

1. Enrolment, re-enrolment and re-admission

- 1.1 Except where otherwise provided for by the College, an application for enrolment must be made in accordance with the policies and procedures of the College.
- 1.2 At the time of enrolment in a Program a student must provide to the College:
 - (a) An original or colour copy of their academic transcript;
 - (b) An original or colour copy of their testamur;
 - (c) An original or colour copy of their practicing certificate;
 - (d) An original or certified copy of their admission certificate;
 - (e) Any other required supporting document; or
 - (f) A personal statement and supporting documentation covering the requirements when applying for enrolment in the Master of Legal Business Management or associated nested award.
- 1.3 If a student has previously provided any of the above requirements for completion of the College of Law's pre-admission PLT Program or PLSC Program or any other award Program, the student will not be required to provide further evidence of their law qualification.
- 1.4 In order to be enrolled in a Program a student must satisfy the College's eligibility criteria set out in the Selection Procedures.
- 1.5 The College may check a student's qualifications with the university, using the university's verification service website. If the verification confirms the degree the College employee must attach this confirmation to the student's file.
- 1.6 Failure to meet the requirement of paragraph 1.2 will, in addition to any other consequences relating to student non-compliance with College policies and procedures, prevent or delay enrolment.
- 1.7 The College will not accept a student into a Program if they have not satisfied all the requirements that are prerequisite for admission to the Program (see Selection Procedures) unless the Director of Customer and Student Engagement or their delegate approves an application to enrol.
- 1.8 A student must complete and lodge an application for enrolment before the last day to apply as specified, unless they have been granted permission by the College to submit a late application for enrolment.
- 1.9 A student must pay the tuition fee in entirety or have submitted a Request for FEE-HELP Assistance once an application for enrolment is accepted by the College.
- 1.10 A student is deemed to be enrolled in the Program nominated on their current application for enrolment form, subject to any variations the College may later approve.
- 1.11 A student is deemed to be a student of the College while they are yet to complete the Program in which they were last enrolled and the Maximum Permissible Period is yet to expire.
- 1.12 A student will cease to be a student of the College if:
 - (a) They withdraw from a Program;
 - (b) They abandon or are excluded from a Program; or
 - (c) Their enrolment in a Program or participation in a Program is otherwise withdrawn or terminated in accordance with College policies and procedures.
- 1.13 A student is taken to have abandoned the Program if they have not completed the Program within 12 months of the completion date of the Program in which they were last enrolled, and the Maximum Permissible Period has expired.

Re-admission to the College

- 1.14 If a student:
- (a) Withdraws from;
 - (b) Abandons;
 - (c) Has been excluded from; or
 - (d) Had their enrolment terminated in the Program, and a student wishes to be readmitted, they must apply to the College and be selected for admission in the same way as persons who have not previously been students of the College.
- 1.15 A student must pay all fees for the Program in which a student seeks readmission. Course requirements which are applicable during their re-admission will apply to their enrolment.

2. Tuition fees and refunds for FEE-HELP students

- 2.1 All College award Programs are approved courses for FEE-HELP. Students wishing to access FEE-HELP loans should contact postgrad@collaw.edu.au or download the relevant information from studyassist.gov.au
- 2.2 A student must submit a completed Request for a FEE-HELP Loan form with their application for enrolment form at the time of a student's application for enrolment in a Program or Subject. A student does not need to submit another Request for FEE-HELP Loan form for subsequent Subjects unless they change Programs.
- 2.3 If a student's FEE-HELP application is accepted, they will be eligible to commence the Program or Subject without paying any tuition fees directly to the College.
- 2.4 FEE-HELP students may withdraw from the Program or Subject on, or prior to, the Census Date without incurring a Commonwealth debt.
- 2.5 After the Census Date, a student becomes liable to repay the indexed tuition fee via the tax system once they attain the relevant income level. (For more information see the FEE-HELP information booklet published by the Department of Education or download the relevant information at studyassist.gov.au.)
- 2.6 After the Census Date, the student's liability to the Commonwealth cannot be forgiven except in accordance with the College's Review Procedures.
- 2.7 All applications for withdrawals, transfers or refunds should be made in writing to postgrad@collaw.edu.au
- 2.8 Students eligible for FEE-HELP are:
- (a) Australian citizens or New Zealand Special Category Visa holders living in Australia who meet the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to the course;
 - (b) Permanent humanitarian visa holders who will be resident in Australia for the duration of the unit; and
 - (c) Australian permanent residents who are undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study.
- 2.9 New Zealand students living in Australia who formerly held a Special Category Visa, but have transitioned to a permanent resident visa, and meet the long-term residency criteria and wish to apply for FEE-HELP will in addition, at the time of submitting an application for enrolment, be required to submit a completed Request for FEE-HELP Assistance form and a statutory declaration that states:
- (a) When they first began to be usually resident in Australia; and
 - (b) That they will be resident in Australia when studying the Program or Subject they are seeking FEE-HELP Assistance for.

