

 The College of Law

Te Whare Kura Ture o Aotearoa



Professional Legal Studies 2012 Handbook

Bridging the
gap between
legal study
and
professional practice

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What is Professional Legal Studies?



“The practical and analytical aspects of the course taught me skills useful for my professional responsibilities.”

Kate Verkerk,
College of Law Graduate

Purpose

Completion of a Professional Legal Studies Course (PLSC) is a requirement for admission as a Barrister and Solicitor of the High Court under the Lawyers and Conveyancers Act 2006. The course provides you with practical legal training on matters about which, in addition to your law degree, the public interest requires you to have sufficient familiarity, before you are admitted to the profession and commence practice as a barrister and solicitor.

Aims

Specifically, the course aims to:

- » bridge the gap between your academic study of law and its practice
- » prepare you for supervised practice, or for practice as a barrister sole
- » provide you with skills which, when developed through practice, will equip you to reach the level of professional competence required to represent a client without supervision
- » develop a sense of the professional role and responsibilities required of a practitioner and an officer of the court
- » prepare you for legal practice in a culturally diverse society and the need to be sensitive to cultural and gender issues
- » provide you with a foundation for the lifelong learning of the practice of law
- » encourage you to take responsibility for your ongoing professional development

Lawyers' skills

The New Zealand Council of Legal Education prescribes the course content through regulations that provide for it to cover Professional Conduct and eleven skills:

- » Advising
- » Drafting
- » Interviewing
- » Negotiation
- » Problem solving
- » Writing
- » Advocacy
- » Fact analysis and investigation
- » Mediation
- » Office and personal management
- » Practical legal research and analysis

The College PLSC also draws upon the Australian Competency Standards for Entry Level Lawyers, which sets the competencies for admission in Australia.

The PLSC uses the same course structure, subject areas and teaching methodology as the online pre-admission practical legal training courses taught by the College in the various Australian state jurisdictions. The PLSC is benchmarked against these courses.

The PLSC teaches you lawyers' skills in the context of legal transactions that are commonly required of a newly admitted lawyer.

Relevant regulations of the New Zealand Council of Legal Education are available at www.nzcle.org.nz

Why do your **Professional Legal Studies** with **The College of Law?**



“The diverse content and flexible structure of the course made learning enjoyable and accessible.”

Steve Mutch,
College Of Law Graduate

Most preferred course

The College of Law course is the first choice of most students and employers, making the College New Zealand's largest provider of Professional Legal Studies. Students prefer the College's course for a number of reasons:

The College of Law difference

Our course is delivered through the combination of an online programme, via the College Learning Portal, and an onsite programme, which comprises approximately 30% of the total course time.

We pioneered online learning and developed our programme specifically for online delivery. During the online programme, you will have access, through our Learning Portal, to a wide range of learning resources and the support of your online instructors.

During the onsite programme you will be in small groups led by an experienced instructor to learn the essential lawyers' skills of interviewing clients, negotiation and early dispute resolution and representing a client in court.

Practical experienced instructors

Our instructors (online and onsite) are all experienced practitioners who we select using a number of criteria:

- » Practical experience as a lawyer
- » Expertise in one or more practice areas
- » Enthusiasm for teaching legal practice
- » Commitment to professional mentoring and support for new lawyers

Helpful staff

We know that circumstances often change. Our staff are pleased to help you when this happens and our administrative policies are designed to be flexible and helpful to students.

Convenient start dates

The College maximises choice of start dates through a modular course structure that allows you to choose a course timetable that best suits your needs.

The College of Law Practice Papers

College of Law students receive a printed volume of the Practice Papers (valued at \$185) included in your course fee. These are an invaluable asset to take with you into practice. During the course you also have online access to the Practice Papers and an extensive online library of resources from LexisNexis, Thomson Reuters, CCH and ADLS.

Preferred by employers

All of New Zealand's large national firms and many other employers use the College to train their law graduates.

Employers are involved in the course's development and review, ensuring that it equips you for legal practice in a way that meets their needs as employers.

Course content

The content of the PLSC falls into three broad areas covering eight subjects:

Core Practice Areas	Professional Areas	Elective Practice Areas*
Civil Litigation Practice <ul style="list-style-type: none"> ▶▶ Assessing the Merits of a Case <ul style="list-style-type: none"> - Conducting Civil Litigation - Taking Instructions, Analysing and Advising Clients ▶▶ Original Proceedings <ul style="list-style-type: none"> - Initiating Civil Proceedings - Filing and Serving Documents ▶▶ Interlocutory Applications <ul style="list-style-type: none"> - Drafting Affidavits and Notices of Application - Acting on Summary and Default Judgments - Acting in Interlocutory Applications ▶▶ Responding to Claims <ul style="list-style-type: none"> - Requesting Further and Better Particulars - Drafting Statements of Defence ▶▶ Gathering and Presenting Evidence <ul style="list-style-type: none"> - Case Management - Preparing Brief to Senior Litigator or Counsel ▶▶ Negotiating Settlements ▶▶ Taking Action to Enforce Orders and Settlement Agreements 	Professional Responsibility <ul style="list-style-type: none"> ▶▶ Acting Ethically ▶▶ Complying with Rules Relating to Charging Fees ▶▶ Discharging the Legal Duties of Practitioners ▶▶ Complying with Professional Conduct Rules and Standards <ul style="list-style-type: none"> - Complying with Rules Relating to Charging Fees - Discharging the Legal Duties of Practitioners ▶▶ Complying with the Duties to Account and of Care <ul style="list-style-type: none"> - Complying with the Law and the Duty to the Court ▶▶ Acting Courteously and Professionally 	Corporate Client <ul style="list-style-type: none"> ▶▶ Acting for the Corporate Client ▶▶ Acting in Corporate Transactions <ul style="list-style-type: none"> - Mergers and Acquisitions - Banking and Finance Matters - Corporate Management Matters ▶▶ Acting in Litigation for Corporate Clients <ul style="list-style-type: none"> - Insolvency Matters - Acting in Commercial Litigation ▶▶ Acting in Employment Law Matters
Commercial and Corporate Practice <ul style="list-style-type: none"> ▶▶ Conducting Commercial Transactions ▶▶ Setting up Commercial Structures ▶▶ Advising on Revenue Law and Practice ▶▶ Dealing with Loans and Securities ▶▶ Acting in Commercial Matters 	Professional Skills <ul style="list-style-type: none"> ▶▶ Communicating Effectively ▶▶ Writing and Drafting ▶▶ Problem Solving and Work Management ▶▶ Interviewing Clients ▶▶ Negotiation and Early Dispute Resolution ▶▶ Representing a Client in Court 	Private Client <ul style="list-style-type: none"> ▶▶ Acting for the Private Client ▶▶ Acting in Wills and Estates Matters <ul style="list-style-type: none"> - Drafting and Advising on Wills - Administering the Estate ▶▶ Acting in Criminal Law Matters ▶▶ Acting in Family Law Matters ▶▶ Acting in Employment Law Matters
Property Practice <ul style="list-style-type: none"> ▶▶ Transferring Title <ul style="list-style-type: none"> - Advising on Property Transactions - Advising on a Sale - Advising on a Purchase - Finalising the Transaction ▶▶ Creating Leases ▶▶ Creating and Releasing Securities ▶▶ Advising on Land Use and Planning 	Trust and Office Accounting <ul style="list-style-type: none"> ▶▶ Receiving Money and Making Outlays <ul style="list-style-type: none"> - Recognising Trust and Other Moneys - Completing Primary Records - Maintaining Secondary Records - Rendering Costs ▶▶ Office Systems, Procedures and Management ▶▶ Maintaining Trust and Other Accounts 	

*Elective Practice Areas

It is recommended that you choose your elective practice area (Corporate Client or Private Client) according to the type of client for whom primarily you expect to act when practising law. Your elective choice is made on the application form.

