and can be undertaken with:</p> <p>(a) a legal practitioner in private practice; or</p> <p>(b) any government, semi-government or corporate legal office or department, employer or employee association, recognised by the Work Experience Committee as being a place in which appropriate practical experience might be undertaken; or</p> <p>(c) a judge to carry out legal research and provide legal services; or</p> <p>(d) a tribunal member (who is a legal practitioner) to carry out legal research and provide legal services; or</p> <p>(e) a Community Legal Centre, as defined in the relevant statute governing the legal profession in the Australian jurisdiction where you are undertaking the work experience; or</p> <p>(f) any other person or organisation which the Work Experience Committee recognises as being a placement in which the applicant might undertake appropriate work experience as described in Rule 6 subject to the work experience otherwise meeting the requirements of these Rules.</p>
<p>6. Nature of work experience</p>	<p>Your work experience must occur in the delivery of legal services and include:</p> <p>6.1 application of legal knowledge and skills to the resolution of real-life problems of a legal nature;</p> <p>6.2 experience of procedures and dynamics commonly found in offices in which legal services are provided;</p> <p>6.3 contact with clients of the work experience placement; and</p>

Rule	Sections
	6.4 experience in the process of becoming a professional practitioner of the law.
7. Supervision	<p>7.1 A person may be a supervisor if he/she:</p> <ul style="list-style-type: none"> (a) holds a full practising certificate as a legal practitioner; or (b) holds a restricted practising certificate as a legal practitioner which he/she has held for 2 years; or (c) is a person admitted to the legal profession by the Supreme Court of any Australian jurisdiction who provides written submissions to the Work Experience Committee that satisfy the Committee that he/she can provide appropriate practical experience; or (d) is a judge; or (e) is a tribunal member who is a legal practitioner. <p>7.2 A supervisor must not have 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 unless having been the subject of an adverse finding he/she makes full disclosure to the Work Experience Committee and the Committee is satisfied that the adverse finding should not preclude the person from being a supervisor.</p> <p>7.3 A supervisor must not supervise more than 3 people concurrently undertaking their work experience unless the approval of the Work Experience Committee has been obtained, which approval will only be given in special circumstances.</p>
8. Jurisdiction of placements	<p>8.1 If the work experience is outside Australia then, it must be approved by the Council of Legal Education in advance. You should contact the College prior to undertaking your work experience.</p> <p>8.2 In all other cases, the work experience may be undertaken:</p> <ul style="list-style-type: none"> (a) in any Australian jurisdiction; or (b) outside Australia if that experience is undertaken in a common law jurisdiction or practising common law in an office of an international law firm which is from a common law jurisdiction and in either case the supervisor - <ul style="list-style-type: none"> (i) holds a practising certificate issued by a common law jurisdiction; (ii) is in all other respects regarded by the Work Experience Committee as a satisfactory supervisor; and (iii) has been approved in advance by the Council of Legal Education. <p>8.3 The Work Experience Committee may set criteria to be met where work experience is undertaken outside Australia, including any conditions that may be prescribed by any relevant regulatory body.</p>
9. Completion of placements	<p>9.1 When you complete an approved work experience placement you must submit a Work Experience Declaration Form which:</p> <ul style="list-style-type: none"> (a) confirms and details dates of the work experience undertaken in accordance with these Rules; (b) confirms that you have been supervised by the approved supervisor; and (c) includes an acknowledgement signed by the approved supervisor.
10. The Clinical Experience Module (CEM)	<p>If you are undertaking the CEM then rules 10.1 – 10.9 also apply.</p> <p>10.1 You must complete the Coursework Component before enrolling in the CEM.</p> <p>10.2 Work experience must total 5 weeks (the equivalent of 25 days).</p> <p>10.3 Work experience undertaken more than 12 months prior to your enrolment in the CEM is not eligible for approval.</p> <p>10.4 The 25 days of work experience may be made up by aggregation of multiple placements. Each placement may consist of multiple periods of work experience provided that each period is at least 2 days per week which can be made up of 4 half days (4 hours) in any week.</p> <p>10.5 If you undertake work experience in more than 1 period, each period must be at least the equivalent of 2 weeks (10 days) of full time work.</p> <p>10.6 Subject to rule 3.1(a) work experience may be undertaken on weekends</p> <p>10.7 The maximum work experience that will be recognised in any 24 hour period</p>

