



QLD Legal Practice Management Course

Online Program Manual 2020

1. Introduction

- 1.1. 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).
- 1.2. The LPMC online Course program has been developed to assist all participants to manage the current restrictions and constraints of COVID-19.

2. Canvas Learning Portal

- 2.1. You must access the **Canvas Learning Portal** on the **Course opening date** to ensure you have read all applicable Course Announcements and completed the compulsory activities outlined below prior to attending the Course Workshop.
- 2.2. You are required to have diarised all critical dates for the four day online Workshop, the compulsory Trust web-conference, the submission of Assignment 1 Trust and Assignment 2 Ethics online assessments, and critical dates for submission of Assignment 3 Business Plan including compulsory exercises Modules 2-5 and Assignment 4 Risk Analysis and Treatment plan and a signed and dated Letter of Undertaking which are to be submitted through the Canvas Learning Portal.
- 2.3. All Assignment dates are available on the Canvas Learning Portal under the tab 'Assignments'.

3. Eligibility

- 3.1. 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*.
- 3.2. You will be required to attest you have a current practicing certificate at the commencement of the four day online Course. Please contact the College of Law if this is not in place at the time of the Course.

4. Program structure and workload

- 4.1. The Course is a blended learning program and is structured in accordance with two predicates – the needs of the practitioner and the needs of the higher education practitioner participant. The Course is delivered by preparatory and workshop online components, which include compulsory activities:
 - compliance with the QLS requirement of 6 hours of pre-reading prior to the commencement of the workshop as a requisite although ideally, 25-30 hours would be preferable;
 - viewing three videos for Module 8 Risk (1hr);
 - attending a web-conference for Module 9 Trust (1.5hrs); and
 - a four day, Online LPMC Workshop Program (23hrs excluding lunch breaks) which is available on the Learning Portal and sets out the applicable Course dates, times, modules and speakers over the four day period..
- 4.2. 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 final assessments due date (so the participant can receive feedback on their activities).

- 4.3. The workshop will be accessed through Zoom. You will be required to have the Zoom app downloaded, a stable internet connection and a laptop/tablet/computer device of your choice (preferably not a mobile phone due to the limited screen size).
- 4.4. A participant who fails to attend all or any part of the online workshop, must attend a subsequent online 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.

5. Satisfactory completion

5.1. 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*.

5.2. Satisfactory completion means:

5.2.1. satisfactory participation in the Course, including completion of all compulsory, assessable and non-assessable activities:

- compliance with the QLS 6 hours of pre-reading
- viewing three videos for Module 8 Risk;
- attending one web-conference for Module 9 Trust;
- full attendance at and participation in, the four day, online workshop;
- a signed and dated Letter of Undertaking submitted on the last day of the Workshop confirming dates of attendance for the LPMC Program;
- completion of an online COL Evaluation Feedback survey and

5.2.2 completion of all preliminary interactive activities and readings; and

5.2.3 completion of the course assessments to the required standard.

5.3 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:

5.3.1 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%.

5.3.2 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

5.3.3 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

- 5.3.4 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.
- 5.4 The total marks achieved for both Assignment 1 Trust Accounting assessment and Assignment 2 Ethics and Professional Standards assessment make up 50% of the overall mark. Both Assignment 3 Business Plan and Assignment 4 Risk Management Plan make up the remaining 50% of the overall mark = 100% total.
- 5.5 The participant must pass all four assignments to pass the Course overall. No conceded pass marks will be awarded.
- 5.6 The participant must satisfactorily complete the Course within 12 months from the start date of the course.

6. Competency and Proficiency

- 6.1. 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.

7. Transfer between courses

- 7.1. 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.
- 7.2. 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.

8. Marking and resubmission

- 8.1. 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 5.3 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.
- 8.2. 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.
- 8.3. 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).

- 8.4. 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.

9. Not completing an activity/assessment within time

- 9.1. If a participant is unable to complete an activity or assessment (including Assignment 1 Trust Accounting assessment Assignment 2 Ethics and Professional Standards 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.

10. Plagiarism and academic misconduct

- 10.1. The College expects participants to provide a high standard of work. Plagiarism is not acceptable and may lead to a finding of academic misconduct.
- 10.2. 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.
- 10.3. 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.

11. Confidentiality

- 11.1. 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.

12. Enrolments

- 12.1. On-line enrolments for the Course close **one business day** prior to the Course commencement date. Transfers and cancellations will not be accepted after this time unless approved by the Executive Director.