Note: Whichever elective you choose, you will have unrestricted access to all course materials relating to both Corporate and Private Client electives.

Computer requirements



Computer requirements

To undertake the course you will need to have access to a computer that is internet enabled. You will also need to ensure your computer's hardware and software meet the recommended minimum specifications for accessing the College Learning Portal as set out below:

Operating Systems:

Apple MAC running OS X or later
Microsoft Windows XP or later
Limited Linux Distributions

Web Browsers:

Internet Explorer 7 or later
Firefox 3 or later
Safari 3 or later

Supporting Applications:

Adobe Acrobat Reader 8 or later
Up to date anti-virus application
Microsoft Word 2003 or later
OpenOffice 2 or later
Multimedia enabled with broadband internet access
1024 x 768 screen resolution

You will need to have basic skills in the use of standard software applications to undertake the course, in particular, using email and Microsoft Word. It is a requirement that you prepare all your online course work as Microsoft Word documents. Your work needs to be in Microsoft Word, because your instructor will use its track changes function to provide you with feedback on your submitted work.

The College's IT Help Desk offers advice to students on computer technology requirements.

For more information contact:

IT Help Desk

Tel: 0800 894 172

Email: support@collaw.ac.nz



Studying and working



Studying while working

The College PLSC is designed to allow you to complete it while working. It allows you to study in your own time within the framework of a structured weekly timetable for each 9-week module

- ▶▶ You can undertake the online programme of any course module from anywhere you have a computer with internet access.
- ▶▶ You can undertake the onsite programme of any course module in any of the five New Zealand cities in which they are offered.

If you have work or other responsibilities, you will need to carefully manage your work/life balance for two intensive 9-week periods.

You will need time off from your other responsibilities to:

- ▶▶ complete the online programme:
 - Up to 23 hours per week
- ▶▶ complete the onsite programme:
 - Orientation (3.00 – 5.00 pm) on the first day of Module A
 - Module A (9 days)
 - Module B (6 days)

Working through the online programme

You will undertake the online programme through a web-based programme of interactive learning. The College Learning Portal has your personal timetable to guide you through your chosen programme, on a week-by-week basis, with programmed activities and assessments. There is work to do each week, including:

- ▶▶ reading (units notes, practice papers and other materials sourced online)
- ▶▶ interactive online tutorials
- ▶▶ quizzes
- ▶▶ practice exercises

- ▶▶ submitting work through the Learning Portal for review and feedback from your instructor
- ▶▶ submitting work through the Learning Portal for assessment
- ▶▶ undertaking a performance assessment in problem solving through video/audio conferencing

The online programme is more than just interaction with the web-based training. You will be part of a group of online students and will have an online instructor, with whom you will be in regular contact during the course.

Your online instructor is an experienced practitioner who will act as your mentor and facilitator throughout the course. You will be able to seek advice or direction from your online instructor, by email or phone. You will submit timetabled coursework activities through the Learning Portal and in turn receive individual feedback. You will also submit your assessment work through the Learning Portal.

The Learning Portal will provide you with access to all the information you need to undertake the course. You will have access to the relevant parts of online libraries published by LexisNexis, Thomson Reuters (Brookers) and CCH and to copies of relevant chapters from the Auckland District Law Society's Legal Practice Manual.

Note: There are over 3,000 pages (in web page screens or uploaded documents) on the PLSC. You should therefore use your discretion as to which materials to print. It is not necessary to print these materials for the purpose of the course. If you wish to access any PLSC resources while offline, you can save copies of these to your hard drive.

Studying and working



If you are working, we recommend that your employer provide you with at least one day off each week to devote to the online programme. In addition, you will need to devote up to 14 - 16 hours of your own time, either in the evenings or on weekends.

Working through the onsite programme

During your Module A onsite programme you will undertake:

- ▶▶ Three 2-hour written examinations for the three subjects covered in the online programme
 - Exams are scheduled for 10.00 am – 12.15 pm
- ▶▶ Two 2-day workshops for the two subjects (interviewing and negotiation) covered in the onsite programme
 - Workshops are scheduled for 9.30 am – 4.30 pm
- ▶▶ Two live (and recorded) performance assessments for interviewing and negotiation
 - Performance assessments are scheduled for allocated times.

You will need to undertake the required reading and preparation for the onsite programme.

Attendance and participation at all the workshops is a mandatory requirement for assessment in each subject.

Further information about the PLSC onsite programme is available at www.collaw.ac.nz/plsc

During your Module B onsite programme you will undertake:

- ▶▶ Two 2-hour written examinations for the two subjects covered in the online programme
 - Exams are scheduled for 10.00 am – 12.15 pm
- ▶▶ One 3-day advocacy workshop for representing a client in court
 - Workshops are scheduled for 9.30 am – 4.30 pm
- ▶▶ one live (and recorded) performance assessments for advocacy
 - Performance assessments are scheduled for allocated times.

Onsite venues

The College has onsite teaching facilities in Auckland at the College of Law Centre, 3 City Road, Auckland. In Christchurch, Dunedin, Hamilton and Wellington, the College uses centrally located commercial venues. You will be advised of the venue for your orientation and onsite programme.

You may transfer between onsite locations, provided you give the College sufficient notice. The length of notice required will depend upon what stage you are at within the module. The sooner you can advise of any change in your plans, the easier it will be to arrange a transfer. There is no fee for a transfer made within four weeks of the module start date.

Council of Legal Education Protocol for Employers

There is a New Zealand Council of Legal Education Protocol setting out the Council's expectations of employers whose graduates undertake the course while working.

The protocol, which also represents best practice, asks employers to allow you 8-10 hours time off work per week during the online phases of your course, with the remaining 14-16 hours per week to be completed in your own time.

You will also need time off work to attend the onsites. You will be provided with a copy of the Council's protocol at orientation and you should make this available to your employer.

Fees



Course fee

New Zealand Citizens and Permanent Residents: \$4,762 (including GST)

International Students: \$6,084 (including GST)

The fee is payable in full prior to the commencement of your course.

Note: No application fee or deposit is required.

No additional fee is required for any course materials. The College of Law Practice Papers are provided free of charge.

The course fee includes tuition costs, practice papers, printed materials supplied at orientation and course onsites, and access to all online materials and resources including the online libraries of three legal publishers. You will not need to access any other materials for the course.

