

# Legal Practice Management Course

## VIC Program Manual

Level 1, 555 Bourke Street  
Melbourne VIC 3000

## 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 and participants in the Legal 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, the College will update the VLSB online portal as evidence of their having completed an approved PMC as defined in clause 5.3 of the Legal Services Board + Commissioner Grant of Principal Practising Certificate Policy.

Satisfactory completion requires:

- satisfactory participation in the Course - including completion of all assessable and non-assessable activities, and full attendance at and participation in, the workshop
- completion of all preliminary interactive activities, and
- satisfactory completion of the Course assessments.

Satisfactory completion of the Course assessments means that the participant receives at least 50% of the total awarded marks allocated to each of the following:

- A. A detailed Business and Risk Plan
- B. A Trust and Office Accounting exam (comprising short answer and multiple-choice questions).
- C. An Ethics exam (comprising short answer questions)

The participant must pass both A, B and C to pass the Course overall. The College will not award a conceded pass mark.

A student who fails either exam will, subject to them undertaking a review of the Trust and Office Accounting and/or Ethics subject, be allowed to sit a further Trust and Office Accounting and/or Ethics exam.

## Program structure

The College of Law Victoria Legal Practice Management course is a blended learning program. The course is delivered via:

- preparatory online components (which includes compulsory assignments); and
- a 3-day workshop.

Access to course materials is via the Learning Portal. The course participant will have access to the Learning Portal for the duration of the Course. Access will be available for approximately seven (7) weeks in all, starting one week before the

Course start date and ending two weeks after the assessment due date (in order that the Course participant can receive any feedback on their assessment).

## 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 Legal Practice Management Courses may attract an administration fee and is at the discretion of the Executive Director (VIC) or nominee.

## Feedback on the Course participant's work

Course participants will receive feedback on their submitted assessment through the Learning Portal.

## Automatic remark

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 over-arching review policies will apply.**

## Not completing an assessment within time

If through circumstances beyond the Course participant's control they are unable to complete an assessment (other than the Trust and Office Accounting exam) by the due date, they must notify the course coordinator in writing. That notification must be made no later than one working day before the due date. The course coordinator may, at their discretion, set the participant a new assessment submission date.

## Plagiarism and academic 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 submits 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.

## Time limit

VLSB mandate that you must complete and pass all assessments within 6 months of the final day of the workshop to be marked as having satisfactorily completed this course. Failure to complete your assessments within this time frame will mean that you must enrol in and attend the course for a second time.