Annexed to the statutory declaration must be:

- (a) Evidence that they are a New Zealand Special Category visa (SCV) holder;
- (b) Evidence that they are a New Zealand citizen; and
- (c) Their immigration movement record into Australia.

2.10 Eligible students must also:

- (a) Be enrolled in an eligible unit of study by the census date for that unit; and
- (b) Have not exceeded the FEE-HELP limit.

2.11 For the purposes of FEE-HELP eligibility, “permanent residents” or “citizens” must have the appropriate certificate or visa. The College will not accept FEE-HELP applications from people who are not citizens or appropriate visa holders at the time of application.

2.12 FEE-HELP loans are not available for enrolment on a non-award basis.

3. Tuition fees and refunds for fee paying students

3.1 At the time of applying for enrolment in a Program or Subject, a student paying full fees up front must pay the advertised tuition fee to secure their place. If a student’s application is refused, this money will be returned in full.

3.2 Subject to paragraph 3.4 fee paying students may withdraw from the Program or Subject on, or prior to, the Census Date and receive a refund of the tuition fee.

3.3 After the Census Date, there is no entitlement to a refund except in accordance with the College’s Review Procedures.

3.4 For students in New Zealand, all applications for withdrawals, transfers or refunds should be made in writing to enquiries@collaw.ac.nz . For all other students, applications for withdrawals, transfers or refunds should be made in writing to postgrad@collaw.edu.au

3.5 The College may withhold a student’s results if a student owes any money to the College or has not returned any property of the College.

3.6 Nothing in this Program Manual or other College policies and procedures removes the right of a student to take further action under Australia’s consumer protection laws.

4. Abandonment and Leave of Absence

4.1 Notwithstanding the Maximum Permissible Period, a student is regarded as having abandoned the Program if a student misses more than four consecutive intakes without successfully applying for a Leave of Absence.

4.2 A Leave of Absence is a period during which the Maximum Permissible Period is suspended.

4.3 To make a Leave of Absence application, a student must write to the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) requesting a Leave of Absence specifying the grounds of their application and the period for which they are seeking the Leave of Absence. Such applications must be accompanied by supporting documents (where applicable).

4.4 A student must apply for a Leave of Absence before the commencement of the intake, for a maximum of 12 months.

4.5 A Leave of Absence does not affect any other status with regard to Census Dates or rights of Withdrawal.

5. Transfer between Subjects or Intakes

- 5.1 A student may apply to transfer from one Subject to another within:
- (a) 14 calendar days from the start of an online intake-based Subject; or
 - (b) 7 calendar days from the start of an I.
- 5.2 Application for transfer between Subjects should be made in writing to the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand).