Other fees are only payable in defined circumstances, for example, for appeals to the Assessment Appeals Committee and undertaking further assessments. See other fees below.

Student loans and allowances

The PLSC is approved for student loans and allowances. For more information about student loans and allowances go to www.studylink.govt.nz. The Course is classified as full time for the purposes of student loans and allowances and is 0.4 EFTS over 18 weeks. (Note: International students are not eligible for student loans and allowances.)

Transfers

You may transfer your enrolment to another course, without any further fee, up to 28 days after the commencement date of the course.

Any transfer made after 28 days will incur a transfer fee of \$200 (including GST).

Withdrawals and refunds

You may withdraw your enrolment from the course subject to the following conditions:

- ▶▶ if you withdraw before the commencement date, you will receive a full refund of the course fee.
- ▶▶ if you withdraw 14 days or less after the commencement date, you will receive a refund of the course fee, less 10%.
- ▶▶ if you withdraw more than 14 days after the commencement date of the course, you will not be entitled to any refund. Any refund will be at the College's discretion and will depend on individual circumstances.

Other fees

All other fees associated with the PLSC are prescribed in the Course Manual, which is available at www.collaw.ac.nz and also defines the circumstances under which they become payable. Examples of these fees, which range from \$100-\$250 (including GST), are the fees for undertaking additional assessments after achieving a Not Yet Competent grade and the fee for an appeal to the Assessment Appeals Committee.

Student fees protection

Student fees are protected under a Student Fee Protection Bank Bond Trust Deed, which has the Public Trust as trustee under the Deed. The Deed requires you to sign a form acknowledgment showing that you understand what happens to any refunds. This form is included in the enrolment application form. The College's Student Fee Protection Bank Bond Trust Deed is available on the website: www.collaw.ac.nz/plsc

Course structure



Structured for choice

Our courses are structured to maximise your choice as to when, where and how you complete your course requirements.

- ▶▶ The course is offered in two 9-week modules:
 - **Module A**
 - **Module B**
- ▶▶ Combine any Module A with any Module B, anywhere, and do them in any order.
- ▶▶ Each module begins with an orientation on the first day:
 - Module A has an onsite orientation and social function (3.00 - 5.00 pm)
 - Module B has an online orientation
- ▶▶ Each module has an online programme with timetabled coursework requirements:
 - Module A has six coursework requirements
 - Module B has seven coursework requirements
- ▶▶ Each module has an onsite programme with timetabled attendance and coursework requirements:
 - Module A has 9 onsite days
 - Module B has 6 onsite days
- ▶▶ The onsite programme is offered with a choice of:

Block onsite

- Onsite held in one block at the end
- Weekdays (Monday - Friday, excluding public holidays)

Segmented onsite

- Onsite days are spread throughout the module
- Weekdays (Monday - Friday, excluding public holidays)

Evening onsite (Auckland and Wellington only)

- Onsite days are spread throughout the module
- Wednesday evenings

Weekend onsite (Auckland only)

- Onsite days are spread throughout the module
- Saturdays

- ▶▶ The onsite programme is offered in five cities*:

- Auckland
- Christchurch
- Dunedin
- Hamilton
- Wellington

*Subject to a minimum enrolment requirement of six in each onsite location. Refer to pages 9 to 13 for details of courses offered in Auckland, Christchurch, Dunedin, Hamilton and Wellington.

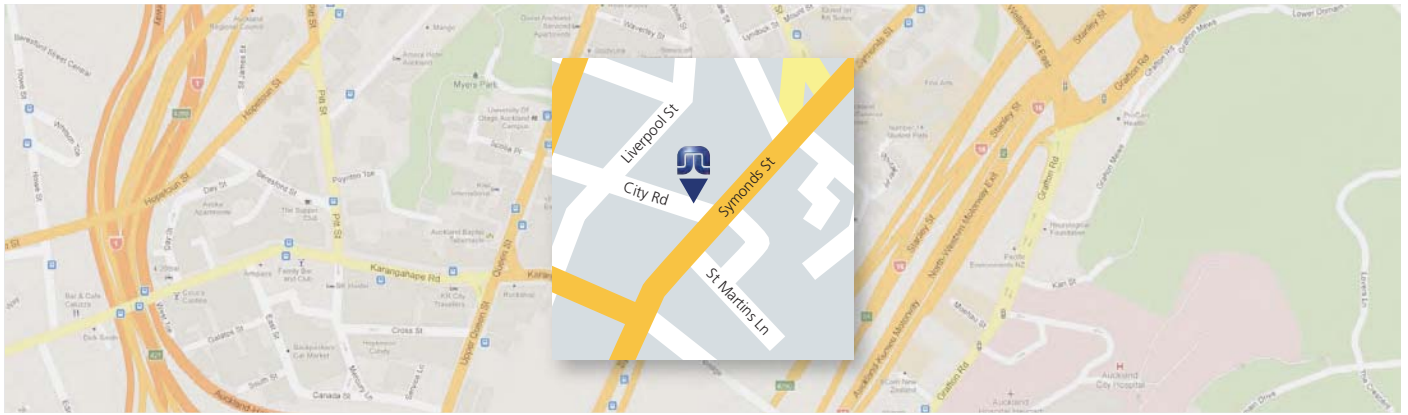
Choose an individual course structure and timetable to suit your needs by combining any Module A with any Module B, anywhere. To get started, go to www.collaw.ac.nz/plsc to view each city's course planner and onsite programme dates.

2012 COURSE PLANNER
AUCKLAND

2 WEEK CHRISTMAS/NEW YEAR BREAK

Create your own course (an example is illustrated here) by bringing together any Module A with any Module B. You can start your course with either module. Module A begins with an onsite orientation followed by a social hour (3.00 - 5.00 pm). Module B begins with an online orientation.

Auckland

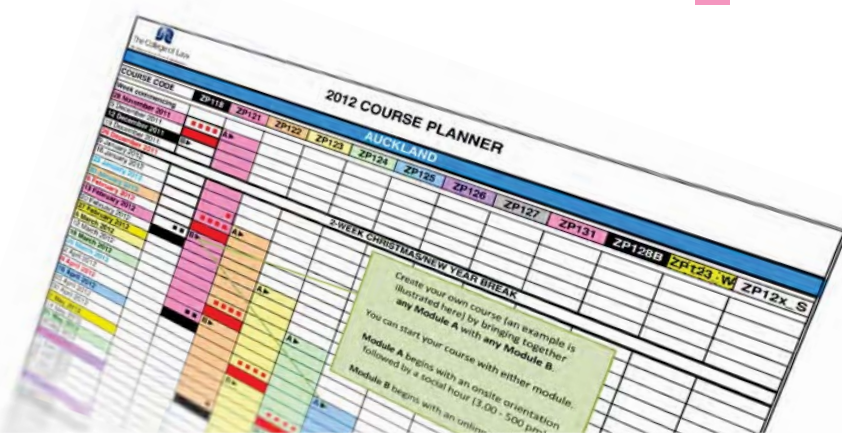


Module A

Course Code	Start Date
ZP121A	28 November 2011
ZP122A	31 January 2012
ZP123A	27 February 2012
ZP123A_S	05 March 2012
ZP123A_SW	05 March 2012
ZP123A_SE	05 March 2012
ZP124A	19 March 2012
ZP125A	16 April 2012
ZP126A	05 June 2012
ZP126A_S	09 July 2012
ZP127A	23 July 2012
ZP128A_S	12 November 2012
ZP131A	26 November 2012

