



QLD Legal Practice Management Course

Online Program Manual 2021

1. Introduction

- 1.1 This document, together with the enrolment form(s), online 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 Course is a blended learning program and is structured in accordance with the needs of the participant and the needs of the higher education provider.
- 1.3 The online Workshop Program has been developed to assist all participants to manage the current restrictions and constraints of the COVID-19 pandemic.

2. Canvas Learning Portal

- 2.1 Participants must access the Canvas Learning Portal on the Course commencement date to read all Course Announcements and complete the compulsory activities outlined below prior to attending the Course Workshop.
- 2.2 Participants must diarise all critical dates for:
 - the three-day online Workshop
 - the compulsory Trust web-conference
 - the submission of Assignment 1 Trust Accounting Assessment
 - the submission of Assignment 2 Ethics and Professional Standards Assessment
 - the submission of Assignment 3 Business Plan including compulsory exercises Modules 2-5
 - the submission of Assignment 4 Risk Analysis and Treatment plan, and
 - the submission of a signed and dated Letter of Undertaking

all of which are to be submitted via 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 Participants must attest to holding a current practising certificate at the commencement of the Course. Please contact the College of Law if this is not in place at the time of the commencement of the Course.

4. Enrolments

- 4.1 Online 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 or nominee.

5. Program structure and workload

- 5.1 The Course is delivered by preparatory and workshop online components, which include compulsory activities:
 - compliance with the Queensland Law Society 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 4 videos for Module 8 Risk (1.4 hours)
 - attending a web-conference for Module 9 Trust Accounting (1.5 hours), and
 - a three-day Workshop Program delivered either face to face or online (via video conference for 23.25 hours (including session breaks) available on the Learning Portal (which also sets out the applicable Course dates, times, modules and speakers over the Workshop Program)
- 5.2 Each participant will have access to the Course materials via the Learning Portal for the duration of the Course. Access to the Course content will be available for more than twelve months, starting one week prior to the commencement date and ending 12 months after the Course concludes. This allows sufficient time to receive feedback on the activities or assessments and for any re-sits.
- 5.3 Participants enrolled in an online Workshop Program will access the sessions via video conference. You will be required to have the video conference software downloaded, a stable internet connection and a capable device (preferably not a smartphone due to the limited screen size)

- 5.4 A participant who fails to attend all or any part of either the face to face Workshop Program or the online Workshop Program must attend a subsequent face to face or online Workshop (or part thereof) or complete any other activity as required by the Executive Director or their nominee within 12 months of the start date of the Course.

6. Satisfactory completion

- 6.1 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.
- 6.2 Satisfactory completion means:
- 6.2.1 satisfactory participation in the Course, and completion of all assessable and non-assessable activities, including:
- compliance with the Queensland Law Society 6 hours of pre-reading
 - viewing four videos for Module 8 Risk
 - attending one web-conference for Module 9 Trust Accounting
 - full attendance at, and participation in, the three day, face to face workshop (either face to face or online)
 - 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
- 6.2.2 completion of all preliminary interactive activities; and
- 6.2.3 completion of the course assessments to the required standard.
- 6.3 The required standard means the participant must achieve the pass mark required by the Queensland Law Society for each of the compulsory Assignments 1, 2, 3 and 4 as follows:
- 6.3.1 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%

- 6.3.2 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%
- 6.3.3 Assignment 3 - Business Plan: a detailed plan using the Business Plan template submitted by the participant, in which the participant must achieve a grade of 3 (60%) on a grade scale of 1 – 5 to demonstrate competency
- 6.3.4 Assignment 4 - Risk Management Plan: a detailed plan using the Risk Analysis & Treatment Plan template submitted by the participant, in which the participant must achieve a grade of 3 (60%) on a grade scale of 1 – 5 to demonstrate competency.
- 6.4 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 at least 50% of the overall mark, with all 4 Assignments making up 100% of the mark.
- 6.5 The participant must pass all four assignments to pass the Course overall. No conceded pass marks will be awarded.
- 6.6 The Participant must satisfactorily complete the Course within 12 months of the start date of the Course.

7. Competency and Proficiency

- 7.1 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.

8. Transfer between courses

- 8.1 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 their nominee.
- 8.2 Participants may apply to the Executive Director for the deferment or exemption from part of, or the whole of, the Course. All such applications will be considered by the Executive Director and the Queensland Law Society Council.

9. Marking and resubmission

- 9.1 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 6.3 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.
- 9.2 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 assesses that the participant has failed to demonstrate competency, the participant will have failed to satisfactorily complete the Course notwithstanding any other completed assessment items.
- 9.3 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 with 12 months of the date they were notified that they have failed to satisfactorily complete the Course (or any other practice management course).
- 9.4 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 of Law Queensland, appeal to the Council of the Queensland Law Society for the decision to be reviewed.

10. Not completing an activity or assessment within time

- 10.1 If a participant is unable to complete an activity or assessment (including Assignment 1 Trust Accounting Assessment or 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 a Statutory Declaration to support the request to defer the assessment. In consultation with the College of Law, Executive Director and the relevant Lecturer, the Course Facilitator may set the participant a new assessment submission date.

11. Plagiarism and academic misconduct

- 11.1 The College expects participants to provide a high standard of work. Plagiarism is not acceptable and may lead to a finding of academic misconduct.
- 11.2 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.
- 11.3 When work is submitted via the Learning Portal, participants must certify that the work is their own work. If work is not that of the 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.

12. Confidentiality

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