6. Deferral

- 6.1 A student may apply to defer from a Subject without academic penalty if they have grounds of hardship (eg medical hardship) and their application is received by the Deferral Date, which is:
- (a) 14 calendar days after the Census Date for an online intake based subject; or
 - (b) 7 calendar days after the Census Date for an Intensive Subject and FDRP program subjects.
- 6.2 In such circumstances, the College will allow the a credit of the fees paid for the Subject, to be used within the next 12 months. This credit can only be used once. There is no second Census Date or Deferral Date that is applicable to this second Subject payment. This means that once the credit is used, a student must complete the Subject.
- 6.3 A student can request to defer to another intake by writing to the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) outlining their grounds. The application will then be considered by the Director of Customer and Student Engagement or their delegate. Any applications that are received after the applicable deadline referred to in paragraph 6.2 will be rejected.
- 6.4 Students deferring will commence the Subject anew and be expected to undertake all coursework in the Subject in accordance with the timetable.
- 6.5 FEE-HELP students who defer do not have any right to a re-crediting of their FEE-HELP balance except as provided for under the Review Procedures.
- 6.6 FEE-HELP students who defer do not have the option of withdrawing with a refund, or without incurring a Commonwealth debt.

7. Withdrawal

- 7.1 If a student wishes to withdraw from a Subject they must immediately notify the Director of Customer and Student Engagement in writing at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) stating the circumstances. In all cases the date of receipt by the College of any letter or email will be taken as the date of notification.

Fee paying students

- 7.2 If a fee paying student notifies the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) on or before the Census Date of the relevant Subject from which they wish to withdraw, they will receive a refund of the tuition fee.
- 7.3 If a fee paying student notifies the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or at enquiries@collaw.ac.nz (in New Zealand) that they wish to withdraw after the Census Date, they will no longer be entitled to a refund except at the discretion of the College. In exercising that discretion, the College will apply the same criteria as apply to applications for review by FEE-HELP students under the Review Procedures.

FEE-HELP students

- 7.4 If a FEE-HELP student withdraws on or before the Census Date of the relevant Subject they will not incur a debt to the Commonwealth and their FEE-HELP entitlement will be re-credited.
- 7.5 If a student withdraws after the Census Date a student will incur a debt to the Commonwealth of the full tuition fee. In certain circumstances, the College may allow an application to preclude the incurring of a debt (see Review Procedures).

8. Credit

Applications for Credit

- 8.1 An application for Credit based on prior learning must be made at the time of application for admission to a Program. The application should be accompanied by sufficient documentary evidence to support the application.
- 8.2 The Program Director or their delegate will advise a student in writing of the result of their application for credit. A record of any Credit granted (including any reasons for not giving Credit) will be recorded in a register and on the student's record.
- 8.3 If a student is dissatisfied with a decision of the Program Director or their delegate in relation to the granting of Credit a student may appeal that decision in accordance with the Complaints and Grievances Policy.
- 8.4 Regardless of the Credit granted, the requirements of each course must be fulfilled.
- 8.5 Credit can be given in the form of specified or unspecified Credit.
- 8.6 Candidates for an award from the College are required to complete a minimum amount of the course through the College. The total Credit granted for prior learning shall not exceed 50% of the total credit points required for the award toward which Credit is sought.

Unspecified Credit

- 8.7 No Unspecified Credit is allowed in any Graduate Certificate.
- 8.8 Only 1 Unspecified Credit is allowed in any Graduate Diploma.
- 8.9 Unspecified Credit for the Graduate Diploma of Legal Practice (PLT) or Professional Legal Studies Course (PLSC) can only be applied towards a Masters Program.

General Considerations

- 8.10 Credit will not normally be granted for study completed more than ten years (unless specified otherwise) prior to application unless there is evidence of continued relevance of this study for the course towards which Credit is sought.
- 8.11 Credit may be granted for the successful completion of:
- (a) Subjects which form part of an accredited course provided by a recognised higher education institution;
 - (b) Non-award courses offered by a recognised higher education institution;
 - (c) Accredited courses offered by a vocational training provider;
 - (d) Courses provided by a professional association or other similar body; or
 - (e) Training delivered by employers or other similar training (for example Articles of Clerkship, Supervised Workplace Training) where there is clear evidence of targeted learning outcomes equivalent with the learning outcomes of a higher education award.

