**Additional information for Supervised Trainees (Forms 6 and 4)**

**DUE 42 days prior to admission sitting**

**Form 6 (Response Statement)**

An original Form 6 is to be completed by the Principal of the law practice or person in charge of the law office in which you have completed your supervised traineeship in accordance with Rule 9K.

The Form needs to capture all of the information about your traineeship, including when and where your traineeship took place, the skills, values, and practice areas you have completed within each section of a firm, and the competencies you have completed during your traineeship. The Form **must** also detail all of your suitability matters, which would have been disclosed in your Form 2 when your traineeship was registered with the Board, as well as any suitability matters outlined in your Form 7. By signing this Form, the Principal or person in charge of the law office where you completed your supervised traineeship is stating that they are aware of your suitability matters and that, irrespective, they consider you to be fit and proper for admission.

**Form 4 (Supervisor’s Statement/s)**

An original Form 4 is to be completed **by each person eligible to be a supervisor** and who has supervised you during your traineeship under Rule 9M.

It is likely, most trainees will have more than one supervisor. The Form identifies the supervisor, how long they been practicing for, and details your understanding and competence in certain skills values and practice areas undertaken while under their supervision, either fully, partially, or not satisfied. Where you have more than one supervisor during the course of your traineeship, you need to provide a Form 4 from each of the legal practitioners who have supervised you during your traineeship.

In total, you should have as many Form 4’s as necessary with any supervisors covering periods within your traineeship. The total of the periods in you traineeship, should ‘add up to’ the total 12 months period reflected in the Form 6 provided by the Principal of the law practice or person in charge of the law office in which you have completed your supervised traineeship.

**Certificate of 90 hours of approved programmed training or supplementary training**

As part of your traineeship, you will also have completed 90 hours of approved programmed training including Ethics and Professional Responsibility with a practical legal training institution. You are required to provide a **certified copy** of your certificate of completion of approved programmed training with your application OR a **digital copy** served as part of your application as well as **a link to the document** shared through My eQuals OR a copy provided directly from the PLT provider. In some cases you may have also undertaken approved supplementary training in circumstances were your law firm or office is unable to provide all of the required training necessary under your traineeship.

## FORM 6

***Legal Profession Act 2007* (Qld) Section 30(1)(c)**

**[*Supreme Court (Admission) Rules 2004* Rules 9K and 13(2)(b)]**

**RESPONSE STATEMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To the Legal Practitioners Admissions Board:** | | | | | | | | | | |
|  |  | | | | | | | *(Insert name of trainee)* | | |
| of |  | | | | | | | *(Insert address of trainee)* | | |
| was a trainee with: | |  | | | | | | | | |
|  | | | | | | | | | | |
| *(Specify the name and address of the law practice/office)* | | | | | | | | | | |
| from: |  | | *(Insert date)* | | to: |  | | | | *(Insert date)* |
|  | | | | | | | | | | |
| 1. During his/her traineeship, the trainee has met the required understanding and competence indicated in the following table according to the performance criteria outlined in in the guidelines for approving practical legal training requirements*:* | | | | | | | | | | |
| *Please complete each line* | | | | Fully satisfied\* | | | Not satisfied\* | | Partially satisfied\*  *(insert the element numbers satisfied)* | |
| **Skills** | | | | | | | | | | |
| Lawyers Skills | | | |  | | |  | |  | |
| Problem Solving | | | |  | | |  | |  | |
| Work Management and Business Skills | | | |  | | |  | |  | |
| Trust and Office Accounting | | | |  | | |  | |  | |
| **Practice areas** | | | | | | | | | | |
| Civil Litigation Practice | | | |  | | |  | |  | |
| Commercial and Corporate Practice | | | |  | | |  | |  | |
| Property Law | | | |  | | |  | |  | |
| Administrative Law Practice | | | |  | | |  | |  | |
| Criminal Law Practice | | | |  | | |  | |  | |
| Family Law Practice | | | |  | | |  | |  | |
| Consumer Law Practice | | | |  | | |  | |  | |
| Employment and Industrial Law Practice | | | |  | | |  | |  | |
| Planning and Environmental Law Practice | | | |  | | |  | |  | |
| Banking and Finance | | | |  | | |  | |  | |
| Wills and Estates Practice | | | |  | | |  | |  | |
| **Values** | | | | | | | | | | |
| Ethics and Professional Responsibility | | | |  | | |  | |  | |

*\*as supported by supervisor’s statements under rule 9M*

|  |  |  |
| --- | --- | --- |
| 3. | I certify that, to the best of my knowledge and having regard to the suitability matters under section 9 | |
| of the *Legal Profession Act 2007*, the trainee is suitable for admission to the legal profession under the Act. | | |
|  | | |
| In so certifying, | | |
|  | | which may bear adversely on the trainee’s suitability. |
| *(insert details)* | | |
|  | | |
| \*If unable to certify above, state below all matters which may bear adversely on the trainee’s suitability: | | |
|  | | |
| I certify that, to the best of my knowledge, the information in this statement is correct. | | |
|  | | |

Dated this       day of , 20

.............................................................................

Principal/Person in charge of law practice/office

...............................................................................