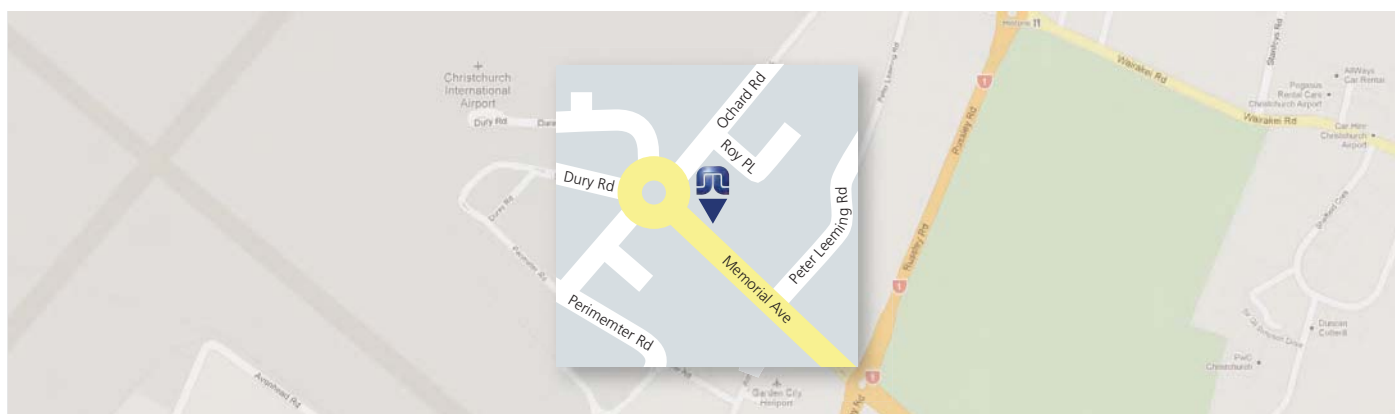
Module B

Course Code	Start Date
ZP121B	13 February 2012
ZP122B	02 April 2012
ZP123B	30 April 2012
ZP123B_S	07 May 2012
ZP123B_SW	07 May 2012
ZP123B_SE	07 May 2012
ZP124B	21 May 2012
ZP125B	18 June 2012
ZP126B	06 August 2012
ZP126B_S	10 September 2012
ZP127B	24 September 2012
ZP128B	10 December 2012
ZP131B	11 February 2013






View the Auckland course planner and course dates at www.collaw.ac.nz/plsc





Christchurch



Module A

Course Code	Start Date
 ZP123A	05 March 2012
 ZP125A_S	21 May 2012
 ZP127A	06 August 2012

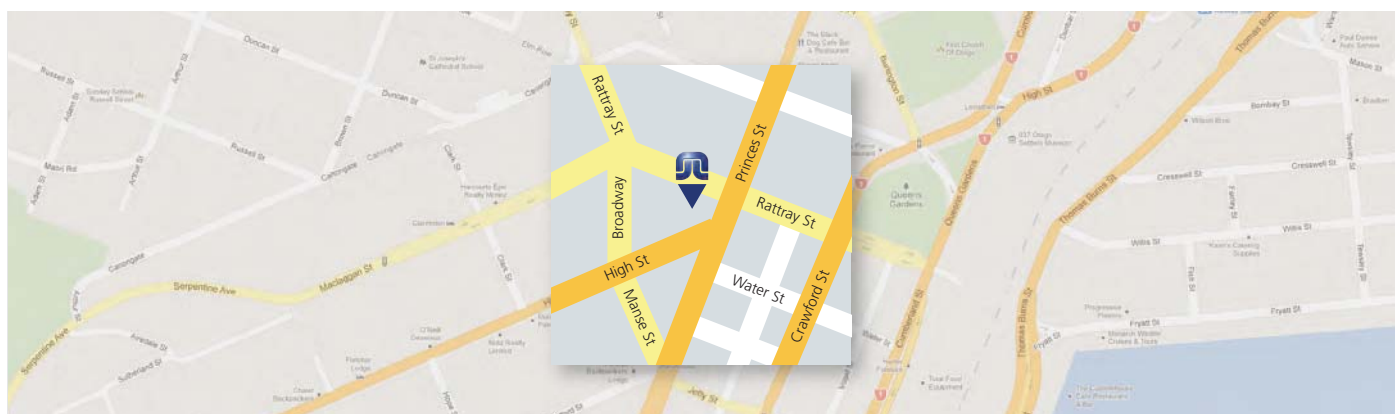
Module B

Course Code	Start Date
 ZP123B	07 May 2012
 ZP125B_S	23 July 2012
 ZP127B	08 October 2012
 ZP128B_S	17 December 2012

View the Christchurch course planner and course dates at www.collaw.ac.nz/plsc



Dunedin



Module A

Course Code	Start Date
ZP121A	16 January 2012
ZP125A_S	21 May 2012
ZP126A	16 July 2012
ZP131A	14 January 2013

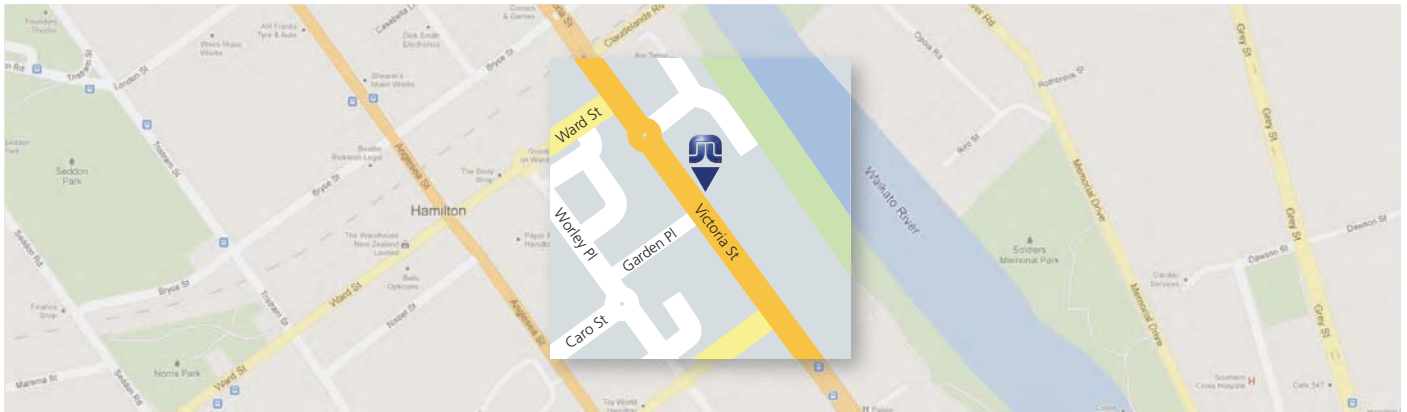
Module B

Course Code	Start Date
ZP121B	19 March 2012
ZP125B_S	23 July 2012

View the Dunedin course planner and course dates at www.collaw.ac.nz/plsc



Hamilton



Module A

Course Code	Start Date
ZP121A	28 November 2011
ZP125A_S	30 April 2012
ZP126A	25 June 2012
ZP131A	26 November 2012

