

Version 2 – 25 November 2019
CPD FORM 2

WESTERN AUSTRALIA

Legal Profession Rules 2009
Rule 15(1)

Application for Approval of a CPD Activity by non-QA Approved Provider

Please refer to Sections D, E and F before submitting your application. Completed applications can be forwarded by email to: general@lpbwa.com marked "Attention: CPD non-QA Provider". Any approval will only apply to the single activity in this application. Any other events run by the provider will require separate applications for approval.

Section A – Provider Details

Name of Provider:

Address:

.....

.....

Telephone:

Email:

Website URL:

Section B – Contact Details

Contact Person for this Application

Name:

Role:

Preferred Telephone:

Email:

Section C – Event Details

Event Name:

Event Location:

Date of Event:

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

Section D – Activity Details

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

- 1-2 Hour Activity.....\$120
- Half Day Activity.....\$300
- Activity Longer than Half Day.....\$500

50% discount applies for Community Group or small non-commercial member organisation

- Provider is a Community Group or small non-commercial member organisation*

Approved events will be listed on the Legal Practice Board website.

It is the responsibility of the provider of the activity to advise participants of points allocation. Should the application be made after the event, the points allocation by the Legal Practice Board will apply. Should approval not be granted, or granted for a different allocation of points between competency areas than in the application, the provider is responsible to advise participants of the correct number and allocation of points to apply towards their requirements for CPD compliance.

Definitions

Approved CPD Activity:

On the application of a person who is not, or a body or group of persons that is not, an approved QA Provider of CPD, the Legal Practice Board may approve a professional development activity provided, or to be provided, by the applicant as an approved CPD activity. When approving an activity under this rule, the Board is to determine the number of CPD points and the allocation of points to competency areas for the activity.

1-2 Hour Activity:

A CPD Activity that takes place within 2 hours. A practitioner may earn CPD points for completing a minimum of 30 minutes of an approved CPD activity, meaning this approval is required for an activity no shorter than 30 minutes and no longer than 2 hours in duration.

Half Day Activity

A CPD Activity that is longer than 2 hours but no longer than 4 hours in duration.

Activity Longer than Half Day

A CPD Activity that is longer than 4 hours in duration. For events that comprise one or more interactive activities that proceed for more than 4 hours, such as a conference or course, this is the appropriate activity. The maximum number of CPD points that can be earned from this an event is 6 points.

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

A group or organisation that:

- a) has a small number of 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 approved CPD activities for its members; and
- e) when delivered, provides the approved CPD activities at a nil or minimal cost to cover the reasonable expenses of delivering the approved 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.

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

Section E – Required Information

In considering an application for approval 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 documentation.

- a) The basis on which the professional development activity provides continuing professional development in a competency area or competency areas relevant 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, body or group of persons who understands the relevant competency area or areas and has the ability to allocate the CPD point or points to the appropriate area or areas.

Section F – Proposed Points Allocation

Please advise how many points should be allocated to which competency area or areas, providing information regarding the allocation, in your supporting statement or documentation.

For further information regarding the number of points and relevant competency areas, refer to Rules 13D and 13F of the *Legal Profession Rules 2009*. Particularly note that the maximum number of CPD points that can be earned from attending a conference, course or other event comprising one or more interactive activities is 6.

- Competency Area 1 – Practice Management
Number of points
- Competency Area 2 – Professional Skills
Number of points
- Competency Area 3 – Ethics or Professional Responsibility
Number of points
- Competency Area 4 – Substantive Law
Number of points

Section G – Certification

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

Signature: _____

Full Name: _____

Date: _____

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

Level 6, 111 St Georges Terrace, PERTH WA 6000
Phone: (08) 6211 3600 Fax: (08) 6211 3650
A.B.N. 23 127 312 585

PAYMENT OPTIONS FORM

Your account may be paid by one of the following methods:

- Cash (*exact amount only*)
- Cheque
 - Payable to "Legal Practice Board"
- Credit Card
 - Please note the Legal Practice Board does not accept payment by Diners Club
- Electronic Funds Transfer
 - Please quote the firm name or practitioner's name in your bank's lodgement reference
- Overseas payments
 - The Board requires payment in **AUSTRALIAN CURRENCY ONLY**.
 - Bank cheque drawn on an Australian bank payable to "Legal Practice Board"
 - Please note if paying by Telegraphic Transfer the Australian Banking System may deduct fees from your payment. The Board has no control over this and requires payment in full.

Submit this form with your application or email to general@lpbwa.com when paying by Electronic Funds/Telegraphic Transfer or Credit Card.

1. FIRM NAME/PRACTITIONER'S NAME: _____

2. ELECTRONIC FUNDS TRANSFER/TELEGRAPHIC TRANSFER

National Australia Bank 50 St. Georges Terrace PERTH WA 6000	Account Name: BSB Number: Account Number:	Legal Practice Board WA 086-006 50-818-2001
Amount Transferred: \$ _____	Date of Transfer: _____	

OR

3. CREDIT CARD
(*please tick*)

MasterCard: Visa: AMEX:

Cardholder Name: _____

Credit Card No: ____/____/____/____ Expiry: ____/____

Amount: \$ _____ Signature: _____

4. OFFICE USE ONLY

iMIS ID		Batch Number		Transaction No.	
Authorisation		Date Processed		Processed By	