Rule	Sections
	<p>is 1 day.</p> <p>10.8 In addition to the 25 days of work experience you must complete the CEM activities set out on the College of Law website over a period of at least 5 weeks from enrolment in the CEM.</p> <p>10.9 The CEM activities and the 25 days of work experience must occupy a minimum of 10 weeks from enrolment in the CEM.</p>
11. Dispensation from compliance with these rules	11.1 Subject to the requirements of any relevant regulatory body, the Work Experience Committee may dispense with compliance with any aspect of these rules where it is satisfied that non-compliance is minor or that undue hardship may result from a strict application of the rules.
12. Rejection of applications	12.1 If the Work Experience Committee refuses to approve your work experience application then the Committee must provide you with reasons for its refusal in writing and within a reasonable time of the refusal.
13. Appeals process	<p>13.1 There will be an Appeals Committee which will be appointed by all the College Boards.</p> <p>13.2 The Appeals Committee may prescribe rules and guidelines covering the conduct of appeals.</p> <p>13.3 Appeals can only be made on the grounds of procedural unfairness irregularity or improper exercise of the Work Experience Committee's discretion under Rule 11.1 and shall not proceed by way of re-hearing. .</p> <p>13.4 The Appeals Committee may:</p> <ul style="list-style-type: none"> (a) dismiss the appeal; (b) refer your application back to the Work Experience Committee with such directions as it sees fit; or (c) substitute its own determination of your application for that of the Work Experience Committee.

Work Experience Rules - Western Australia

The College of Law Practical Legal Training Program (the Program) satisfies the practical legal training requirements for direct admission to legal practice in Western Australia.

The Program consists of three parts:

1. The Coursework Component
2. The Work Experience Component (part of which may be completed by undertaking the Clinical Experience Module), and
3. The Continuing Professional Education Component.

These Rules relate to the Western Australia Work Experience Component.

The College of Law is not authorised to grant exemptions from the Work Experience Component, or from any component of the Program. Anyone seeking exemption from the Work Experience Component, whether on the basis of overseas experience as a lawyer or otherwise, should seek guidance from the Legal Practice Board.

Definitions

Term	Definition
Relevant Authority	The Legal Practice Board (WA)
Western Australian Stream	The Program accredited by the Legal Practice Board in Western Australia for direct admission to legal practice in that State.
Work Experience Component	One of the 3 program requirements to be undertaken by students in order to satisfy the requirements for completion of the Program. Students may elect to satisfy part of this component by undertaking the Clinical Experience Module.
Clinical Experience Module	An alternative program of practical activities, completion of which will substitute for 50 days of the Work Experience Component.

Rules

Rule	Sections
1. Constitution of the Work Experience Committee	<p>1.1 There is a Work Experience Committee which is appointed by, and reports to, the Board of Governors of the College of Law and to the College of Law Academic Board.</p> <p>1.2 Members of the Work Experience Committee may hold office for two years and may be reappointed.</p> <p>1.3 The Director, NSW PLT Program, the Student Services Manager, the Senior Student Services Officer and the Chief Executive Officer of the Western Australian College are ex officio members of the Work Experience Committee in respect of an application by any student undertaking the Western Australian Stream of the Program.</p> <p>1.4 The Work Experience Committee may regulate its own procedures in implementing these rules.</p>
2. The application process	<p>2.1 In order to have your work experience placement approved you must complete the Western Australia Application for Approval of Placement form and submit it to the Work Experience Committee.</p> <p>2.2 Approval in accordance with 2.1 should be obtained before you commence the work experience.</p> <p>2.3 If you do not obtain approval before you commence the work experience placement, then retrospective approval of the work experience will be at the discretion of the Work Experience Committee but subject to the requirements of the Relevant Authority.</p>
3. When to do your work experience	<p>3.1 Timing of the Work Experience Component is dependent on the mode selected for the Coursework Component and in all cases is subject to course rules:</p> <p>(a) If undertaking the Coursework Component full-time, work experience</p>

