

LPB – CPD FORM 2

17 August 2022 A1484470 Controlled version 3

Application for Accreditation of a CPD Activity by a Non-QA Approved Provider

Legal Profession Uniform Law Application (Accreditation) Rules 2022 (Rules) [Rules 5 and 8]

Please refer to **Sections D, E and F** before submitting your application.

Completed applications can be forwarded by email to enquiries@lpbwa.com marked “Attention: CPD non-QA Provider”.

Any accreditation will only apply to the single CPD activity in this application. Any other CPD activities run by the provider will require a separate application for accreditation.

Section A – Provider details

Name of Provider:

Postal address:

Telephone no:

Email address:

Website URL:

Section B – Contact details

Contact person for this application:

Name:

Role:

Telephone no:

Email address:

Section C – Activity details

Activity name:

Activity location:

Date of activity:

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

Section D – Provider category

Please select the type of CPD activity, noting the application fee and completing the attached payment options form.

- 1-2 hour activity – \$120.00
 - Half day activity – \$300.00
 - Activity longer than half day – \$500.00
- 50% discount applies for community group or small non-commercial organisation.
- *Provider is a community group or small non-commercial organisation.

Accredited CPD activities will be listed on the Legal Practice Board website.

It is the responsibility of the provider of the CPD activity to advise participants of CPD units or points allocation. Should the application be made after the CPD activity took place, the allocation of CPD units or points by the Legal Practice Board will apply. Should accreditation not be granted, or granted for an allocation of CPD units or points between fields or categories different to those in the application, the provider is responsible to advise participants of the correct number and allocation of CPD units or points to apply towards the participant's CPD requirements.

Definitions

Accredited CPD activity:

On the application of a person who is not an approved QA Provider, the Legal Practice Board may accredit a legal education activity provided, or to be provided, by the applicant as an accredited CPD activity. When accrediting an activity under this rule, the Legal Practice Board is to determine the number of CPD units or points and the allocation of CPD units or points to fields or categories for the CPD activity.

- (a) The CPD activity must be of significant intellectual or practical content and must deal primarily with matters related to the practice of law; and
- (b) The training will be or has been conducted by persons who are qualified by practical or academic experience in the subject or subjects covered; and
- (c) The CPD activity must be relevant to the practitioner's professional development needs in relation to the practitioner's practice of law¹, or practice needs or professional development².

1-2 hour activity:

A CPD Activity that takes place within two hours. A practitioner may earn CPD units or points for completing a minimum of 30 minutes of an accredited CPD activity, meaning this accreditation is required for a CPD activity no shorter than 30 minutes and no longer than two hours in duration.

Half day activity:

A CPD Activity that is longer than two hours, but no longer than four hours in duration.

Activity longer than half day:

A CPD Activity that is longer than four hours in duration. For events that comprise one or more interactive activities that proceed for more than four hours, including a conference or course, this is the appropriate activity.

¹ Barristers

² Solicitors

***Community group or small non-commercial member organisation:**

A group or organisation that:

- (a) has a small number of members;
- (b) is a community based not-for-profit organisation or a charity;
- (c) is primarily run by volunteers with limited or no paid support;
- (d) only provides accredited 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.

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.

Section E – Required information

In considering an application for accreditation of a CPD Activity, the Legal Practice Board requires information addressing the criteria set out below. Each item of the criteria should be addressed in a supporting statement accompanying this application form, and supported by relevant information and documentation.

- (a) The basis on which the CPD activity provides CPD content³ in a field(s) or category(ies) relevant⁴ to the legal profession;
- (b) Information with regard to the persons proposed to undertake the training and details of their qualifications as a result of practical or academic experience, in the subject or subjects covered;
- (c) The basis on which a record of attendance will be maintained in a format that can be made available to the Legal Practice Board on request, if required; and
- (d) Information regarding the person who understands the relevant field(s) or category(ies) and has the ability to allocate the CPD unit(s) or point(s).

³ Rule 7 of the *Legal Profession Uniform Continuing Professional Development (Solicitors) Rules 2015*; or rule 6 of the *Legal Profession Uniform Continuing Professional Development (Barristers) Rules 2015*

⁴ **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 F – Proposed unit(s) or point(s) allocation

Please advise how many units or points should be allocated to which field(s) or category(ies), providing information regarding the allocation, in your supporting statement or documentation.

For further information regarding the number of units or points and relevant field or category, refer to rules 8 and 9 of the *Legal Profession Uniform Continuing Professional Development (Solicitors) Rules 2015*, or rules 6A and 7 of the *Legal Profession Uniform Continuing Professional Development (Barristers) Rules 2015 (CPD Rules)*. Particularly note that one CPD unit or point is earned for each completed hour of engagement in a CPD activity. Half points can be allocated for each complete 30 minutes different from that set out in the CPD Rules⁵.

- Ethics and Professional Responsibility
Number of points: _____
- Practice Management and Business Skills
Number of points: _____
- Professional/Barristers Skills
Number of points: _____
- Substantive Law (including Practice and Procedure, and Evidence)
Number of points: _____

Section G – 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: _____

⁵ To allow for a CPD activity that runs for more or less than an a complete hour (i.e. 1.5 to 1.9 hours = 1.5 units or points), or to allow for a series of CPD activities run in successive sessions, each of which in succession run for an hour or more.