

VIC Legal Practice Management Course

VIC Program Manual

LPMC VIC Program Manual

Introduction

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

Eligibility

To be eligible to commence the Course a participant must be admitted to practice as a legal practitioner in an Australian Jurisdiction.

Satisfactory completion

On achieving satisfactory completion the College will advise the Legal Services Board + Commissioner that a participant has completed an approved PMC as defined in clause 5.3 of the Legal Services Board + Commissioner Grant of Principal Practising Certificate Policy. **Satisfactory completion must be attained within 6 months of the last workshop** and requires:

- satisfactory participation in the Course - including completion of all assessable and non-assessable activities, and full attendance at and participation in, the workshops
- completion of all preliminary interactive activities, and
- satisfactory completion of the Course assessments.

Satisfactory completion of the Course assessments means that the participant receives at least 50% of the total awarded marks allocated to each of the following:

- A. A detailed Business Plan
- B. An Ethics Assessment
- C. A Trust Accounting Assessment

Program structure

The College of Law Victoria Legal Practice Management course is a blended learning program. The course is delivered via:

- preparatory online components; and

- a 3-day workshop.

Access to course materials is via the Learning Portal. Access to course materials is via the Learning Portal. You will have access to the Learning Portal over the course period.

Access to course content will be available for over a year, starting one week before the course commences and ending 12 months after the course concludes. This allows for sufficient time to receive feedback on the assessment and for any re-sits.

If you are enrolled in a face to face workshop, the workshop will be held at the College's premises at [as required in each state], or otherwise as advised. If you are enrolled in an online workshop, sessions will be held via Zoom video conferencing.

Competency and proficiency

By enrolling in the Course, course participants are asserting that they have a sufficient level of computer literacy and English proficiency to satisfactorily participate in the Course and complete the Course requirements.

Transfer between courses

Transfer between Legal Practice Management Courses may attract an administration fee and is at the discretion of the Executive Director (VIC) or nominee.

Feedback on the participant's work

Course participants will receive feedback on their submitted assessment through the Learning Portal.

Automatic remark

Every assessment that receives an initial mark below 50% will be automatically remarked by a second marker. The Course participant is then awarded the higher of those two marks.

If a participant is still assessed not competent but seeks further review then the College's over- arching review policies will apply.

Not completing an assessment within time

If through circumstances beyond the Course participant's control they are unable to complete an assessment by the due date, they must notify the course coordinator in writing. That notification must be made no later than the due date. The course coordinator may, at their discretion, set the participant a new assessment submission date.

Plagiarism and academic misconduct

The College expects a high standard of work from course participants. Plagiarism is not acceptable and may lead to a finding of academic misconduct.

While it is often part of the learning experience for course participants to discuss what they are learning with their peers, any work the Course participant submits must be their own work.

When the Course participants submit work through the Learning Portal, they must certify that work is their own. Where work is not that of the Course participant they must attribute that work to its author. A false representation as to the originality of submitted work may also result in a finding of academic misconduct.