

How to Apply for Specialist Accreditation

1. Read the Specialist Accreditation Handbook and the Assessment Guidelines relevant to the Program you wish to undertake, prior to application. If you have questions about your eligibility for the Program please contact the Specialist Accreditation team **before** lodging an application.

Note: The Specialist Accreditation team are able to advise whether you should submit a discretionary application, but are not able to advise on the likelihood that a discretionary application will be accepted by the Specialist Accreditation Board. All applications are assessed on their own merit.

2. If possible, please review the recording of the **2025 Information Evening**.
3. Send your completed application form with your referee reports and any required supporting documents to spec@qls.com.au by **19 March 2025**.
4. When your application form and referee reports are received by the Society, you will be issued with an invoice for a **non-refundable \$170** application fee (exclusive of GST). Applications will not be processed until this fee has been paid.
5. **Non-discretionary** Applicants will be advised on the outcome of their application by **17 April 2025**. Discretionary Applicants will be advised on the outcome of their application once they are assessed by the Specialist Accreditation Board on a date to be confirmed.

1. Applicant Details

Area of Accreditation:

Full Name (as appears on your practising certificate):

QLS Member Number:

Firm/Organisation:

Telephone:

Mobile (for assessment days):

Email Address:

Please advise the Specialist Accreditation team at spec@qls.com.au in case of change of the above details.

1.1 Background

Please outline briefly what has interested you in undertaking the Specialist Accreditation Program.

2. Eligibility

I have read the Specialist Accreditation Scheme Handbook and the Assessment Guidelines relevant to the Program I am applying for, and understand the requirements of the Program and the application process.	<input type="checkbox"/> yes	<input type="checkbox"/> no
I am a Full Member (holding a current practising certificate).	<input type="checkbox"/> yes	<input type="checkbox"/> no (not eligible for program)
I hold a current Practising Certificate in Australia or I am a government legal officer engaged in government work.	<input type="checkbox"/> yes	<input type="checkbox"/> no (not eligible for program)
I have been engaged in legal practice as a Solicitor (as defined under Schedule 2 of the <i>Legal Profession Act 2007</i> (Qld)), or as a government legal officer engaged in government work (as defined under section 12 of the <i>Legal Profession Action 2007</i> (Qld)), for 5 continuous years prior to the date applications for the 2025 Program close.	<input type="checkbox"/> yes	<input type="checkbox"/> no (discretionary application required)
I certify that in the 3 years preceding this application, I have maintained a substantial involvement (at least 25% of hours worked) in the area for which I am seeking accreditation.	<input type="checkbox"/> yes	<input type="checkbox"/> no (discretionary application required)
I have not been subject to any matter which may be considered an Adverse Professional Conduct Matter under the Handbook.	<input type="checkbox"/> yes	<input type="checkbox"/> no (discretionary application required)

3. Professional Standards Checks

I understand that the Society conducts a number of internal checks with the Regulation Department and checks with the Queensland Legal Services Commission in relation to my history in practice, in order to determine the suitability of my application and to verify the information I have included in this application.

I consent to these suitability checks and acknowledge that my application will not be processed if I refuse consent.

4. Request for Discretion

IMPORTANT NOTICE: IF YOUR RESPONSE TO THE ELIGIBILITY REQUIREMENTS IN **SECTION 2** OF THIS FORM REQUIRES A DISCRETIONARY APPLICATION YOU MUST COMPLETE THIS SECTION. IF YOU ARE NOT REQUIRED TO SUBMIT A DISCRETIONARY APPLICATION PLEASE MOVE ONTO **SECTION 5**.

- 4.1. I request that the Board exercises its discretion in assessing my application.
- 4.2. Please submit with your Application a letter of request for discretion addressed to the Specialist Accreditation Board.
- Ensure that you state your reasons and offer justification for requesting discretion. You must supply a sufficiently detailed response in this section for the Board to make a determination of your eligibility. Requesting discretion without offering full justification, will not be taken as sufficient for the Board to exercise its discretion.
- You may attach additional supporting documents.
- Your full application including this section and referee reports will be supplied to the Board in assessing discretionary applications.