Module B

Course Code	Start Date
ZP121B	13 February 2012
ZP125B_S	02 July 2012
ZP126B	27 August 2012
ZP131B	11 February 2013

View the Hamilton course planner and course dates at www.collaw.ac.nz/plsc



Wellington

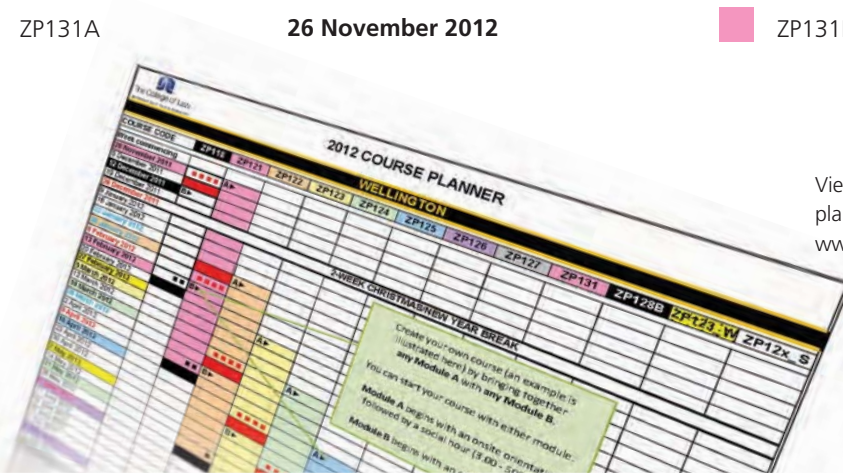


Module A

Course Code	Start Date
ZP121A	28 November 2011
ZP122A	30 January 2012
ZP123A	27 February 2012
ZP123A_S	05 March 2012
ZP123A_SW	05 March 2012
ZP123A_SE	05 March 2012
ZP124A	19 March 2012
ZP125A	16 April 2012
ZP126A	05 June 2012
ZP126A_S	09 July 2012
ZP127A	23 July 2012
ZP128A_S	12 November 2012
ZP131A	26 November 2012

Module B

Course Code	Start Date
ZP121B	13 February 2012
ZP122B	02 April 2012
ZP123B	30 April 2012
ZP123B_S	07 May 2012
ZP123B_SW	07 May 2012
ZP123B_SE	07 May 2012
ZP124B	21 May 2012
ZP125B	18 June 2012
ZP126B	06 August 2012
ZP126B_S	10 September 2012
ZP127B	24 September 2012
ZP128B	10 December 2012
ZP131B	11 February 2013



View the Wellington course planner and course dates at www.collaw.ac.nz/plsc

London

Australia



The College of Law Queensland campus at Wesley House, Brisbane

The College of Law offers you the opportunity to undertake your course onsite in London, subject to minimum enrolment number requirements at The College of Law England and Wales.

You will need to choose a Module A and Module B course combination that will complement the onsite dates set out below. Contact the College for further information.

Note: Additional fees apply for this option. Please visit our website or contact the College for further information.

Onsite dates

Two week onsite	2 - 13 July 2012
End of course assessment onsites	1 - 5 October 2012 or 26 - 30 November 2012

The College of Law runs practical legal training programs in Australia. The College is Australia's largest provider of practical legal training and has campuses in Sydney, Brisbane, Melbourne and Perth.

If you are interested in undertaking your onsites in Australia, please contact our Auckland office for information. Call 0800 894 172 or email enquiries@collaw.ac.nz



Code of Practice for the Pastoral Care of **International Students**



Code of Practice for the Pastoral Care of International Students

The College of Law New Zealand has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from the College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs for that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

Accident Insurance

The Accident Compensation Corporation provides accident cover for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>. Medical and Travel Insurance: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

Further information

Please visit the website for further information for international students or contact the College.

Admission as a **Barrister and Solicitor**



Successfully completing your Professional Legal Studies Course will provide you with the practical legal skills and the qualification needed to gain admission as a barrister and solicitor of the High Court of New Zealand.

The requirements for admission are set out in the Lawyers and Conveyancers Act 2006 (which substituted the Law Practitioners Act 1982 with effect from 1 August 2008) and the Lawyers and Conveyancers Act (Lawyers: Admission) Rules 2008.

The Lawyers and Conveyancers Act 2006 (section 49) provides for three categories of applicants for admission:

- ▶▶ New Zealand law degree holders
- ▶▶ Overseas law graduates and admitted lawyers
- ▶▶ Australian practitioners pursuant to the Trans-Tasman Mutual Recognition Act 1997

New Zealand qualifications

If you hold a New Zealand law degree you need to apply to:

- ▶▶ The New Zealand Council of Legal Education for a certificate of completion; and
- ▶▶ The New Zealand Law Society for a certificate of character; and
- ▶▶ The High Court of New Zealand for admission as a barrister and solicitor

Certificate of Completion

Certificates of completion are issued by the New Zealand Council of Legal Education (NZCLE), which prescribes three educational requirements for admission as a barrister and solicitor through its Professional Examinations in Law Regulations 2008:

- ▶▶ an approved Bachelor of Laws (LLB) degree from a New Zealand university
- ▶▶ an approved undergraduate course in legal ethics
- ▶▶ an approved Professional Legal Studies Course

Note: Your educational qualifications must not be older than 10 years at the time you apply for a completion certificate.

After successfully completing the PLSC, the College will provide you with a Certificate in Professional Legal Studies. Generally, it takes 3-4 weeks from the course end date for this certificate to be issued, however if you request the College for priority marking, the certificate can be issued within 10 working days of the course end date. This certificate is the document you will need to prove to the NZCLE that you have completed the course when you apply to the NZCLE for its certificate of completion.

The NZCLE's application form is available on its website at www.nzcle.org.nz under Certificates of Completion. You need to submit the following documentation along with your completed application form:

- ▶▶ Original degree certificate or transcript
- ▶▶ Original evidence of completion of legal ethics
- ▶▶ Original evidence of completion of the Professional Legal Studies Course
- ▶▶ Cheque for application fee (\$45 including GST, at publication date)

Note: The Council requires 20 working days to process applications for completion certificates. Once issued, the Council's Certificate of Completion will remain valid for three years.

