

Controlled version 1
CPD FORM 1

WESTERN AUSTRALIA

Legal Profession Rules 2009
Rule 14(2)

Application for Approval as a QA Provider of CPD

Please refer to Sections C and D before submitting your application. Completed applications can be forwarded by email to: general@lpbwa.com marked "Attention: CPD QA Provider"

Section A – Provider Details

Name of Provider: _____

Address: _____

Telephone: _____

Email: _____

Website URL: _____

In case of existing or former approval, expiry date: _____

Section B – Contact Details

Contact Person for this Application

Name: _____

Role: _____

Preferred Telephone: _____

Email: _____

CPD Coordinator

As above (if different, please provide details below)

Name: _____

Role: _____

Preferred Telephone: _____

Email: _____

(Please refer to the Legal Practice Board's website, www.lpbwa.org.au, for a copy of its privacy policy)

Section C – Provider Category

Please select the appropriate category, noting the application fee and completing the attached payment options form.

- Commercial Provider.....\$7,000
- Legal Education Providers.....\$5,000
- Law Practice with fewer than 15 practitioners.....\$1,000
- Law Practice with 15 - 49 practitioners.....\$2,000
- Law Practice with more than 50 practitioners.....\$3,000
- Community Group or small non-commercial member organisation.....\$1,750
- Discussion Group.....\$1,000

Definitions

Commercial Provider:

An organisation that offers legal education as a business or commercial enterprise.

Legal Education Provider:

A law society or other legal membership society or body (other than a volunteer or community organisation), a law school, State or Federal government department or large professional association.

Law Practice:

As defined in section 3 of the *Legal Profession Act 2008*, providing in-house CPD activities on a non-commercial basis.

Community Group or small non-commercial member organisation:

A group or organisation that:

- a) is a community based not-for-profit organisation and/or a charity; and
- b) provides CPD for its members, where the organisation is predominantly run by volunteers with limited or no paid support and where CPD is provided at a minimal cost.

Discussion Group:

A group of 2 or more legal practitioners, or small law practices, formed for the purpose of providing CPD to members of that group.

Section D – Required Information

In considering an application for approval as a QA Provider of CPD, the Legal Practice Board requires information addressing the following criteria. Each point should be addressed in a supporting statement with this application form, and supported by relevant documentation.

- a) The person, body or group of persons has, or has the services of others who have, experience in providing CPD activities relevant to the legal profession.
- b) The person, body or group of persons has access to suitable training infrastructure.
- c) The person, body or group of persons has the ability to provide quality and timely material that accurately reflects the contents of the training sought to be provided.
- d) The person, body or group of persons has an appropriate evaluation tool or tools to assess outcomes.
- e) The training to be provided will have significant intellectual or practical content that deals with matters relevant to the practice of law.
- f) The training to be provided will be or has been conducted by persons who are qualified by practical or academic experience in the subject or subjects covered.
- g) The training to be provided will be relevant to a practitioner's immediate or long-term needs in relation to the practitioner's professional development and to the practice of law.
- h) The person, body or group of persons understands the requirement that CPD topics fall within at least one of the nominated competency areas.
- i) The person, body or group of persons has the ability to maintain and provide suitable and accurate records of attendance, including dealing with questions of privacy and the need for records to be made available to the Board for audit purposes.
- j) The person, body or group of persons has the ability to accurately apply CPD points.

Section E - Certification

I certify that the information set out in this form is true and correct. I have not omitted any relevant information. Appropriate payment accompanies this application.

Signature: _____

Full Name: _____

Date: _____

LEGAL PRACTICE BOARD

Level 6, 111 St Georges Terrace, PERTH WA 6000
Phone: (08) 6211 3600 Fax: (08) 6211 3650
A.B.N. 23 127 312 585

PAYMENT OPTIONS

This account may be paid by one of the following methods:

- Cash
- Cheque
 - Payable to "Legal Practice Board"
- Electronic Funds Transfer
 - Please quote the firm name or the practitioner's name in your bank's lodgement reference
- Credit Card
 - Please note the Legal Practice Board (the Board) does not accept payment by Diners Club
- Payment from overseas
 - The Board requires payment in **AUSTRALIAN CURRENCY ONLY**.
 - Bank cheque drawn on an Australian bank payable to "Legal Practice Board"
 - Please note if paying by Telegraphic Transfer the Australian Banking System may deduct fees from your payment. The Board has no control over this and requires payment in full.

If paying by Electronic Funds Transfer, Telegraphic Transfer or Credit Card would you please complete and return this form.

1. FIRM NAME/PRACTITIONER'S NAME: _____

2. ELECTRONIC FUNDS TRANSFER/TELEGRAPHIC TRANSFER

National Australia Bank 50 St. Georges Terrace PERTH WA 6000	Account Name: BSB Number: Account Number:	Legal Practice Board WA 086-006 50-818-2001
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Amount Transferred: \$ _____ Date of Transfer: _____

OR

3. CREDIT CARD
(please tick)

MasterCard: _____ Visa: _____ AMEX: _____

Cardholder Name: _____

Credit Card No: ____/____/____/____ Expiry: ____/____

Amount: \$ _____ Signature: _____

4. OFFICE USE ONLY

iMIS ID		Batch Number		Transaction No.	
Authorisation		Date Processed		Processed By	