My letter requesting discretion is attached:	<input type="checkbox"/> yes	<input type="checkbox"/> no
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5. Method of Delivery of Final Assessment Results

The final results of all the assessments will be released in late November 2024.

Candidates will receive their results by email (personal or work). Please specify the address of your preferred method of delivery of the final assessment results.

Email Address:

6. Disability or Impairment

Applicants with a disability or impairment may, at the time of making their application, request in writing a reasonable adjustment to assessment arrangements in accordance with the terms of the Handbook.

7. Referees

Please identify the names of three referees who are willing to provide written references and attest to your competence and involvement in the area for which you are seeking accreditation.

A **referee report** document from each of the persons listed below must be submitted with this application, or forwarded to the Specialist Accreditation Team by the referee before the application closing date. Referee report forms can be downloaded from the Society's webpage. If you have made an application for past programs and wish to use the same referees, you are required to submit new referee reports from each of the referees.

Applications received **without 3 completed** referee reports by the closing date are incomplete. If your referees choose to submit their report directly to the Society, it is your responsibility to ensure that they are submitted before the closing date.

Your referee reports must satisfy the following criteria:

- You must provide referees with a copy of the Handbook.
- Referees must have known you for at least three years prior to the date of application.
- All three referees must be legal practitioners or members of the Judiciary residing within an Australian jurisdiction with at least five years' experience in practice.
- At least one referee must have had substantial involvement in the relevant area of practice in which accreditation is sought.
- No more than one referee may be a colleague or partner at your current firm/place of employment.

You cannot use the following as a referee:

- Close personal friends or relatives, unless they can specifically attest to your substantial involvement in your intended Area of Accreditation.
- Another applicant for accreditation in the same area of law in the same year.
- A staff member at the Society or member of the Specialist Accreditation Board or relevant Advisory Committee.

Referee No. 1

Name:

Title:

Firm:

Email:

Phone:

This Practitioner works in the area in which I am seeking accreditation:

☐ yes

☐ no

This Practitioner is a current colleague/partner or employer at my firm/place of employment:

☐ yes

☐ no

Report to be supplied by referee (not attached)

☐ yes

☐ no

Referee No. 2

Name:

Title:

Firm:

Email:

Phone:

This Practitioner works in the area in which I am seeking accreditation:

☐ yes

☐ no

This Practitioner is a current colleague/partner or employer at my firm/place of employment:

☐ yes

☐ no

Report to be supplied by referee (not attached)

☐ yes

☐ no

Referee No. 3

Name:

Title:

Firm:

Email:

Phone:

This Practitioner works in the area in which I am seeking accreditation:

☐ yes

☐ no

This Practitioner is a current colleague/partner or employer at my firm/place of employment:

☐ yes

☐ no

Report to be supplied by referee (not attached)

☐ yes

☐ no

8. Study Groups

Study groups are intended to prepare candidates for assessment by encouraging participants to get together with others and study on an informal basis. Please note, the Society can assist in facilitating a study group but it will not provide any study or preparation support.

Candidates interested in forming study groups will be sent a contact list of fellow candidates who have also elected to join a study group and are encouraged to form their own groups.

I am interested in joining a study group ☐ yes ☐ no

If you have indicated yes, your name and contact information will be made available to other candidates who are interested in forming a study group. Please confirm the contact information to be included for the purpose of forming a study group.

☐ Email (required):

☐ Phone (optional):

9. Agreement and Signature

I, _____

being an Applicant for the Specialist Accreditation Program conducted by the Queensland Law Society in the area

of _____

- understand that all of the information included in the application form will be treated in confidence by the Society, but will be provided to the Specialist Accreditation Board.
- consent to the Society and the Specialist Accreditation Board making enquiries (including professional standards and professional indemnity insurance enquiries), to determine my eligibility and suitability for accreditation as a specialist.
- have read and agree to comply with the requirements set out in the Handbook and the Assessment Guidelines relevant to my nominated area of accreditation.
- if accredited, agree to continue to comply with the requirements set out in the Handbook and any rulings of the Specialist Accreditation Board relating to accreditation or re-accreditation.
- certify that the content of this application is true and correct to the best of my knowledge.

Signed _____ Dated _____