

# LEGAL PRACTICE MANAGEMENT COURSE

## WA Program Manual

Ground Floor, Durack Centre  
263 Adelaide Terrace  
Perth

25 November 2022

## 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 and/or the Legal Practice Management Trust and Office Accounting Course (the Course).

The College of Law Applied Law Programs (ALP) Manual also 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 (in an electronic format) which they will need to provide to the Legal Practice Board as evidence of having completed an approved PMC as defined in the *Legal Profession Uniform Law (WA) 2022*. Please note that the College will not send a copy of the Statement of Completion to the Legal Practice Board, it is the participant's responsibility to inform the Legal Practice Board and apply to have the relevant practicing conditions removed.

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 either of the assessment components A and/or B will be required re-submit or re-sit the assessment until such time as the student achieves the required competency. You will be advised of what you need to do and the timeframe.

## 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 12 months, starting one week before the Course start date. If you do not complete the course within 12 months (including any re-sits or re-submissions), you may be required to enrol in a new course and meet the associated costs of re-enrolment.

## Workshop attendance

If you are enrolled in a course with online workshops, you are required to participate in the live-streamed presentations with your camera turned on (pointed at your face) and to pay attention to the workshop. You are to be seated at a table or desk, directly in front of your camera and not on the other side of the room. You are not to be in transit during the workshop. You should use a desktop or laptop computer. iPhones, iPads or similar devices are not encouraged for the camera feed. Lastly, you are not permitted to conduct phone calls and other business while attending the online workshop.

If you choose an in-person delivery method, the workshop will be held at the College's premises at Ground Floor 263 Adelaide Tce, Perth, Western Australia. The College of Law occupies a ground floor, single level space in the Durack Centre, with full wheelchair access via the Adelaide Terrace entrance. Wheelchair accessible toilet facilities are available on the ground floor of the Durack Centre. Our campus also has a private room with a comfortable nursing chair, microwave, fridge and first aid station.

Wi-Fi access is available for students on our campus.

If you do not complete all workshop sessions, you will be offered an opportunity to attend, either in person or online, missing components at a later workshop. Students are required to attend all workshop sessions for the course they are enrolled in. If you do not attend all workshop sessions, you may be required to transfer to a future course to complete those sessions and a course transfer fee will apply, except on application in circumstances of emergency, illness or serious misadventure.

## 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

If you receive an initial mark below 50% in the Trust and Office Accounting exam, it 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 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 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.

At all times during the completion of this course you are required to conduct yourself in a polite and respectful manner. Aggression, rudeness, use of obscene language, harassment and/or other examples of unprofessional behaviour will not be tolerated. If you do not meet these minimum conduct standards in the view of the course facilitator, you may be withdrawn from the course and you will not be entitled to a refund of the course fee.