

# 1. Program expectations

## Required Knowledge

1.1 Students are expected to have knowledge of the substantive law relevant to Subjects as follows:

<b>Core Subject</b>	<b>Relevant Substantive Law</b>
Civil Litigation Practice	Evidence and Procedure, Pleading, Equity Law, Contracts Law, Torts Law and Dispute Resolution
Commercial and Corporate Practice	Revenue Law, Corporations Law, Commercial Law, Equity and Trust Law
Property Practice	Property (Real and Personal) Law, Corporations Law, Revenue Law and Commercial Law
Ethics and Professional Responsibility, including Trust and Office Accounting	Professional Conduct
<b>Elective Subject</b>	<b>Relevant Substantive Law</b>
Administrative Law Practice	Administrative Law and Constitutional Law
Banking and Finance Practice	Commercial Law and Corporations Law
Criminal Law Practice	Criminal Law, Evidence and Procedure
Family Law Practice	Family Law
Consumer Law Practice	Contracts Law, Consumer Protection Law and Trade Practices Law
Employment and Industrial Law Practice	Anti-discrimination Law, Employment and Industrial Law
Planning and Environmental Law Practice	Environmental Law, Real Property Law and Local Government Law
Wills and Estates Practice	Succession, Equity and Trust Law

1.2 No allowance will be made in assessments for inadequate performance on the basis that a student has not studied the relevant substantive law at law school.

## Study Load

1.3 Students who enrol in a full-time course are advised not to engage in work or other activities on a full-time basis at the same time.

1.4 Full-time students are expected to complete 30 to 35 hours of study per week.

1.5 Students enrolled in balanced or part-time courses are expected to complete 15 to 20 hours of study per week.

## English language proficiency

1.6 Competency in spoken and written English is required to commence the PLT Program. Overseas students from non-English speaking countries, or students whose previous studies were in a language other than English, must demonstrate their ability in English skills in accordance with the IELTS standard within 2 years before commencing the Program. The requisite IELTS standard is at level 8 (writing), 7.5 (speaking), 7.0 (reading), 7.0 (listening) and 7.5 overall.

1.7 If you do not do this, you may be required at any time during the Coursework Component to defer until such English skills are demonstrated.

1.8 Further information can be obtained from the Director of Customer and Student Engagement at [support@collaw.edu.au](mailto:support@collaw.edu.au)

## Attendance and participation

1.9 Students are required to actively participate in the PLT Program in accordance with the Attendance and Participation Policy.

## Special consideration and extensions

1.10 Students can apply for special consideration and extensions in accordance with the Assessment Policy.

## Workshop attendance

1.11 If a student misses a component of any one workshop, they will be required to make up that entire workshop at a later date.

1.12 If a student does not complete a workshop, a student will be offered an opportunity to attend, either in person or online, a later workshop. To arrange a make-up workshop, students must contact [support@collaw.edu.au](mailto:support@collaw.edu.au)

1.13 Students must complete the whole of a workshop in sequence at the allocated time. For example, a student cannot complete the first day of the Advocacy workshop and then arrange to complete the second day some weeks later. If students complete day 1 but not day 2 of a workshop, they will need to attend day 1 again followed by day 2.

## Eligibility to sit an oral assessment

1.14 To be eligible to sit an oral assessment time, a student must have completed all activities and any multiple choice test to a competent standard being the standard expected of an entry level lawyer as a prerequisite.

1.15 If a student does not sit their oral assessment according to the timetable for the Offering, they must first have completed all activities and any multiple choice test to a competent standard being the standard expected of an entry level lawyer before contacting [support@collaw.edu.au](mailto:support@collaw.edu.au) to book a catch-up oral assessment.

## Recording of oral assessments

1.16 All oral assessments are recorded for the purpose of conducting a reassessment, moderation and/or staff training.

1.17 An oral assessment recording will be retained by the College for a period as required by law.

## Academic Conduct

1.18 Students are required to familiarise themselves with the Academic Conduct Policy. In addition, at the commencement of the Course, students receive, by way of announcement, an important letter from the College CEO advising of the consequences of plagiarism and collusion. Every student should make sure they have read this letter carefully – located under the 'Guide to the Practical Legal Training Program' in the learning management system's Learning Portal.

1.19 The College takes a serious view of plagiarism and collusion because they:

- (a) Go to the honesty and integrity of a future lawyer;
- (b) Indicate failure to undertake the learning required by admitting authorities for entry-level lawyers; and
- (c) Can adversely affect a student's application for admission as a legal practitioner.

1.20 In addition to the Academic Conduct Policy, students should note that:

- (a) Unless clearly identified as a group task, all work submitted by a student must be the student's own work.
- (b) While precedents are frequently used in legal practice, they are not effective learning tools and students are required to prepare their own drafts for the coursework they submit.
- (c) It is permissible to use a precedent from your law firm for the purpose of formatting or structure of your own draft and you may refer to or draw upon a firm precedent as a resource in drafting your own document. In this case you must acknowledge the source document in your submission.
- (d) Under no circumstances is a student permitted to use the work of another student as a 'precedent'.
- (e) When submitting PLT work into the College's learning management system, a student is required to certify that the work uploaded is their own. To submit work that is plagiarised, or copied from another source (such as Generative AI) without attribution, is to make a false certification. This is a serious act of dishonesty that may go to that student's fitness to practice as a lawyer.
- (f) If Generative AI is used to support a student's work, this must be noted in their submission including a

description as to how they used Generative AI.