Certificate of Character

Certificates of Character are issued by the branch law societies, on behalf of the New Zealand Law Society (NZLS). You need to apply for this directly to your local branch NZLS. Contact details for the 14 law society branches (listed below) are available on the NZLS website at www.lawsociety.org.nz

Auckland	Manawatu	Southland	Wanganui
Canterbury	Marlborough	Taranaki	Wellington
Gisborne	Nelson	Waikato Bay of Plenty	Westland
Hawkes Bay	Otago		

Admission as a **Barrister** and **Solicitor**



The New Zealand Law Society has its own forms and procedures and generally their vetting processes, which enquire into whether you are a “fit and proper person”, will require:

- » references from your referees
- » a statutory declaration by you
- » your consent to allow:
 - the disclosure of any criminal convictions record
 - the publication of your name as an applicant for admission
 - enquiries to be made of the dean of the law school and also the director of the Professional Legal Studies provider you attended

The New Zealand Law Society recommends that candidates for admission apply for their Certificates of Character three months prior to the scheduled hearing of their admission. Information about Certificates of Character can be found on their website at www.lawsociety.org.nz

Application to High Court

Your application to the High Court for admission as a barrister and solicitor must include:

- » An originating application made by the counsel who moves your admission
- » An order for admission as a barrister and solicitor
- » A supporting affidavit, sworn by you, which has the following attached documents supporting your application:
 - Evidence of qualifications (Certificate of Completion)
 - Evidence of suitability (Certificate of Character from your law society)
 - Evidence of having paid the required court filing fee (\$165 plus GST, at publication date)

Note: The Lawyers and Conveyancers Act (Lawyers: Admission) Rules 2008 provides that if the application is to be determined at a hearing in court, the application must be filed at least 1 month before the scheduled hearing, unless the Registrar allows it to be filed late (rule 5(3)).

You will receive further information about admission, including template documents, during your course.

Overseas qualifications

If you are an overseas practitioner (i.e. someone admitted as a barrister, solicitor, advocate or attorney of a superior court) or an overseas graduate (holding a legal qualification, but who is not admitted to practice as a barrister, solicitor, advocate or attorney of a superior court), you will need to apply to the New Zealand Council of Legal Education to have your qualifications assessed before applying for admission. The Council's information brochure, Assessment of Overseas Law Qualifications, is available from the Council's website at www.nzcle.org.nz under Overseas Qualifications.

After its assessments of your qualifications, the Council may require you to undertake further university study, the New Zealand Law and Practice Examination, or a Professional Legal Studies Course. You may also be required to undertake an International English Language Test.

Once you have completed the NZCLE requirements, you follow the same process as New Zealand qualified applicants for admission, by applying to:

- » The New Zealand Council of Legal Education for a Certificate of Completion; and
- » The New Zealand Law Society for a Certificate of Character; and
- » The High Court of New Zealand for admission

Trans-Tasman Mutual Recognition Act 1997

If you hold a current practising certificate in an Australian jurisdiction, the Trans-Tasman Mutual Recognition Act 1997 allows you to use that occupational registration as the basis for registration for the equivalent New Zealand occupation.

The Lawyers and Conveyancers Act 2006 provides for applications for admission as a barrister and solicitor, made pursuant to section 19 of the Trans-Tasman Mutual Recognition Act 1997, to be made direct to the High Court.

After admission, you will need to obtain a practising certificate from the New Zealand Law Society in order to practise in New Zealand.

Practising Certificates



“We have used the College of Law programme for our graduates for over 7 years. We have found them to be professional, flexible and pragmatic.”

Ed Crook
Russell McVeagh

Lawyers and Conveyancers Act 2006

The practice of law in New Zealand is governed by the Lawyers and Conveyancers Act 2006 (LCA), which took effect on 1 August 2008. The LCA has three statutory purposes:

- ▶▶ to maintain public confidence in the provision of legal services and conveyancing services
- ▶▶ to protect the consumers of legal services and conveyancing services
- ▶▶ to recognise the status of the legal profession and to establish the new profession of conveyancing practitioner

The LCA provides that only persons holding current practising certificates as barristers or as barristers and solicitors and incorporated law firms may provide legal services and use terms such as lawyer, law practitioner, legal practitioner, barrister, solicitor, barrister and solicitor, attorney-at-law, or counsel.

Practising certificates are issued by the New Zealand Law Society (NZLS), which is given authority under Part 4 of the LCA to control and regulate the profession. The NZLS has established a Registry that is responsible for:

- ▶▶ keeping and maintaining the register of lawyers
- ▶▶ issuing and renewing practising certificates
- ▶▶ providing lawyers and potential lawyers with information about the requirements for admission, holding a practising certificate, practising on your own account and answering general queries
- ▶▶ answering queries from the public with regard to entries in the register of lawyers
- ▶▶ maintaining information on the Law Society’s website related to practice issues

The Registry’s contact details are set out below:

Email: registry@lawsociety.org.nz

Telephone: 04 472 7837

Postal: PO Box 5041, Lambton Quay, Wellington, 6145
New Zealand DX: SP20202

Further information about practising certificates and legal practice is available from the New Zealand Law Society website at www.lawsociety.org.nz under For Lawyers.

Application Form

Professional Legal Studies Course

Please read the instructions below carefully before you complete this application.

Instructions

The purpose of this form is to obtain from you the information we need to enrol you at the College. We need to collect information required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- ▶▶ Completing all sections of the form.
- ▶▶ Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- ▶▶ Signing the form and attaching all required documentation.

An electronic version of this enrolment form is available at www.collaw.ac.nz/PLSC/Application-Form

A Programme

Name of Programme: PROFESSIONAL LEGAL STUDIES COURSE PC 3640 EFTS Value 0.400

B Personal Details - Part 1

1 Preferred Title: Dr Mr Mrs Ms Miss

2 Full Legal Name: First/Given Name(s) _____
Surname/Family Name _____

3 Preferred First Name: _____

4 Previous Legal Names (if any)

5 Date of Birth: Day _____ Month _____ Year _____

6 Gender: Male Female

7 Home Telephone Number: () _____

8 Mobile Number: _____

9 Work Telephone Number: (if applicable): () _____

10 Preferred Email Address: _____

11 Correspondence Address: _____
_____ P/code _____

12 Residential Address: (if different): _____
_____ P/code _____

13 Next of Kin: Name _____ Phone _____
Relationship to You _____

14 Your Employer: _____

C Intake Information

15 Course Preference: Please indicate your preferred modules (eg: ZP123A and ZP123B) Module A and Module B -
Module A _____ Module B _____

16 My Elective Choice: Described on page 3 of this guide is: Corporate Private

17 Onsite Location: Please indicate the location at which you intend to undertake the onsite sessions:
Auckland Hamilton Wellington Christchurch Dunedin

Application Form

Professional Legal Studies Course

D Personal Details - Part 2

18 NSN (National Student No.): If known, please write it here: _____ - _____ - _____

19 Citizenship and Residency: You may need to supply evidence of your identity and of your residency status or citizenship:

Tick the box that describes your citizenship: New Zealand Citizen NZL Australian Citizen AUS Other

If you answered "Other" please specify your citizenship and whether you are a New Zealand Permanent Resident