Print name

*\* delete if inapplicable*

**Collection Notice**

The Legal Practitioners Admissions Board (‘the Board’) collects personal information to confirm that a trainee has completed the practical legal training requirements for admission to the legal profession in Queensland. Information collected within this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and Queensland Bar Association in accordance with the Board’s obligations and duties under the *Legal Profession* *Act 2007* and other legislation

Further details about the Board’s Privacy Statement, Privacy Plan, Code of Practice and the collection of personal information may be found on the Queensland Law Society’s website, [www.qls.com.au](http://www.qls.com.au) under the tabs ‘About QLS’ and ‘Related Links and Organisations’.

## FORM 4

***Legal Profession Act 2007* (Qld)Section 30(1)(c)**

**[*Supreme Court (Admission) Rules 2004* Rules 9M and 13(2)(c)]**

**SUPERVISOR’S STATEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To the Legal Practitioners Admissions Board:** | | | | | | | | | | | | | |
| 1. | I, |  | | | | | | am eligible to be a supervisor under rule 9C. | | | | | |
| *(Insert supervisor’s name)* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 2. | I have been engaged in legal practice principally in Queensland as a *(Tick all those applicable)*: | | | | | | | | | | | | |
| *(Note: Lawyers who would otherwise be eligible to supervise a trainee but have not engaged in legal practice within the previous 5 years must, after resuming legal practice and prior to supervising a trainee, engage in legal practice for 1 year.)* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| solicitor or in the manner of a solicitor  and/or | | | | | | | | | for |  | years | | *(Insert number of years)* |
| barrister or in the manner of a barrister  and/or | | | | | | | | | for |  | years | | *(Insert number of years)* |
| legal practitioner or government legal officer in the manner of a solicitor | | | | | | | | | for |  | years | | *(Insert number of years)* |
|  | | | | | | | | | | | | | |
| 3. | \*Under rule 9D, I am not subject to disqualification as, although *(Indicate as applicable)* | | | | | | | | | | | | |
| ***\*Indicate ONLY if applicable*** | | | | | | | | | | | | | |
| my name has been removed from a local or interstate roll, at my own request, I have been | | | | | | | | | | | | | *(Specify jurisdiction)* |
| subsequently re-admitted to the legal profession in: | | | | |  | | | | | | | |
| my name was removed from the local roll, it was only because I requested my name be removed from the Roll of \*Barristers/Solicitors in order for my name to be added to the Roll of \*Barristers/Solicitors. | | | | | | | | | | | | | |
| \*OR | | | | | | | | | | | | | |
| I have been the subject of an order under section 456(2)(a), (b), or (c) of the *Legal Profession Act 2007* or under a corresponding order or corresponding law | | | | | | | | | | | | | |
| I have been the subject of an order under section 133 or section 158 of the *Legal Profession Act 2007* or under a corresponding order or corresponding law; | | | | | | | | | | | | | |
| \*\*AND | | | | | | | | | | | | | |
| I have been lawfully engaged in legal practice for at least 3 years since ceasing legal practice because of the \*order/removal | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 4. | I was the supervisor of: | |  | | | | | | | | *(Insert name of trainee)* | | |
| under a traineeship at: | | |  | | | | | | | | | | |
| *(Specify the name and address of the law practice/office)* | | | | | | | | | | | | | |
| from: | |  | | *(Insert date)* | | to: |  | | | | | *(Insert date)* | |
|  | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| 5. | Under my supervision, the trainee has met the required understanding and competence indicated in the following table according to the performance criteria outlined in the guidelines for approving practical |
| legal training requirements: | |

|  |  |  |  |
| --- | --- | --- | --- |
| *(ALL lines are to be completed by the supervisor)* | **Fully satisfied** | **Not satisfied** | **Partially satisfied**  *(Insert the element numbers satisfied)* |
| **Skills** | | | |
| Lawyers Skills |  |  |  |
| Problem Solving |  |  |  |
| Work Management and Business Skills |  |  |  |
| Trust and Office Accounting |  |  |  |
| **Practice areas** | | | |
| Civil Litigation Practice |  |  |  |
| Commercial and Corporate Practice |  |  |  |
| Property Law |  |  |  |
| Administrative Law Practice |  |  |  |
| Criminal Law Practice |  |  |  |
| Family Law Practice |  |  |  |
| Consumer Law Practice |  |  |  |
| Employment and Industrial Law Practice |  |  |  |
| Planning and Environmental Law Practice |  |  |  |
| Banking and Finance |  |  |  |
| Wills and Estates Practice |  |  |  |
| **Values** | | | |
| Ethics and Professional Responsibility |  |  |  |

Dated this       day of  , 20

..........................................................

Supervisor

*\* delete if inapplicable*

*\*\* MUST indicate if disqualified under Rule 9D*

**Collection Notice**

The Legal Practitioners Admissions Board (the Board) collects personal information as part of the practical legal training requirements for admission to the legal profession in Queensland. Information collected within this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and Queensland Bar Association in accordance with the Board’s obligations and duties under the *Legal Profession Act 2007* and other legislation.

Further details about the Board’s Privacy Statement, Privacy Plan, Code of Practice and the collection of personal information may be found on the Queensland Law Society’s website, [www.qls.com.au](http://www.qls.com.au) under the tabs ‘About QLS’ and ‘Related Links and Organisations’.