- (g) The process of turning their own mind to each PLT task and attempting their own draft provides students with an invaluable opportunity to learn and refine the essential skills and understanding required of an early-career lawyer.
- 1.21 It is not acceptable for a student to copy or reproduce any part of any work completed by any other person, including any PLT student past or present. This includes any work completed by any other person whether inside the student's workplace or some other workplace. Such work is not acceptable as a 'precedent' document.
- 1.22 It is not acceptable for a student to source, view or inspect any part of any work completed by any other PLT student past or present as a way to inform the student's understanding of PLT tasks. This includes any work completed by any other person whether inside the student's workplace or some other workplace.
- 1.23 It is acceptable to discuss coursework with other people, including other College students. Such discussion and sharing of ideas can be a valuable part of the learning process. However, any written submission must be the student's own work – unless the task is clearly identified as a group task.
- 1.24 Breach of paragraphs 1.20 to 1.23 may amount to a finding of academic misconduct or unsatisfactory academic conduct and may negatively impact on a student's ability to be admitted as a legal practitioner.
- 1.25 If a student is having difficulty balancing work commitments, personal commitments and their PLT studies, or where a student is having difficulty mastering the course content, the appropriate course of action is for the student to contact their course lecturer. It is a course lecturer's role to:
- (a) Clarify anything about which a student is uncertain;
  - (b) Consider extensions to deadlines when students are under pressure; and
  - (c) Work out a way forward with the student where they are struggling to keep up with the course workload.

## 2. Workshop mode of study

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- 2.1 Paragraphs 2.2 to 2.6 do not apply to overseas students who must attend workshops in person.
- 2.2 Unless a student enrolls in an Offering where workshop attendance is online, students must attend workshops onsite at the location specified at the time of enrolment unless Special Circumstances apply.
- 2.3 Students must send notification in writing regarding relevant Special Circumstances (including any medical or other supporting documents requested by the College) to the Executive Director at least 1 day prior a workshop commencing.
- 2.4 If the Executive Director determines that Special Circumstances apply, the College will liaise with the student to make suitable arrangements for that student's workshop attendance and/or participation including, in some circumstances, online attendance for workshops held onsite.
- 2.5 If a student is dissatisfied with the decision of the Executive Director made in accordance with paragraph 2.4, they can apply for review of the Executive Director's decision by the Assessment Review Committee.
- 2.6 If a student is enrolled in an Offering with an online workshop, they are required to participate with fully functional audio and their camera turned on. They are not to be in transit during the workshop. Students should check their video and audio quality ahead of the workshop. Students are not permitted to conduct phone calls and other business while attending the live workshop sessions. Students will be required to have the video conference software downloaded, a stable internet connection and a capable device. Students should use a desktop or laptop computer if possible.

## 3. Completion and admission

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### Completion of the PLT Program

- 3.1 Upon completion of the PLT Program, students will be entitled to:
- (a) A certificate of completion;
  - (b) An academic transcript;
  - (c) A Graduate Diploma of Legal Practice (for completers of the full PLT Program); and
  - (d) Admission to legal practice by the relevant Supreme Court if they satisfy all the court's other formal requirements for admission.

## Admission to practice

- 3.2 It is a student's responsibility to ensure that they have satisfied all requirements for admission to practice in addition to completing the PLT Program.
- 3.3 Before a student enrolls, they should check all the requirements regarding admission with the relevant admitting authority, especially if they are a law graduate from a jurisdiction other than that in which they are seeking admission.
- 3.4 Students should note the requirement for admission that a law degree must include a subject in professional conduct.
- 3.5 It is a student's responsibility to lodge their application for admission with the relevant admitting authority including the appropriate forms and by the required dates.
- 3.6 For information about the admission process and requirements, forms and fees, students should contact the admitting authority in the relevant jurisdiction or jurisdictions directly. Contact details can be obtained from the College website at [collaw.edu.au](http://collaw.edu.au)

## Admission dates

- 3.7 If a student will be eligible for admission following successful completion of the PLT Program, the student must apply to the relevant admitting authority which sets the dates for admission.
- 3.8 Students should check with the College by contacting [support@collaw.edu.au](mailto:support@collaw.edu.au) as to the earliest date on which they will be able to seek admission following completion of all PLT Program requirements.
- 3.9 It is not always possible for the College to complete all marking and administrative requirements and to provide students with the certificate of completion of the PLT Program to enable a student to be admitted on the first admission date following the completion of the Coursework Component in which they are enrolled.

## Practicing certificates

- 3.10 Once admitted to the legal profession, a person cannot practice law without a practicing certificate.
- 3.11 An application for a practicing certificate in the primary jurisdiction a person wishes to practice in can be made to the following:

State/Territory	Practicing Certificate Issuing Authority
Australian Capital Territory	ACT Law Society of ACT Bar Association
New South Wales	The Law Society of New South Wales
Northern Territory	The Law Society of Northern Territory
Queensland	Queensland Law Society
South Australia	The Law Society of South Australia
Tasmania	The Law Society of Tasmania
Victoria	The Victorian Legal Services Board + Commissioner
Western Australia	The Legal Practice Board of Western Australia

## Practicing in a federal court

- 3.12 In order to practice in a federal court, an admitted lawyer must apply to the High Court of Australia to be entered on the Register of Practitioner. Further information can be found at [hcourt.gov.au/register/register-of-practitioners](http://hcourt.gov.au/register/register-of-practitioners)