South Australian Law Practice Management Course

Program Manual

Introduction

This document, together with the enrolment form(s) (online or in hard copy) and the Terms and Conditions, form the contractual agreement between The College of Law and participants in the Law Practice Management Course (the Course).

Eligibility

To be eligible to commence the Course a participant must be admitted to practice as a legal practitioner in an Australian Jurisdiction.

Satisfactory Completion

On achieving satisfactory completion of the Course, a participant will receive a Certificate of Completion which is evidence of completion of an accredited Law Practice Management Course as defined by LPEAC.

Satisfactory completion means:
- satisfactory participation in the Course, including completion of all assessable and non-assessable activities, and full attendance at and participation in, the course workshops; and
- completion of all preliminary interactive activities; and
- completion of the course assessments to the required standard.

Satisfactory completion of the course assessments means the participant receives at least 50% of the total awarded marks allocated to each of the following:
  A. A detailed Business Plan submitted by the participant;
  B. A short answer Ethics assessment;
  C. A Trust and Office Accounting assessment (comprising short answer and multiple-choice questions).
The participant must pass both A and B to pass the course overall. The College will not award a conceded pass.

Program Structure

The LPMC is a blended learning program. The course is delivered via:
- preparatory online components (which includes compulsory assignments): and
- the equivalent of a 3-day workshop delivered via full-days, half-days or shorter workshops, depending on the timetable delivery format.
The start and end dates of each course, and the workshop dates, will be as advertised on the College website. The College reserves the right to vary those dates or cancel an advertised course.

Access to course materials is via the Learning Portal. Participants will have access to the Learning Portal over the course period. Access to course content will be two weeks before the course commences and ending 12 months after the course concludes. This allows for sufficient time to receive feedback on the assessment and for any re-sits.

If you are enrolled in a face-to-face workshop, the workshop will be held at the College's premises or otherwise as advised. If you are enrolled in an online workshop, sessions will be held via Zoom video conferencing.

Competency and Proficiency

By enrolling in the Course, course participants are asserting that they have a sufficient level of computer literacy and English proficiency to satisfactorily participate in the course and complete the course requirements.

Transfer between courses

Transfer between courses may attract an administration fee and it is at the discretion of the Executive Director or nominee.

Workshop attendance

Attendance and participation in all workshops is mandatory.

Workshop make-up sessions

If you do not complete all workshop sessions, you will be offered an opportunity to attend missing components at a later workshop. Note that the daily timetable structure may not be the same for each workshop.

If you are required to make up one or more sessions, you will incur an administration fee of $250, except where missed sessions are due to extenuating circumstances, such as medical or health issues (where you will be required to submit a medical certificate and/or other relevant evidence). Work obligations, including meetings and work phone calls do not qualify as extenuating circumstances. It is at the discretion of the Executive Director, as to whether any non-medical/health issue qualifies as an extenuating circumstance warranting a waiver of the fee.

Not completing an assessment within time

If through circumstances beyond the Course participant's control they are unable to complete an assessment by the due date, they must notify the Executive Director in writing. That notification must be made no later than one working day before the due date. The Executive Director may, at their discretion, set the participant a new assessment submission date.

Re-sits are to be completed within fourteen (14) days from receipt of notification (posted on learning portal) as being not yet competent in any core subject area. Late submission of re-sits will incur an administration fee of $250.

Automatic Remarking

Every assessment that receives an initial mark below 50% will be automatically remarked by a second marker. The Course participant is then awarded the higher of those two marks. If a participant is still assessed not competent but seeks further review, then the College's overarching ALP review policies will apply.

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Feedback on work

You will receive feedback on your submitted assessment through the Learning Portal if you do not demonstrate the required standard of competence.

Transfer between Courses

Transfer between courses may attract an administration fee of $250 and is at the discretion of the Executive Director (SA) or nominee. Credit may be given for work done in a previous course, at the discretion of the Executive Director (SA)or nominee.

Plagiarism and misconduct

The College expects a high standard of work from course participants. Plagiarism is not acceptable and may lead to a finding of academic misconduct.

While it is often part of the learning experience for course participants to discuss what they are learning with their peers, any work the course participant submit must be their own work.

When the Course participants submit work through the Learning Portal, they must certify that work is their own. Where work is not that of the course participant, they must attribute that work to its author. A false representation as to the originality of submitted work may also result in a finding of academic misconduct.