- 8.12 Credit shall be granted where there is substantial overlap with content and/or learning outcomes of the College's subject for which Credit is claimed.
- 8.13 When assessing Credit for formal learning the following will be taken into account:
- (a) The general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
 - (b) The objectives of the particular course and the methods adopted to achieve those objectives;
 - (c) Admission requirements of the course;
 - (d) The duration of the course, having regard to entry requirements and course objectives;
 - (e) The breadth, depth and balance in the course material involved and the intellectual effort required;
 - (f) The methods of assessment;
 - (g) The relative emphasis on the teaching of skills in relation to the study of the discipline; and
 - (h) Any arrangements for practical training and experience as part of the course.
- 8.14 When assessing Credit for informal learning the following will be taken into account:
- (a) The general educational practices and standards of the provider(s) that may be relevant to the College Program for which credit is claimed;
 - (b) The objectives of the particular course or learning activity and the methods adopted to achieve those objectives;
 - (c) Admission requirements of the course or learning activity;
 - (d) The duration of the course or learning activity, in comparison with the duration of equivalent formal studies;
 - (e) The breadth, depth and balance in the course or learning activity and the intellectual effort required;
 - (f) The methods of assessment;
 - (g) The relative emphasis on the teaching of skills in relation to the study of the discipline; and
 - (h) Any arrangements for practical training and experience as part of the course or learning activity.
- 8.15 When assessing Credit for non-formal learning the following will be taken into account:
- (a) The nature and duration of the professional work experience/s;
 - (b) The nature of the organisation/s in which the professional work experience was obtained;
 - (c) The student's role and responsibilities and the nature of the tasks performed;
 - (d) The student's ability to engage in formal study and ability to contribute to the Subjects and Program and undertake the assessment tasks.
- 8.16 Credit for informal learning, non-formal learning or work experience will not be given as specified Credit for core subjects.
- 8.17 Any form of informal or non-formal Credit approved for the first time must be approved by the Director of Academic Quality and ratified by the College's Academic Board, but subsequent similar applications may be approved by the Program Director without reference to the Academic Board.
- 8.18 The Program Director will report twice per annum to the Academic Board on all aspects of the award and non-award of academic Credit for the previous 6 months.

Nested awards

- 8.19 If a student graduates with the College's Graduate Diploma or Graduate Certificate, a student can apply to proceed to a higher award at any time and be granted credit for Subjects already completed.
- 8.20 Graduate Diplomas nested within the applicable Program are equivalent to four subjects.
- 8.21 Graduate Certificates nested within the applicable Program are equivalent to two subjects.

Internal transfer between courses

- 8.22 Credit granted in accordance with this policy is fully transferable between Postgraduate Programs, as long as it meets the course requirements.
- 8.23 As well as Credit for recognised prior learning, Credit may be granted when a student has completed subjects while undertaking a Program with the College and wishes to transfer to another course within the College.
- 8.24 The maximum Credit that can be granted under paragraphs 7.22 and 7.23 is not limited.

Academic transcript for work done

- 8.25 If a student withdraws from a Program they may apply to the Program Director in writing for an academic transcript for any Subject completed before their withdrawal. Credit will only be given for whole Subjects for any subsequent College enrolment.

Credit on the basis of Graduate Diploma in Legal Practice (PLT) and Professional Legal Studies Course

- 8.26 Students who enrol in the Master of Laws (Applied Law) Program or Master of Applied Law (Family Law) Program may be awarded 2 Unspecified Credits if they have completed the College's Graduate Diploma of Legal Practice, 1 unspecified Credit if they have completed the College's Professional Legal Studies Course and 1 unspecified Credit if they have completed the College's New Zealand Graduate Diploma of Legal Practice within the last ten years.
- 8.27 Students enrolling in the Master of Legal Business Management Program may be awarded 1 unspecified credit where they successfully completed the College's Graduate Diploma of Legal Practice and 1 unspecified credit where they have successfully completed the College's Professional Legal Studies Course within the last ten years.
- 8.28 Credit for the Graduate Diploma of Legal Practice is not available in the Family Dispute Resolution Practice Program.
- 8.29 Where a student has completed a Graduate Diploma of Legal Practice at another provider within the last 10 years, 1 subject Unspecified Credit towards a Masters Degree will be granted.