Citizenship _____

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand)

New Zealand Permanent Resident Yes No

During your enrolment in this qualification will you be resident in New Zealand? Yes No

20 Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you:

NZ European/Pakeha	<input type="checkbox"/> 111	British/Irish	<input type="checkbox"/> 121	Filipino	<input type="checkbox"/> 411	Other Asian	<input type="checkbox"/> 444
New Zealand Maori	<input type="checkbox"/> 211	Dutch	<input type="checkbox"/> 122	Cambodian	<input type="checkbox"/> 412	Middle Eastern	<input type="checkbox"/> 511
Samoan	<input type="checkbox"/> 311	Greek	<input type="checkbox"/> 123	Vietnamese	<input type="checkbox"/> 413	Latin American	<input type="checkbox"/> 521
Cook Island Maori	<input type="checkbox"/> 321	Polish	<input type="checkbox"/> 124	Other Southeast Asian	<input type="checkbox"/> 414	African	<input type="checkbox"/> 531
Tongan	<input type="checkbox"/> 331	South Slav	<input type="checkbox"/> 125	Chinese	<input type="checkbox"/> 421	Other	<input type="checkbox"/> 611
Niue	<input type="checkbox"/> 341	Italian	<input type="checkbox"/> 126	Indian	<input type="checkbox"/> 431	Not Stated	<input type="checkbox"/> 999
Tokelauen	<input type="checkbox"/> 351	German	<input type="checkbox"/> 127	Sri Lankan	<input type="checkbox"/> 441		
Fijian	<input type="checkbox"/> 361	Australian	<input type="checkbox"/> 128	Japanese	<input type="checkbox"/> 442		
Other Pacific Peoples	<input type="checkbox"/> 371	Other European	<input type="checkbox"/> 129	Korean	<input type="checkbox"/> 443		

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" _____

21 Iwi: If you identified as New Zealand Maori in question 20, what is the name of your Iwi? You may enter more than one Iwi.

If you do not know your Iwi, please enter 'Don't Know'.

Iwi: _____ Rohe (Iwi home area): _____

Iwi: _____ Rohe (Iwi home area): _____

Iwi: _____ Rohe (Iwi home area): _____

22 Disability: Do you live with the effects of significant injury, a long-term medical condition or disability which may affect your studies or which we should know of to assist you in the course? If "yes", please describe your impairment, disability or long-term medical condition. The information you provide is confidential. Yes No _____

E Academic and Vocational Information

23 Prior Activity: What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.

Non-employed or beneficiary (excluding retired)	<input type="checkbox"/> 02	University student	<input type="checkbox"/> 05
Wage or salary worker	<input type="checkbox"/> 03	Overseas (irrespective of occupation)	<input type="checkbox"/> 09
Self-employed	<input type="checkbox"/> 04		

24 Secondary Study: What was the name of the last secondary school you attended? State "overseas" if applicable.

Name _____ What was your last year at secondary school? Year

What is the **highest** level of **achievement** you hold from a **secondary school**? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. **Tick only one box.**

No formal secondary qualifications	<input type="checkbox"/> 00	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15
14 or more credits at any level	<input type="checkbox"/> 11	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09
NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	Other	<input type="checkbox"/> 98
NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> 13	Not Known	<input type="checkbox"/> 99
University Entrance	<input type="checkbox"/> 14		

25 Tertiary Study: Please enter the name of the first tertiary institution you studied at since leaving school including University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas.

Name _____ Year of your first tertiary enrolment. Year

Application Form

Professional Legal Studies Course

26 IRD Number: IRD number collection for student loan interest write-off. Do you currently have or will you have a Student Loan this year?

No Please go to the next section

Yes Please enter your IRD number here (see below for more information on interest write-off)

_____-_____-_____ Please fill in your IRD number if you have a student loan, or will be applying for a student loan this year, so that Inland Revenue can determine your eligibility for and give you a full student loan interest write-off. Provision of your IRD number is voluntary. Please see Section J: Conditions of Application.

F Eligibility to Enrol

APPLICANTS WITH A NEW ZEALAND LAW DEGREE COMPLETE THIS SECTION.

When you commence the course you must have completed the requirements for your law degree.

27 Year of Completion: I completed my LLB in _____. If not, when do you expect to complete it? ____/____

28 University conferring your degree: Auckland Waikato Victoria Canterbury Otago

29 My University ID Number: _____

APPLICANTS WITH A LAW DEGREE FROM ANOTHER JURISDICTION COMPLETE THIS SECTION.

When you commence the course you must have completed the requirements of the Council of Legal Education.

30 Have you completed all the academic requirements imposed by the Council of Legal Education?

Yes Please attach a copy of the letter from the Council confirming that you are eligible to study.

No When do you expect to complete the Council's academic requirements? _ Month _____ Year _____

G Why Did You Choose The College of Law?

31 Why did you choose The College of Law PLSC? (Please tick all appropriate boxes)

- | | |
|---|--|
| <input type="checkbox"/> Convenient starting dates | <input type="checkbox"/> Being able to do the course mostly part-time |
| <input type="checkbox"/> Online aspects of the course | <input type="checkbox"/> Limited number and duration of onsite segments |
| <input type="checkbox"/> Flexibility and choice | <input type="checkbox"/> Reputation of the College and its course |
| <input type="checkbox"/> Employer | <input type="checkbox"/> International connections - College of Law Alliance |
| <input type="checkbox"/> Other (please specify) _____ | |

H Student Fee Protection

By signing the Student Acknowledgement Form on page 5 you are acknowledging that you understand that:

- (a) Your PTE has entered into the following arrangements for the protection of your Student Fees:
A Student Fee Protection Bank Bond Trust Deed with Public Trust ("Trustee") for the protection of your Tuition Fees ("Bank Bond Trust"), referred to as the "Trust Deed".
- (b) If a Course Closure Event occurs, the Trustee will ensure that any refunds (if there are any), are distributed to Entitled Students in accordance with the Trust Deed and the New Zealand Qualifications Authority Policy. Your refunds may need to be paid to another PTE if you enrol in another course (the Alternative Provider), your student loan provider such as Study Link (the Loan Provider), yourself, or anyone else who should be paid your refund (such as any person who may have paid your fees for you) (the Third Party).
- (c) Personal information about you and your Student Fee will be given to your PTE, The New Zealand Qualifications Authority, the Trustee and Auditors of the PTE and the Trustee.

Capitalised terms used in the form have the meaning defined in the Trust Deed referred to above. A copy of the Trust Deed is available on the College of Law's website www.collaw.ac.nz

Please read the Student Acknowledgment Form carefully before completing and signing it.

