

[See Definitions and Abbreviations - PLT](#)

PROGRAM REQUIREMENTS, ASSESSMENT AND ADMINISTRATION	2
2. Academic Policies and Procedures Relating to Students.....	2
2.1 Required knowledge of the law.....	2
2.2 Completion of the PLT Program	2
2.3 Admission	3
2.4 Part Programs	3
2.4.1 Mode of study.....	4
2.4.2 Trainee Admission Program (Qld).....	4
2.4.3 Trainee Admission Program (Vic).....	4

Program Requirements, Assessment and Administration

2. Academic Policies and Procedures Relating to Students

2.1 Required knowledge of the law

To undertake the PLT Program you must be a graduate in law, have qualified to graduate in law, or have undertaken all academic requirements other than practical training, prescribed for admission as a lawyer. You are expected to have knowledge of the substantive law relevant to subjects as follows:

Core subject	Substantive Law
<ul style="list-style-type: none"> • Civil Litigation Practice • Commercial and Corporate Practice • Property Practice • Ethics and Professional Responsibility, including Trust and Office Accounting 	<ul style="list-style-type: none"> • Evidence, Procedure, Pleading, Equity, Contracts and Torts • Revenue Law, Corporations Law, Commercial Law, Equity and Trust Law • Property (Real and Personal) Law, Corporations Law, Revenue Law, Commercial Law • Professional Conduct
Elective subject	Substantive Law
<ul style="list-style-type: none"> • Administrative Law Practice • Banking and Finance Practice • Criminal Law Practice • Family Law Practice • Consumer Law Practice • Employment and Industrial Law Practice • Planning and Environmental Law Practice • Wills and Estates Practice 	<ul style="list-style-type: none"> • Administrative Law, Constitutional Law • Commercial Law, Corporations Law • Criminal Law, Evidence, Procedure • Family Law • Contracts, Consumer Protection Law, Trade Practices Law • Anti-discrimination Law, Employment and Industrial Law • Environmental Law, Real Property, and Local Government Law • Succession, Equity and Trust Law

No allowance will be made in tests or assessments for inadequate performance on the basis that you have not studied the relevant substantive law at law school.

2.2 Completion of the PLT Program

Upon completion of the PLT Program, you will be entitled to:

- a certificate of completion,
- a Graduate Diploma of Legal Practice (for completers of the full PLT Program) and
- may be admitted to legal practice by the relevant Supreme Court if you satisfy all the court's other formal requirements for admission.

2.3 Admission

It is your responsibility to ensure that you have satisfied all requirements for admission, in addition to completing the PLT Program.

Before you enrol, you should check all the requirements regarding your admission with the relevant admitting authority, especially if you are a law graduate from a jurisdiction other than that in which you are seeking admission.

Note particularly the requirement for admission that your law degree must include a subject in professional conduct.

Admission dates

If you will be eligible for admission following successful completion of the PLT Program, you must apply to the relevant admitting authority which sets the dates for admission.

You should check with the College's Student Services Office as to the earliest date on which you will be able to seek admission following completion of all PLT Program requirements. It is not always possible for the College to complete all marking and administrative requirements and to provide you with the certificate of completion of the PLT Program to enable you to be admitted on the first admission date following the completion of the coursework component in which you are enrolled.

Applying for first admission to the admitting authorities

It is your responsibility to lodge your application for admission with the relevant admitting authority with the appropriate forms and by the required dates.

For information about the admission process and requirements, forms and fees, you should contact the admitting authority in the relevant jurisdiction or jurisdictions directly. Contact details can be obtained from the College website at <http://www.collaw.edu.au>.

Applying for admission in other jurisdictions

After first admission you may also apply:

- to be admitted to any other Australian jurisdiction,
- to the relevant law society/institute or bar association for a practising certificate as a solicitor or a barrister respectively.

2.4 Part Programs

In some circumstances, eligible students are permitted to undertake part of the PLT Program in order to satisfy the requirements for admission to the legal profession. Subjects undertaken are the same as subjects taken within the full PLT Program. All policies, procedures and rules contained in this PLT Program Manual apply to Part Program students unless otherwise indicated.

FEE-HELP is not available in Part Programs if the Offering has no advertised Census Date.

2.4.1 Mode of study

Part Programs may only be undertaken online.

Part Program students are not eligible for the award of a Graduate Diploma in Legal Practice. Upon successful completion of the Subjects in which they are enrolled, Part Program students receive a Certificate of Completion, which must be included with the application for admission as a lawyer.

Flexible Offerings of Part Programs do not have advertised start or end dates and can be done at the student's own pace (with the proviso that a student must be enrolled in a given Subject for 30 days before they are eligible to sit the assessment). Such Offerings do not have a Census Date and so tuition fees cannot be paid using FEE-HELP.

If an eligible Part Program Student wishes to access FEE-HELP they must enrol in a general Offering and undertake the requisite subjects in accordance with the timetable for that Offering.

2.4.2 Trainee Admission Program (Qld)

The Legal Practitioners Admission Board (LPAB) in Queensland requires Trainees to complete 90 hours of supplementary training (including legal ethics). Discrete Subjects within the PLT Program have been approved as supplementary training.

Trainees must register a Traineeship Plan with the LPAB which indicates how they will complete the requisite competencies (as set out in Appendix B to the Law Admissions Consultative Committee Report, reproduced in Attachment 2 to the Supreme Court (Admission) Rules 2004) over the course of their traineeship period. Wherever a competency cannot be satisfied within a law firm, the Traineeship Plan must identify approved training (in the form of practical legal training) to satisfy that competency. Discrete subjects within the PLT Program can be undertaken as approved training.

Students enrolled in the Trainee Admission Program are required to keep pace with an online timetable and attend exam sessions as scheduled. The Trainee Admission Program is offered several times per year. FEE- HELP is available for eligible students.

Students in the Trainee Admission Program are not required to undertake either the Work Experience or Continuing Professional Experience components, but all other policies, procedures and rules contained in this Program Manual apply to Trainees unless otherwise indicated.

Trainees are not eligible for the award of a Graduate Diploma in Legal Practice. Trainees, upon successful completion of the Subjects in which they are enrolled, receive a Certificate of Completion, which must be included with the application for admission as a lawyer.

2.4.3 Trainee Admission Program (Vic)

The Victorian Legal Admissions Board in Victoria requires Trainees to complete supplementary training (including legal ethics) in accordance with the *Legal Profession Uniform Admission Rules 2015*. The Trainee Admission Program is otherwise similar to the Trainee Admission Program in Queensland.