Credit on the basis of completion of a Graduate Diploma of Applied Law at the College towards a Master of Law (Applied Law)

- 8.30 If a student graduates with a College's Graduate Diploma of Applied Law, the student (with the exception of non-law graduate candidates), may apply to proceed to a higher award at any time and be granted credit for the subjects already completed.
- 8.31 If a student has already had conferred a lesser award, the student may apply to proceed to a higher award with full credit for the lesser award, but must surrender the lesser award before the higher award can be conferred.

Credit on the basis of completion of nested awards within the Legal Business Management Program at the College towards a Master of Legal Business Management

- 8.32 If a student graduates with a College's Graduate Certificate of Legal Business Management, a Graduate Certificate in Legal Operations or a Graduate Diploma of Legal Business Management, the student may apply to proceed to a higher award at any time and be granted some credit for the subjects already completed.
- 8.33 If a student has already had conferred a lesser award within the Legal Business Management program, the student may apply to proceed to a higher award and receive some credit for the lesser award but must surrender the lesser award before the higher award can be conferred.

College graduates of the Graduate Diploma of Family Dispute Resolution Practice Program

- 8.34 Graduates of the College's Graduate Diploma of Family Dispute Resolution Practice (FDRP) Program may receive credit towards Master of Laws (Applied Law) and Master of Applied Law (Family Law) (subject to meeting entry requirements).
- 8.35 The College's FDRP Program graduates, who are currently accredited family dispute resolution practitioners, may receive 4 subjects specified credits towards the Master of Laws (Applied Law) for subjects FDR1 to 4. Students will also receive the credit from the fifth core subject FDR5 – Virtual Simulated Practice should they wish to graduate with a major in Family Dispute Resolution Practice.
- 8.36 Students who are not currently accredited family dispute resolution practitioners, and who completed the CHC81115 training package, including the College's FDRP5 – Clinical Case Management or FDR4 – Case Management in Family Dispute Resolution Practice Capstone subject, may receive 4 subjects specified credits towards the Master of Laws (Applied Law) for subjects FDR1 to 4. Students will also receive a credit for the fifth core subject FDR5 – Virtual Simulated Practice should they wish to graduate with a major in Family Dispute Resolution Practice.
- 8.37 Students who are not currently accredited family dispute resolution practitioners and have completed the training package CHC81115 with 50 hours practicum (but who have not completed FDRP5 – Clinical Case Management or FDR4 – Case Management in Family Dispute Resolution Capstone) may receive 3 subjects specified credits for subjects FDR1 to 3. These students must complete FDR4 – Case Management in Family Dispute Resolution Capstone in order to major in Family Dispute Resolution Practice. Students will also receive a credit for the fifth core subject FDR5 – Virtual Simulated Practice, should they wish to graduate with a major in Family Dispute Resolution Practice.
- 8.38 Students who are not currently accredited family dispute resolution practitioners and completed the training package CHC80308 with 10 hours practicum may receive 3 subjects specified credit for subjects FDR1 to 3. Should students wish to graduate with a major in Family Dispute Resolution Practice, students must complete FDR4 – Case Management in Family Dispute Resolution Capstone and FDR5 – Virtual Simulated Practice. Students can seek a credit for FDR5 if they are able to complete 20 hours practicum externally.
- 8.39 Applicants who have completed the College's FDRP Program and are seeking to enrol in the Master of Applied Law (Family Law), may receive 2 subject credits:
 (a) Specified credit for FLP14 – Family Dispute Resolution; and
 (b) 1 unspecified credit.
- 8.40 Students who received credit towards a Master of Laws (Applied Law) under this clause, are precluded from enrolling in DRP4 – Mediation, for the purposes of counting this subject towards the total subject requirement.
- 8.41 The maximum credit that can be approved from all sources cannot be more than 50% of the total requirements for the Masters degree.

Graduates other than College FDRP Program graduates

- 8.42 Applicants who have completed a Graduate Diploma of Family Dispute Resolution Practice or an equivalent course with another provider will have their application for credit granted on a case by case basis.
- 8.43 Applicants who have completed a Graduate Diploma of Family Dispute Resolution Practice or an equivalent course with another provider and who do not hold current accreditation as a family dispute resolution practitioner, may receive 3 subjects specified credit towards a Master of Laws (Applied Law). Students who would like to major in Family Dispute Resolution Practice, must successfully complete:
 (a) FDR4 – Case Management in Family Dispute Resolution Capstone and FDR5 – Virtual Simulated Practice; or
 (b) FDR4 – Case Management in Family Dispute Resolution Capstone and 20 hours of external practicum.

