

LPB – CPD FORM 1

17 August 2022 A1484586 Controlled version 5

Application for Accreditation as a QA Provider of CPD

Legal Profession Uniform Law Application (Accreditation) Rules 2022 (Rules) [Rules 4 and 8]

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 enquiries@lpbwa.com marked "Attention: CPD QA Provider".

Section A – Provider details

Name of Provider:

Postal address:

Telephone no:

Email address:

Website URL:

In case of existing
approval, expiry date:

____ / ____ / ____ (dd/mm/yyyy)

Section B – Contact details

Contact person for this application:

Name:

Role:

Telephone no:

Email address:

CPD Coordinator:

Same as above.

(If different, please provide details below)

Name:

Role:

Telephone no:

Email address:

(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 legal education activities, in a manner that involves a commercial purpose, in that the provider has a business interest in providing one or more legal education 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, subject to any increase approved by the Board, not more than 50 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 CPD activities for its members; and
- e) when delivered, provides the CPD activities at a nil or minimal cost to cover the reasonable expenses of delivering the 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 6(1) of the *Legal Profession Uniform Law (WA)*, being:

“an organisation (whether incorporated or not) that—

(a) holds itself out as—

- (i) a community legal service; or
- (ii) a community legal centre; or
- (iii) an Aboriginal and Torres Strait Islander Legal Service;

whether or not it is a member of a State or Territory association of community legal centres, and whether or not it is accredited or certified by the National Association of Community Legal Centres; and

(b) is established and operated on a not-for-profit basis; and

(c) provides legal or legal-related services that—

- (i) are directed generally to people who are disadvantaged (including but not limited to being financially disadvantaged) in accessing the legal system or in protecting their legal rights; or
- (ii) are conducted in the public interest...”.

limited to providing 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 activities to members of that group.

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

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6. Law Practice categories*

6.1 Law Practice

An organisation as defined in section 6(1) of the *Legal Profession Uniform Law (WA)* providing in-house CPD activities to an Australian legal practitioner of the law practice at a nil or minimal cost to cover the reasonable expenses of delivering the legal education 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 is an Australian legal practitioner holding a practising certificate imposed with a condition authorising the holder to engage in legal practice in the manner of a barrister only.
2. A group of Australian legal practitioners employed by the same entity, each holding a practising certificate imposed with a condition authorising the holder to engage in legal practice as a corporate legal practitioner.
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 legal education activities to Australian 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

*Please refer to the annexed explanatory note regarding accreditation as a QA provider as it relates to the Law Practice category.

Section D – Required information

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

- (a) The person has, or has the services of others who have, experience in providing CPD activities relevant* to the legal profession.
- (b) The person has access to suitable training infrastructure.
- (c) The person has the ability to provide quality and timely material that accurately reflects the contents of the legal education training sought to be provided.
- (d) The person has an appropriate evaluation tool or tools to assess outcomes.
- (e) The legal education training to be provided will have significant intellectual or practical content that deals with matters relevant* to the practice of law.
- (f) The legal education 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 legal education 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 understands the requirement that legal education topics fall within at least one of the nominated fields or categories.
- (i) The person 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 has the ability to accurately apply CPD units or points.

***Relevant** means a legal education activity that is relevant to a particular Australian legal practitioner’s legal education in an actual or intended: area of practice; business development requirement; professional skills requirement; and includes any general ethical or professional conduct training

Section C – Certification

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

Signed: _____

Full name: _____

(printed)

Date: _____

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