Rule	Sections
	<p>may be undertaken either before or after the Coursework Component, but will not be approved concurrently with any Coursework Component.</p> <p>(b) If undertaking the Coursework Component part-time, work experience may be undertaken before, after or concurrently with the Coursework Component.</p> <p>3.2 You must commence the Work Experience Component within 2 years of commencing the Coursework Component and/or you must complete the Work Experience Component within 2 years of completing the Coursework Component.</p> <p>3.3 In addition, if you undertake the Clinical Experience Module, then rule 10 applies.</p>
4. Required duration of work experience	<p>If you are not undertaking the Clinical Experience Module then rules 4.1 – 4.4 apply. If you are undertaking the Clinical Experience Module, then rules 10.2 - 10.6 apply.</p> <p>4.1 Work experience must total 15 weeks (75 week days). You can undertake up to 8 weeks (40 week days) of this experience before completing the final assessment in your law qualification provided that the experience falls within 18 months preceding your enrolment in the program.</p> <p>4.2 You may undertake work experience on a part time basis subject to the following conditions:</p> <p>(a) work experience must total the equivalent of 15 weeks (75 week days) full time;</p> <p>(b) part time work must occupy at least 2 days per week.</p> <p>4.3 If you undertake work experience in more than one period, each period must be at least the equivalent of 2 weeks (10 week days) of full time work.</p> <p>4.4 Your work experience may be undertaken in a maximum of 3 different placements.</p>
5. Placement requirements	<p>5.1 Your work experience placement must be supervised and can be undertaken with:</p> <p>(a) a legal practitioner who holds an unrestricted Western Australian practising certificate; or</p> <p>(b) a State or Federal government legal office or department recognised by the Work Experience Committee as being a place in which appropriate practical experience might be undertaken; or</p> <p>(c) a judge to carry out legal research and provide legal services; or</p> <p>(d) a member (who is a legal practitioner) of the State Administrative Tribunal or the Administrative Appeals Tribunal to carry out legal research and provide legal services.</p>
6. Nature of work experience	<p>6.1 Your work experience must occur in the delivery of legal services and;</p> <p>6.2 must equate to the duties normally undertaken by a law clerk or paralegal and include:</p> <p>(a) contact with clients of the work experience placement;</p> <p>(b) application of legal knowledge and skills to the resolution of real-life problems of a legal nature;</p> <p>(c) experience of procedures and dynamics commonly found in offices in which legal services are provided; and</p> <p>(d) experience in the processes of becoming professional practitioner of the law.</p>
7. Supervision	<p>7.1 A person may be a supervisor if he/she:</p> <p>(a) is a legal practitioner who holds an unrestricted Western Australian practising certificate; or</p> <p>(b) being a legal practitioner, is a member of the State Administrative Tribunal or the Administrative Appeals Tribunal; or</p> <p>(c) is employed by the state or federal government and who has practised as a lawyer for more than 2 years; or</p> <p>(d) is a judge.</p> <p>7.2 A supervisor must not have been the subject of an adverse finding by any relevant court, licensing authority or disciplinary body under the law</p>

Rule	Sections
	<p>governing the legal profession in any relevant jurisdiction unless having been the subject of an adverse finding he/she makes full disclosure to the Work Experience Committee and the Committee is satisfied that the adverse finding should not preclude the person from being a supervisor.</p> <p>7.3 A supervisor must not supervise more than 3 people concurrently undertaking their work experience unless the approval of the Work Experience Committee has been obtained, which approval will only be given in special circumstances.</p>
8. Jurisdiction of placements	8.1 The work experience must be undertaken in Western Australia.
9. Completion of placements	<p>9.1 When you complete an approved work experience placement you must submit to the College, the College's Western Australian Statutory Declaration Work Experience Form which:</p> <ul style="list-style-type: none"> (a) confirms and details dates of the work experience undertaken in accordance with these Rules; (b) confirms that you have been supervised by the approved supervisor; and (c) includes an acknowledgement signed by the approved supervisor. <p>9.2 In addition, you must maintain a record of the hours worked and the duties undertaken during the work experience placement and, if required by the College, submit that record to the College on completion of the placement.</p>
10. The Clinical Experience Module (CEM)	<p>If you are undertaking the CEM then rules 10.1 – 10.8 also apply.</p> <p>10.1 You must complete the Coursework Component before enrolling in the CEM.</p> <p>10.2 Work experience must total 5 weeks (the equivalent of 25 week days).</p> <p>10.3 Work experience undertaken more than 12 months prior to your enrolment in the CEM is not eligible for approval.</p> <p>10.4 You may undertake work experience on a part time basis only if the work occupies at least 2 days per week.</p> <p>10.5 If you undertake work experience in more than 1 period, each period must be at least the equivalent of 2 weeks (10 week days) of full time work.</p> <p>10.6 Your work experience may be undertaken in a maximum of 3 different placements.</p> <p>10.7 In addition to the 25 weekdays of work experience you must complete the CEM activities set out on the College of Law website over a period of at least 5 weeks from enrolment in the CEM.</p> <p>10.8 The CEM activities and the 25 weekdays of work experience must occupy a minimum of 10 weeks from enrolment in the CEM.</p>
11. Dispensation from compliance with these rules	11.1 Subject to the requirements of the Relevant Authority, the Work Experience Committee may dispense with compliance with any aspect of these rules where it is satisfied that non-compliance is minor or that undue hardship may result from a strict application of the rules.
12. Rejection of applications	12.1 If the Work Experience Committee refuses to approve your work experience application, then the Committee must provide you with reasons for its refusal in writing and within a reasonable time of the refusal.
13. Appeals process	<p>13.1 There will be an Appeals Committee which will be appointed by all the College Boards.</p> <p>13.2 The Appeals Committee may prescribe rules and guidelines covering the conduct of appeals.</p> <p>13.3 Appeals can only be made on the grounds of procedural unfairness, irregularity or improper exercise of the Work Experience Committee's discretion under Rule 11.1 and shall not proceed by way of re-hearing.</p> <p>13.4 The Appeals Committee may:</p> <ul style="list-style-type: none"> (a) dismiss the appeal; (b) refer your application back to the Work Experience Committee with such directions as it sees fit; or (c) substitute its own determination of your application for that of the Work Experience Committee.