- 8.44 Students who received credit towards a Master of Laws (Applied Law) under paragraph 7.43 are precluded from enrolling in DRP4 – Mediation, for the purposes of counting this subject towards the total subject requirement.
- 8.45 Applicants who completed a Graduate Diploma of Family Dispute Resolution Practice course or equivalent at another provider and who are seeking to enrol in the Master of Applied Law (Family Law) may receive 1 subject Specified Credit for FLP14 – Family Dispute Resolution.
- 8.46 The maximum credit that can be approved from all sources cannot be more than 50% of the total requirements for the Masters degree.

Graduation with Master of Laws (Applied Law) with Double Major

- 8.47 Students may apply for 1 specified Credit per Major. Unspecified Credits will not count towards the Double Major.
- 8.48 Students must declare the Double Major during the course of their study. Students who complete their Master of Laws (Applied Law) cannot return to complete the Double Major, they must start a new Program.
- 8.49 Students in the Master of Applied Law (Family Law) Program are eligible to complete a Double Major if they transfer their enrolment to the Master of Laws (Applied Law) Program and complete 4 subjects of a new Major sequence area.

Double Major example: Student wishes to Double Major in Wills and Estates and Property

- A) *Wills & Estates subjects:*
- *WEP 1: Foundations of Wills & Estates*
 - *WEP 3: Construing and Drafting Wills*
 - *WEP 4: Family Provision*
 - *Capstone: (Wills and Estates)*
- B) *Property subjects:*
- *Prop 1: Foundations of Property Law*
 - *Prop 2: Buying and Selling Real Property*
 - *Prop 3: Commercial Leasing, Contracts & Transactions*
 - *Specified Credit or fourth property subject*

Nationally Accredited Mediators

- 8.50 Applicants that hold current NMAS accreditation, may apply for 1 subject Specified Credit for the DRP4 – Mediation subject. New Zealand students with similar accreditation may apply for the same credit.

Accredited Specialists

- 8.51 Accredited Specialists in a particular area of law may apply for Credit on the basis of their specialist accreditation as follows:
- (a) 1 subject Specified Credit towards a Capstone Project in the practice area in which the applicant is an Accredited Specialist and 1 subject Specified Credit for a foundation subject in the practice area in which the student is an Accredited Specialist; or
 - (b) 1 subject unspecified credit if the accredited specialisation is not in the same area as the Major. No credit can be granted for Accredited Specialists applying to complete Legal Business Management Programs.

