



QLD Legal Practice Management Course

QLD Program Manual

Introduction

This document, together with the enrolment form(s), on-line or hard copy, and the terms and conditions, form the contractual agreement between the College of Law Queensland 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 an Australian lawyer as defined in s.5(1) *Legal Profession Act 2007*.

Satisfactory completion

On achieving satisfactory completion of the Course, a participant will receive a Certificate of Completion which is evidence of completion of an approved Practice Management Course as defined in Part 5 of the *Queensland Law Society Administration Rule 2005*.

Satisfactory completion means:

- satisfactory participation in the Course, including completion of all assessable and non-assessable activities (including web-conferences), and full attendance at and participation in, the three day, face to face workshop; and
- completion of all preliminary interactive activities and readings; and
- completion of the course assessments to the required standard.

The required standard means the participant must achieve the pass mark required by the Queensland Law Society for each of each of the compulsory Assignments 1, 2, 3 and 4 as follows:

Assignment 1 - Trust Accounting assessment (comprising short answer questions) to be completed as an individual exercise in which participants must attain a grade of at least 80%.

Assignment 2 - Ethics and Professional Standards assessment (comprising short answer questions), to be completed as an individual exercise in which participants must achieve a grade of at least 75%; and

Assignment 3 - Business Plan: a detailed plan using the Business Plan template and completion of the compulsory exercises for Modules 2, 3, 4 and 5 to be submitted by the participant in Canvas, in which the participant must achieve a grade of 3 (60%) on a grade scale of 1 – 5 to demonstrate competency; and

Assignment 4 - Risk Management Plan: a detailed plan using the Risk Analysis & Treatment Plan template submitted by the participant in Canvas, in which the participant must achieve a grade of 3 (60%) on a grade scale of 1 – 5 to demonstrate competency.

The total marks achieved for both the Trust Accounting assessment and the Ethics and Professional Standards assessment make up 50% of the overall mark. Both the Business Plan and Risk Management Plan make up the remaining 50% of the overall mark.

The participant must pass all four assignments to pass the Course overall. No conceded pass marks will be awarded.

The participant must satisfactorily complete the Course within 12 months from the start date of the course.

Program structure

The Qld Legal Practice Management Course is a blended learning program. The course is delivered by:

- preparatory on-line components, which include compulsory activities and web-conferences; and
- a three day, face to face workshop.

Access to the course is by the Canvas Learning Portal. Each participant will have access to the Learning Portal for the duration of the Course. Access will be available for approximately eight weeks, commencing three and a half weeks prior to the Workshop start date and ending two weeks after the assessment due date (so the participant can receive feedback on their activities).

The face to face workshop is at the College's premises at Level 5, 140 Ann Street, Brisbane, or otherwise as advised.

A participant who fails to attend all or any part of the face to face workshop, must attend a subsequent face to face workshop (or part thereof) or complete any other activity as required by the Executive Director or nominee within 12 months from the start date of the course.

Competency and Proficiency

By enrolling in the Course, each participant must have a sufficient level of computer literacy and English proficiency as per the IELTS standard (i.e. level 8 writing, 7.5 speaking, 7.0 listening and 7.5 overall) to satisfactorily participate in the Course and to complete the Course requirements.

Transfer between courses

Transfer between Legal Practice Management Courses may attract an administration fee, credit may be given for completed components and is at the discretion of the Executive Director or nominee.

Participants may apply to the Executive Director for deferment or exemption from part of, or the whole of, the Course. All such applications will be considered by the Executive Director and QLS Council.

Marking and resubmission

Assessment tasks will be marked using marking guides. If a participant fails to demonstrate competency in an assessment task (or fails one or more components referred to in paragraph 3.3 above), the participant will receive feedback from the lecturer and will then be offered the opportunity to resubmit that task (or re-sit that component) for further assessment.

If the grade obtained on the marked resubmission indicates the participant has again failed to demonstrate competency, the participant will be given the opportunity to have the resubmitted assessment marked by a second marker. If the second marker has assessed that the participant has failed to demonstrate competency, the participant will have failed to satisfactorily complete the Course notwithstanding any other completed assessment items.

A participant who has failed to satisfactorily complete the Course (or who has failed to satisfactorily complete any other practice management course in Queensland) will not be accepted into a new course within 12 months from the notification date that they have failed to satisfactorily complete the Course (or any other practice management course).

A participant who has failed to successfully undertake or complete all or any part of the Course may, within 14 days of being advised of such failure by the Executive Director of the College, appeal to the Council of the Queensland Law Society for the decision to be reviewed.

Not completing an activity/assessment within time

If a participant is unable to complete an activity or assessment (including the Ethics and Professional Standards assessment and Trust Accounting assessment) by the due date, the participant must notify the Lecturer or Course Facilitator in writing no later than one business day before the due date and provide either a medical certificate or Statutory Declaration to support the request to defer the assessment. In consultation with the College of Law, Executive Director and the applicable Lecturer, the Course Facilitator may set the participant a new assessment submission date.

Plagiarism and academic misconduct

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

Whilst it may be part of the learning experience for participants to discuss the Course with other participants, all participants must submit their own individual work.

When work is submitted via the Learning Portal, participants must certify that the work is their own work. If work is not that of a participant, the work must be attributed to its author. A false representation as to the originality of any submitted work may result in a finding of academic misconduct.

Confidentiality

Enrolment, conversations and performance in the Course remain confidential between the College staff, contractors, QLS Council and staff and the participant. All College correspondence will be forwarded to the participant's email address provided to the College at the time of enrolment.

Enrolments

On-line enrolments for the Course close 5 business days prior to the start date. Transfers and cancellations will not be accepted after this time unless approved by the Executive Director.