I Additional Information in Support of Application

32 Accompanying documentation:

- One passport sized photo with your name printed on the back. This may be emailed to enquiries@collaw.ac.nz
- Evidence of your identity and evidence of your citizenship or residency status (e.g. scanned copy of your driver's licence, passport, or birth certificate)
- If any documents have a different name from the name(s) on this application, evidence of that change (eg marriage certificate, deed poll etc)
- Student Acknowledgement Form

Application Form

Professional Legal Studies Course

J Conditions of Application

By signing and submitting this application you:

- ▶▶ Undertake that you have completed all the course entry requirements.
- ▶▶ Undertake to familiarise yourself and comply with the College's Rules and all other requirements as set out in the Course Manual and the Professional Legal Studies Course Regulations 2006, which are available at www.collaw.ac.nz/plsc.
- ▶▶ Authorise the College to request your original academic transcript or other evidence that you have completed requirements for your LLB, from your law school if required.
- ▶▶ Agree to advise the College if you change your home or work address or telephone numbers, or your email address.
- ▶▶ Acknowledge the policy with regard to refunds and transfer fees as set out in the Handbook and Course Manual.
- ▶▶ Acknowledge that you may be approached for confidential feedback on behalf of the College so that it might develop and improve the course.
- ▶▶ Acknowledge the College's reporting responsibilities to the Tertiary Education Commission, the Ministry of Education, the New Zealand Council of Legal Education, the High Court of New Zealand and the New Zealand Law Society for Admission purposes.
- ▶▶ Authorise the College to publish your name as a course graduate and if applicable any prizes associated with the course.
- ▶▶ Allow the College to send you information about the Alumni and continuing professional education.
- ▶▶ Authorise the College, under the Privacy Act 1993, to collect, hold, utilise and disclose personal information about you for the purposes of:
 - complying with its regulatory requirements,
 - providing, to the New Zealand Law Society information relevant to the issue of a certificate of character for the purposes of admission as a barrister and solicitor under the Lawyers and Conveyancers Act 2006.
- ▶▶ Acknowledge that your name, date of birth and residency as entered on this application will be included in the National Student Index and will be used in an Authorised Information Matching Programme with the New Zealand Birth Register. For further information please see <http://www.nsi.education.govt.nz>
- ▶▶ Acknowledge that where you have supplied your IRD number for the purposes of a student loan interest write-off, that information is being collected to provide to the Ministry of Education who will forward the information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use the information to assess your eligibility to a student loan interest write-off. The information will be used solely for this purpose.

K Payment

I wish to pay by:

a Internet Banking, the College will advise the account number with your acceptance email

b Student Loan

c Cheque payable to College of Law New Zealand Limited

d Credit Card American Express Visa Mastercard

Cardholder's name _____ Amount to be charged \$ _____

Signature of cardholder _____ Expiry Date _____

e Invoice to: Employer or other person

Address details for Invoice _____

Note: Fees must be paid in full or arrangements made for payment prior to commencement. Student loan applications must be approved prior to commencement.

Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this application is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

_____/_____/_____
Signature of Applicant Date

Send this application to The College of Law:

By email: enquiries@collaw.ac.nz

By delivery: Level 8, College of Law Centre, 3 City Road, Auckland, 1010

By Post: PO Box 5047, Wellesley Street, Auckland, 1141

Student Acknowledgement Form

Pursuant to Schedule 3, Student Fee Protection Bank Bond Trust Deed, dated 30 August 2007

I _____

(Write your full name)

of _____ confirm that I am enrolling as a Student at the College of Law ("PTE").

(e.g. Auckland)

I acknowledge and agree that:

- (a) if a Course Closure Event occurs and I transfer to an Alternative Provider with the approval of the Qualifications Authority, any amount agreed by me, up to the Entitled Student Amount attributable to me, will be transferred from the Trust Fund to that Alternative Provider;
- (b) if a Course Closure Event occurs and I owe money to a Loan Provider (as set out below) in respect of that Course, the Trustee is authorised to repay the Tuition Fees portion of the Entitled Student Amount attributable to me, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider;
- (c) if another party is entitled to receive any refund of the Entitled Student Amount attributable to me, I will provide the Trustee with the contact details of that party (as set out below) to which the refund should be sent;
- (d) subject to (b) above, if a Course Closure Event occurs and the Trustee refunds any amount directly to me, the Trustee will refund the Entitled Student Amount attributable to me by way of direct credit to my bank account or cheque posted to my last known postal address notified to that Trustee;
- (e) if Public Trustee is a Trustee of both a Bank Bond and a Static Trust, Students of the PTE who are beneficiaries under both the Bank Bond and the Static Trust will be treated equally for the purpose of calculating each Entitled Student Amount;
- (f) any interest earned on the Trust Fund prior to a Course Closure Event will vest in and be payable to the PTE for its own benefit, and I will have no claim to such interest;
- (g) personal information about me and information about my Student Fees may be supplied by the PTE to the Qualifications Authority Auditor or the Trustee or by the Trustee or Auditor to the Qualification Authority;
- (h) my personal information will be held by the PTE at its national office (Level 8, College of Law Centre, 3 City Road, Auckland, 1010), and I have a right to access to, and correction of, my personal information that the PTE holds;
- (i) this Bank Bond does not cover any Accommodation Expenses, Travel and Health Insurance and Living Expenses. These will be covered by a Standard Trust arrangement and I will be required to sign the Student Acknowledgment Form applicable to that Standard Trust;
- (j) I am 18 years of age or older (if under 18, Parent/Guardian to also sign).

Details of other parties entitled to receive refund on account of Student Fees

Other party	Name	Address	Telephone number
Loan provider (i.e. StudyLink)			
Third party (i.e. someone who has paid your Student Fees and is entitled to any refund)			

Signed by the Student

_____ / / _____

Student signature

Date



Signed on behalf of the PTE by its chief executive (an authorised signatory) in the presence of:



Jo-Anne Falconer, Student Liaison Manager, Auckland

More than just Professional Legal Studies...



“The Masters program appealed to me because it is not just a purely academic course, but one which is relevant to every day practice”
Amy Barwick, Mills Oakley Lawyers, current Masters student

The College of Law provides ongoing legal training and professional development for the legal profession throughout Australasia. You can take advantage of our quality programs, expertise and international reputation to develop your skills at each stage of your legal career.

- » Applied Law Programs at the Graduate Diploma and Masters levels in:
 - Commercial Litigation
 - Family Law
 - In-house Practice
 - Wills and Estates
- » Continuing Professional Development
- » Preparation course for the New Zealand Law and Practice Examination for overseas lawyers and law graduates


The College of Law

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Fax: +61 2 9436 1265


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Tel: +61 7 3234 4555


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Victoria

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Melbourne Victoria 3000
Tel: +61 3 8689 8600
Fax: +61 3 8689 8601


The College of Law
Western Australia

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263 Adelaide Terrace
Perth Western Australia 6000
Tel: +61 8 9214 0200
Fax: +61 8 9467 2870


The College of Law
Te Whare Kura Ture o Aotearoa

Level 8, College of Law Centre
3 City Road
Auckland 1010
New Zealand
Tel: +64 9 300 3151
Fax: +64 9 300 3153



The College of Law

We welcome your enquiries

Call 0800 894 172 or 64 9 300 3151

Email enquiries@collaw.ac.nz

Visit www.collaw.ac.nz/plsc

Or scan the code below to access
the website from your phone



College of Law New Zealand
www.collaw.ac.nz