Credit on the basis of completion of Legal Practice Management Course

- 8.52 Applicants who have completed the Legal Practice Management Course (LPMC) at the College of Law Western Australia, College of Law Queensland, College of Law Victoria, or College of Law South Australia less than 5 years prior to the application are entitled to 1 subject specified credit for LPI2 – Development, Innovations and Management of a Legal Practice.
- 8.53 In order to apply for specified credit for LPI2 – Development, Innovations and Management of a Legal Practice on the basis of completion of Legal Practice Management Course at the College of Law in NSW, applicants are required to demonstrate/provide the following:
- (a) Successful completion of the Legal Practice Management Course at the College of Law in NSW within the last 5 years prior to application;
 - (b) Evidence that the applicant holds a current practicing certificate authorising them to practice as a principal of a law practice;
 - (c) A 1 page memo to the Program Director at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) outlining how the completion of a Legal Practice Management Course and the applicant's experience cover at least 1 of the following learning objectives of LPI2 – Development, Innovations and Management of a Legal Practice subject:
 - (i) Explain how to manage self and other people;
 - (ii) Apply principles of strategic and business planning to developing a law practice;
 - (iii) Demonstrate an understanding of matters of financial management, such as pricing models, leverage, financial indicators and benchmarks;
 - (iv) Develop a budget and monitor a legal practice and how to manage these risks;
 - (v) Identify the risks of running a legal practice and how to manage these risks;
 - (vi) Articulate a legal practice's value proposition and communicate this effectively to clients and potential clients;
 - (vii) Design and implement potential innovations in how a student delivers legal services; and
 - (viii) Apply understanding to critically analyse, evaluate, and improve their own legal practice.
- Applications will be reviewed by the Program Director. Students will be notified within 2 weeks of lodgement of their application whether the application for Credit has been approved.
- 8.54 Applicants who have completed the Legal Practice Management Course (LPMC) at the College of Law Western Australia, College of Law Queensland, College of Law Victoria, or College of Law South Australia less than 5 years prior to the application are entitled to 1 subject unspecified credit if enrolling in the Graduate Diploma of Legal Business Management or Master of Legal Business Management.
- 8.55 In order to apply for 1 subject unspecified credit if enrolling in the Graduate Diploma of Legal Business Management or Master of Legal Business Management on the basis of completion of the Legal Practice Management Course at the College of Law in NSW, applicants are required to demonstrate/provide the following:
- (a) Successful completion of the Legal Practice Management Course at the College of Law in NSW within the last 5 years prior to application;
 - (b) Evidence that the applicant holds a current practicing certificate authorising them to practice as a principal of a law practice;
 - (c) A 1 page memo to the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) outlining how the completion of a Legal Practice Management Course and the applicant's experience cover at least 1 of the following learning objectives:
 - (i) Explain how to manage self and other people;
 - (ii) Apply principles of strategic and business planning to developing a law practice;
 - (iii) Demonstrate an understanding of matters of financial management, such as pricing models, leverage, financial indicators and benchmarks;
 - (iv) Develop a budget and monitor a legal practice and how to manage these risks;
 - (v) Identify the risks of running a legal practice and how to manage these risks;
 - (vi) Articulate a legal practice's value proposition and communicate this effectively to clients and potential clients;
 - (vii) Design and implement potential innovations in how a student deliver legal services; and
 - (viii) Apply understanding to critically analyse, evaluate, and improve their own legal practice.

Applications will be reviewed by the Program Director. Students will be notified within 2 weeks of lodgement of their application whether the application for Credit has been approved.

- 8.56 Applicants who have completed a practice management course at another provider are not eligible to receive this credit.
- 8.57 If specified credit was granted for LPI2, Master of Law (Applied Law) students are precluded from enrolling in FLP13 – Development & Management of a Family Law Practice.
- 8.58 Students who are enrolled in the Master of Applied Law (Family Law) and who would like to seek credit under this clause, if successful, will receive specified credit for FLP13 – Development & Management of a Family Law Practice.

Postgraduate Studies

- 8.59 For students enrolling in a Masters' program, applications for Credit on the basis of postgraduate studies will be considered by the Program Director. The Program Director will determine what type of credit will be granted, if any.
- 8.60 Students who have completed a Master of Laws may receive up to 2 subjects unspecified credit towards Master of Laws (Applied Law) or Master of Applied Law (Family Law).
- 8.61 Students enrolling in the Master of Legal Business Management Program may be awarded up to 2 subjects unspecified credit where they have successfully completed postgraduate studies in a business discipline at a Masters Degree level (AQF Level 9) within the last 10 years.

Credit towards the Graduate Diploma of Family Dispute Resolution Practice or Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice

- 8.62 Nationally Accredited Mediators – applicants who hold a current NMAS accreditation, can apply for specified credit for FDR1 – Family Law and Mediation. New Zealand students with similar accreditation may apply for the same credit.

Other studies

- 8.63 Completion of Mediation Subject from the Master of Laws (Applied Law) – applicants who have completed the DRP4 – Mediation subject from the Master of Laws (Applied Law) award are eligible to receive specified credit for FDR1 – Family Law and Mediation. This credit is not available twice within the same award.
- 8.64 In the Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice, Unspecified Credit may be granted towards the elective subjects only. Applications for Credit on the basis of other studies may be considered by the Program Director for the purposes of determining if any Specified Credit can be granted towards the core subjects of the major or any Unspecified Credit can be granted towards the elective subjects of this award.