

Guidelines for Accreditation as a Practice Management Course (PMC) Provider

1. Purpose of the Guidelines

The purpose of these Guidelines is to set out the criteria an applicant for accreditation as an Practice Management Course (**PMC**) Provider will be assessed for the purpose of rule 7 of the *Legal Profession Uniform Law Application (Accreditation) Rules 2022 (Local CPD Rules)*.

2. Context

Pursuant to rule 7 of the Local CPD Rules the Legal Practice Board (**Board**) may, on application¹, grant accreditation to a person as a PMC provider. The Board will only grant accreditation in circumstances where it is satisfied that the course to be provided will satisfy the requirements of guidelines published under rule 12 of the Local CPD Rules and that the applicant is properly qualified, competent, established and capable.

In accordance with rule 12 of the Local CPD Rules, these Guidelines set out the Board's criteria for accreditation as a provider of a PMC. Applications made by a person to be accredited as a PMC Provider in accordance with rule 7 of the Local CPD Rules will be assessed against the requirements set out in these Guidelines.

1. Assessment Criteria

An application by a person for accreditation as a PMC Provider will be assessed against guidelines published in accordance with rule 12 of the Local CPD Rules and the criteria set out in this Guideline.

Criterion 1

A provider should be approved or registered under the statutory requirements of, the Higher Education Act 2004 (WA) (HEA) and the Higher Education Regulations 2005 (WA) (HER), or if not then the Board must be satisfied that the provider is able to deliver a satisfactory Practice Management Course suitable for contemporary conditions.

The HEA and HER require higher education institutions to meet national protocols. These protocols provide for the self-accreditation of Universities and for the registration of other higher education institutions and accreditation of their courses.

In WA, applications from institutions, other than Universities, are considered by the Higher Education Advisory Committee (**HEAC**). The HEAC makes recommendations to

¹ LPB Form 15: Application for Accreditation as a Service Provider of a Practice Management Course and Accreditation of a Practice Management Course.

Version Number: 2	Object id: A1500060
Pagination: Page 1 of 5	Approved: PDC 17 August 2022
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the Minister for Education and Training and the process is administered by the Department of Education Services.

Registration requires compliance with protocols in areas including:

- Fitness and Legality
- Goals and Culture of the Institution
- Corporate Governance
- Finance and Management
- Protection of Students
- Academic Governance and Quality Assurance
- Staffing
- Facilities and Student Services

Providers and courses, registered or self-accredited pursuant to the HEA, are publicly listed on the Department of Education Services website (www.des.wa.gov.au).

Providers should attached evidence of their status with regard to the provision of the HEAC .

Criterion 2

The provider must demonstrate that they are experienced in providing outcome based learning.

The provider:

- should provide information on the staffing arrangements for the provision of the course including the skills and expertise of the staff or external experts, or both, who will be engaged to conduct the training and the training and assessment history of the organisation.
- must demonstrate that they have experience in delivering outcome based learning and training and in applying structured assessment processes as relates to an individual.
- should have processes in place to be able to identify individuals who have not met the competency levels required and to be able to take remedial action if appropriate, or to advise the Board if this is not possible.
- must be able to demonstrate that students who successfully complete the course have acquired the expected level of learning outcome, appropriate understanding of, and competence in, each element of the skills, values and practice areas set out in the set criteria and course requirements of the PMC.

Version Number: 2	Object id: A1500060
Pagination: Page 2 of 5	Approved: PDC 17 August 2022
UNCONTROLLED DOCUMENT IF PRINTED – REFER TO ELECTRONIC MASTER	

Criterion 3

Resourcing of the Course

The provider:

- must be able to demonstrate that the organisation has a suitable level of resources in order to conduct the course on a regular basis. They should detail how they will be able to do so and how often they expect they would be able to offer a PMC within a 12 month period.
- should also be able to adequately resource the course and be able to provide ongoing support for a period of time.

Criterion 4

Responsibilities Towards Participants

The provider:

- must demonstrate that they have guidelines and process in place for addressing responsibilities towards PMC participants. This area would include facilities for special needs participants, feedback provisions, internal review processes academic integrity and any other services available for participants.
- should be mindful that it is expected that preference would be given to practitioners seeking to obtain a practising certificate which allows them to practice as a principal or practitioners who may have been directed or ordered by a Committee of the Board or the State Administrative Tribunal to undertake the PMC in whole or part thereof.

Criterion 5

Appropriate Infrastructure

Providers should provide information on the following:

- Venue and facilities
- Enrolment and registration processes
- Administrative resources
- Up to date relevant insurance policies
- Record keeping processes

Version Number: 2	Object id: A1500060
Pagination: Page 3 of 5	Approved: PDC 17 August 2022
UNCONTROLLED DOCUMENT IF PRINTED – REFER TO ELECTRONIC MASTER	

Criterion 6

Applications for approval must be made on the approved form.

The approved form is the LPB Form 15: Application for Accreditation as a Service Provider of a Practice Management Course and Accreditation of a Practice Management Course. This form is published on the Board's website.

3. Periodical Review of PMC Accreditation

A PMC Provider accreditation will be periodically reviewed and the right is reserved by the Board to renew or revoke the accreditation or to impose or vary any condition on the accreditation of a PMC or provider.

Provider accreditations will be reviewed at intervals not exceeding 5 years.

4. Annual Report

Accredited providers are required to provide an annual report to the Board containing results of evaluations and follow ups conducted as well as changes, or recommendations for changes to the course criteria and subject matter and any other information relevant to the ongoing provision of a PMC or as required by the Board, its Committees or Delegates.

5. Application Fees

No fee will apply to the LPB Form 15: Application for Accreditation as a Service Provider of a Practice Management Course and Accreditation of a Practice Management Course.

However, a PMC provider should also be an accredited QA Provider in relation to the provision of any legal education activity under rule 4 of the Local CPD Rules. QA Provider accreditation does not automatically qualify applicants for accreditation as a PMC Provider.

6. Conditions

The may grant accreditation to an applicant subject to any conditions the Board considered appropriate.

Version Number: 2	Object id: A1500060
Pagination: Page 4 of 5	Approved: PDC 17 August 2022
UNCONTROLLED DOCUMENT IF PRINTED – REFER TO ELECTRONIC MASTER	

7. Variation and Revocation

The right of the Board to renew or revoke the accreditation or to impose or vary any condition on the accreditation of a PMC or PMC provider is reserved.

With respect to an accreditation, the Board may, at any time:

- vary the conditions; and
- impose additional conditions; and
- vary the accreditation; and
- revoke the accreditation.

8. Authorisation

These Guidelines are authorised by the Board by its delegate, the PDC.

Executive Director

17/08/2022

Position

Signature

Date

Version Number: 2	Object id: A1500060
Pagination: Page 5 of 5	Approved: PDC 17 August 2022
UNCONTROLLED DOCUMENT IF PRINTED – REFER TO ELECTRONIC MASTER	