

# WA Legal Practice Management Course

# Program Manual

**Version:** January 2021

# LPMC WA Program Manual Introduction

## 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).

The College of Law Applied Law Programs (ALP) Manual applies to enrolled participants.

## 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 Course participant will receive a Statement of Completion which they can provide to the Legal Practice Board as evidence of their having completed an approved PMC as defined in the Legal Profession Rules 2009 (WA).

Satisfactory completion requires:

- satisfactory participation in the Course - including completion of all assessable and non-assessable activities, and full attendance at and participation in, the workshop
- 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 and a Risk Management Plan submitted by the participant (which together make up 50% of the overall mark); and
- B. A Trust and Office Accounting exam (comprising short answer and multiple choice questions).

The participant must pass both A and B in order to pass the Course overall. The College will not award a conceded pass mark.

A student who fails the Trust and Office Accounting exam will, subject to them undertaking a review of the Trust and Office Accounting subject with a College lecturer, be allowed to sit a further Trust and Office Accounting exam.

## Program structure

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

- preparatory online components (which includes compulsory assignments); and
- a 3-5 day workshop depending on delivery format.

Access to course materials is via the Learning Portal. The course participant will have access to the Learning Portal for the duration of the Course. Access will be available for approximately seven (7) weeks in all, starting one week before the Course start date and ending two weeks after the assessment due date (in order that the Course participant can receive any feedback on their assessment).

The workshop will be held at the College's premises at Ground Floor 263 Adelaide Tce Perth, or otherwise as advised.

### **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 (WA) or nominee.

### **Feedback on the Course participant's work**

If they do not demonstrate the required standard of competence, 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 (ALP) 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 (other than the Trust and Office Accounting exam) by the due date, they must notify the course coordinator in writing. That notification must be made no later than one working day before 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.