

20 March 2019 A957057 Controlled version 2
CPD FORM 1

WESTERN AUSTRALIA

Legal Profession Rules 2009
Rule 14(2)

Application for Approval as a QA Provider of CPD

Please complete all sections of this application, and attach the required information referred to in Section D.

Please forward the completed application 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.

1. Commercial Provider

An organisation that primarily delivers CPD, in a manner that involves a commercial purpose, in that the provider has a business interest in providing one or more approved CPD activities.

Commercial Provider.....\$7,000

2. Legal Education Provider

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

Legal Education Provider.....\$5,000

3. Community Group or small non-commercial member organisation:

A group or organisation that:

- a) has a small number of members; and
- b) is a community based not-for-profit organisation or a charity; and
- c) is primarily run by volunteers with limited or no paid support; and
- d) only provides approved CPD activities for its members; and
- e) when delivered, provides the approved CPD activities at a nil or minimal cost to cover the reasonable expenses of delivering the approved CPD activities.

Community Group or small non-commercial member organisation.....\$1,750

Note: Please annex to this application a copy of the organisation's constitution or registration as a not-for-profit organisation, and information regarding the number employees and volunteers in the organisation.

4. Community Legal Centre

A community legal centre within the meaning given in section 388(1) of the *Legal Profession Act 2008*, being:

“...a not-for-profit body, one of the main functions of which is the delivery of free or substantially subsidised legal services to a disadvantaged section of the community or community legal education”.

limited to providing approved CPD activities to an employee or volunteer of the community legal centre.

Community Legal Centre.....\$1,750

5. 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.

Discussion Group.....\$1,000

6. Law Practice categories

6.1 Law Practice

As defined in section 3 of the *Legal Profession Act 2008*, providing in-house approved CPD activities to a legal practitioner of the law practice at a nil or minimal cost to cover the reasonable expenses of delivering the approved CPD activities.

Including:

1. A barristers chambers, in that each barrister in chambers is a sole practitioner, meeting the definition of a law practice. On the condition each sole practitioner holds a practising certificate subject to the 'Barrister only' condition.
2. A group of in-house practitioners employed by the same entity.
3. A State or Federal government department.

- 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

Note: Please include a list of legal practitioners in the law practice.

6.2 Law Practice - Additional:

Additional categories for Law Practice to upgrade QA provider status to deliver CPD activities to legal practitioners not in the law practice.

- 1 to 10 single activities per CPD period\$1,000
- 11 to 20 single activities per CPD period\$1,500
- 21 or more single activities per CPD period\$2,000

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.

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

- 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: _____

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 FORM

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

- Cash (*exact amount only*)
- Cheque
 - Payable to "Legal Practice Board"
- Credit Card
 - Please note the Legal Practice Board does not accept payment by Diners Club
- Electronic Funds Transfer
 - Please quote the firm name or practitioner's name in your bank's lodgement reference
- Overseas payments
 - 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.

Submit this form with your application or email to general@lpbwa.com when paying by Electronic Funds/Telegraphic Transfer or Credit Card.

1. FIRM NAME/PRACTITIONER'S NAME: _____

2. ELECTRONIC FUNDS TRANSFER/TELEGRAPHIC TRANSFER

National Australia Bank	Account Name:	Legal Practice Board WA
50 St. Georges Terrace	BSB Number:	086-006
PERTH WA 6000	Account Number:	50-818-2001

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	