

21 June 2021 A1313777 Controlled version 2  
LPB FORM 15

WESTERN AUSTRALIA

*Legal Profession Rules 2009*  
Rule 18G(1)

## Application for Approval as a PMC Provider

The Board may, on application, approve an entity as a provider of a practice management course (**PMC**) and approve the structure and content of a PMC if the conditions as set out by the Board are met (this application includes criteria and guidelines for completion).

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

Please forward the completed application by email to: [general@lpbwa.com](mailto:general@lpbwa.com) marked "Attention: Application for Approval as a PMC Provider"

### Section A – Provider Details

Name of Provider: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

ABN: \_\_\_\_\_

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: \_\_\_\_\_

PMC 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](http://www.lpbwa.org.au), for a copy of its privacy policy)

## Section C – Required Information

In considering an application for approval as a provider of a PMC (**Provider**) 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.

- 1. Applications for approval must be made in the form as published on the Board's website.**
- 2. A provider should be approved or registered under the requirements of the Tertiary Education Quality and Standards Agency (TEQSA), as a Higher Education Provider authorised to self-accredit its own award courses. If not then the Board must be satisfied that the provider is able to deliver a satisfactory PMC suitable for contemporary conditions.**

The authority to self-accredit courses is a significant responsibility. Providers who self-accredit their courses of study are accountable for:

- interpreting the requirements of the *Higher Education Standards Framework (Threshold Standards) 2015* (HES Framework); and
- ensuring throughout the development, approval, delivery and discontinuance of a course of study that the HES Framework will be appropriately applied and met.

Providers who self-accredit their courses are also responsible for ensuring that compliance across all the HES Framework is sustained throughout their higher education operations.

The Higher Education Standards Framework focusses on areas including:

- Appropriately completed application form.
- Formally constituted and accountable governing body.
- Meeting Higher Education Standards.
- Readiness to commence delivery, with necessary processes and resources in place.
- Sufficient financial resources to remain financially viable during registration.
- Ability to apply resources to sustain the quality of the higher education being offered.
- Cohesive set of policies and procedures.
- Appropriate staffing.
- Processes to review, scrutinise and implement course development and approved processes.
- Staff are involved in scholarly activities.
- All key personnel are fit and proper persons.

Providers and courses, registered or self-accredited pursuant to the HEA, are publicly listed on the TEQSA website (<https://www.teqsa.gov.au/national-register>).

Providers should attached evidence of their status in accordance with TEQSA, including that they are covered by a Provider Course Accreditation Standard and Qualification Standards, which prescribe the manner in which teaching and learning must be articulated, delivered and assessed at appropriate levels of the Australian Qualifications Framework (AQF).

**3. 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, qualified to teach at AQF level 8 or above, 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.

**4. Resourcing of the Course**

The Provider:

- must be able to demonstrate financial viability and 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.

**5. 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 certificate that 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.

**6. Appropriate Infrastructure**

Providers should give information on the following:

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

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7. **No fee will apply to the application for approval. However the Provider should be approved as QA Provider of continuing professional development for the WA Profession. This does not automatically qualify a Provider for the provision of the PMC.**
8. **Approval of a PMC and Providers will be periodically reviewed and the Board will reserve the right to renew or withdraw approval, or impose or vary any condition on the approval of a course or Provider.**
  - An approved Provider will be required to provide an annual report to the Board containing results of evaluations and follow ups conducted and 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; and
  - An approved Provider will be reviewed by the Board at intervals not exceeding 5 years.
9. **The Board retains the right to revoke the approval of a Provider of the PMC at any time should it see fit.**

#### Section D – Supporting Evidence

Please include the following evidence to accompany this application –

1. Structure and content of the PMC (see Guidance Note annexed to this application).
2. Assessment standards.
3. Level to which the course is to be conducted as per the AQF, Second Edition January 2013.
4. Resources and materials
5. Support services.
6. Feedback and review processes.
7. Course availability.

#### Section E - Certification

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

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Guidelines for the development of a Practice Management Course

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### 1 Aim of a Practice Management Course

The aim of a Practice Management Course (**PMC**) is to equip practitioners with the practical skills, tools and knowledge to commence or run a successful law practice to a high standard.

### 2 Content of a Practice Management Course

Prospective providers must be able to demonstrate to the Board that they can provide a relevant course curriculum with content covering the core areas as identified by the Board to run a successful practice (see [attached Content Schedule](#)). Providers are not required to design their course specifically to match the Board's division of areas, but should cover all the main points include in the Boards Schedule.

The curriculum proposal should set out:

- the content areas to be covered with a description of the topics in each identified area;
- expected learning outcomes for each topic; and
- the assessment process for each topic.

### 3 Structure of a Practice Management Course

The course should be structured so that required competency standards can be set for each component and participants should be able to demonstrate that they have met these standards in all competency areas in order to successfully complete the course. This should include:

- How each element of the skills, values and practice areas outlined in the set criteria will be taught;
- How each element of the skills, values and practice areas outlined in the set criteria will be assessed;
- What aspects of the course are specifically relevant to the legal environment in Western Australia, i.e. structured to address requirements of Western Australian content, processes, courts and legislation;
- How each individual participant will be assessed to ensure that they have acquired the demonstrated learning outcome required including an appropriate understanding of the required skills, values and practice areas; and
- The learning outcomes must meet a minimum standard equivalent to that of AQF Level 8 as set out in the Australian Qualifications Framework Second Edition January 2013 (**AQF**).

The course may be structured in a manner that suits the provider but it should include a minimum of 21 hours face to face learning (in circumstances where this is not possible due to reasons beyond the provider's control, for example government restrictions on movement or gatherings, learning is still to be delivered live and in an interactive environment) in a format that promotes interaction and the building of connections between the participants. Active participation in facilitated classroom learning should be part of the requirement for successfully completing the PMC. It is envisaged that each practitioner will leave the course with useful reference material, such as precedents, manuals, and templates that will help them to establish and run the particular type of practice that they have chosen.

#### 4 Assessment

Participants must complete all aspects of the PMC to the satisfaction of the provider.

If a participant is unable to complete a component of the course they will not be deemed to have passed the course until they have completed that component, albeit at a later date.

Providers must be able to demonstrate that the assessment level is equivalent to a minimum of AQF level 8 and that the provider is able to satisfy the Board that they have applied this standard with integrity and proper governance.

The provider will be required to notify the Board when a practitioner has successfully completed the PMC.

#### 5 Other

The Board also retains the right to request specific information relating to the progress and conduct of a particular practitioner undertaking the course. The provider may also choose to advise the Board if it identifies any areas of concern.

The provider should as a matter of course regularly review and update the course.

The Board retains the right, in consultation with the provider, to also review and revise the PMC from time to time, with the aim of keeping the course current and up-to-date.