

WESTERN AUSTRALIA

Legal Profession Uniform Law Application (Accreditation) Rules 2022
rules 5, 6 and 8

To: Legal Practice Board
PO Box 5720
St Georges Terrace
Perth WA 6831

Application for Accreditation of a CPD Activity by a Solicitor

A Solicitor is any Australian legal practitioner holding a practising certificate that **does not** authorise the holder to engage in legal practice as or in the manner of a barrister only.

Completed applications can be forwarded by email to enquiries@lpbwa.com marked "Attention: CPD Activity Practitioner Solicitor".

Any approval will only apply to the single CPD activity in this application.

Any other CPD activities will require separate applications for accreditation .

Section A – Applicant details

Title:

Full name:

Telephone no:

Email address:

Section B – Contact details

Contact person for this application:

Name:

Position held:

Telephone no:

Email address:

Please submit this form via email to enquiries@lpbwa.com. All supporting documents are to be submitted to the Board (Please refer to the Legal Practice Board's website, www.lpbwa.org.au for a copy of its privacy policy)

Section C – Activity details

Activity name:

Activity provider:

Date of activity:

Section D – Required information

In considering this application, a Solicitor is required to provide to the Board information addressing paragraphs (a), (b) and (c) below in an attached supporting statement, including any relevant documentation.

- (a) The CPD activity must be of significant intellectual or practical content and must deal primarily with matters relating to a solicitor's practice of law;
 - (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 extend a Solicitor's knowledge and skills in areas that are relevant to a Solicitor's practice needs or professional development
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Section E – Proposed units allocation

Please advise how many units are proposed to be allocated to each activity, providing information regarding the allocation in a supporting statement and documentation.

Pursuant to rules 8 and 9 of the *Legal Profession Uniform Continuing Professional Development (Solicitors) Rules 2015*, the number of units that may be earned by completing a CPD activity are set out in the table below:

1 Interactive activity

Participant	1 unit for each complete hour
Presenter	1 unit for each complete hour (capped at 5 CPD units per CPD year)
Membership of a committee, taskforce or practice section of a professional association	1 unit for each complete 2 hours (capped at 3 CPD units per CPD year)
Preparation or presentation of material to be used in a CPD activity or other forms of education	1 unit for each complete hour (capped at 5 CPD units per CPD year)
Postgraduate studies relevant to the practice of law	1 unit for each complete hour
Private Study	1 unit for each complete hour (capped at 3 CPD units per CPD year)

2 Publication activity

All publication activities	1 unit for each set of 1,000 words (capped at 5 CPD units per CPD year)
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Please note the CPD units earned to satisfy the CPD requirements for a CPD year must include at least one unit from within each of the four fields¹.

<input type="checkbox"/>	Ethics and Professional Responsibility
	Number of units: _____
<input type="checkbox"/>	Practice Management and Business Skills
	Number of units: _____
<input type="checkbox"/>	Professional Skills
	Number of units: _____
<input type="checkbox"/>	Substantive Law
	Number of units: _____

¹ Half units may be approved 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 to allow for a series of CPD activities run in successive sessions, each of which in succession run for an hour or more. Please submit this form via email to enquiries@pbwa.com. All supporting documents are to be submitted to the Board (Please refer to the Legal Practice Board's website, www.pbwa.org.au for a copy of its privacy policy)

Section F – Payment

The application fee is \$60.

A payment options form is **attached**.

Payment is required before the application can be considered.

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:
