**English Language Proficiency Statement (Form 15)**

DUE 42 days prior to admission sitting

All applicants are required to provide an English Language Proficiency Statement (Form 15) to the Board. Pursuant to section 30(1)(d) of the Legal Profession Act, a person is eligible for admission to the legal profession under the Act only if the person has sufficient knowledge of written and spoken English to engage in legal practice.

**All applicants** are required to provide their Form 15 Statement and **choose one Pathway** (from the six available Pathways) to demonstrate their proficiency in written and spoken English to engage in legal practice. Applicants are also to address their English Language Proficiency in their Affidavit and exhibit any relevant supporting documentation to their Affidavit.

The available Pathways are detailed in full under items 1 to 6 within the LACC *English Language Proficiency Guidelines*. **It is a matter for you to ascertain and make a decision as to which Pathway you will fall under depending on your individual circumstances.** We have also detailed the Pathways below:

* Pathway 1 – **English *is*** your Primary Language and you have undertaken **ALL of your primary, secondary, and tertiary education** in a \*Recognised country;
* Pathway 2 – **English *is not*** your Primary Language but you have undertaken the final two years of your secondary *and* tertiary education in a \*Recognised country;
* Pathway 3 – you have undertaken the IELTS (Academic module) in the last two years and attained the required minimum scores for each component;
* Pathway 4 – you have undertaken the TOEFL iBT in the last two years and attained the required minimum scores for each component;
* Pathway 5 – you have undertaken *either* IELTS (Academic module) or TOEFL iBT in the last 6 months, but not attained the minimum scores, and have completed the additional requirements outlined in either or any of parts (b) to (d) of Pathway 5; or
* Pathway 6 – you wish to make a submission the Board to exercise it discretion to be satisfied about your knowledge or written and spoken English.

Depending on which Pathway you choose, you will need to provide supporting documents with your Form 15. The documentation to be provided for each Pathway is detailed *in full* under item 8 of the LACC *English Language Proficiency Guidelines.*

**For more information in relation to the English language proficiency requirements**, **you MUST read** the LACC *English Language Proficiency Guidelines* AND the section in the Supplemental Admission Kit which are both available [here](https://www.qls.com.au/Legal-Practitioners-Admissions-Board/Admission-kits).

**Additional Information:**

* If you require a non-fillable version of the Form 15, you can find this on the [QLD Courts website](https://www.courts.qld.gov.au/court-users/practitioners/admissions/forms-admissions);
* There is a definition in the LACC *Guidelines* as to the meaning of primary language;
* There is a definition in the LACC *Guidelines* as to which countries are \*Recognised countries. Malaysia and Singapore **do NOT fall within the definition**; these are additional countries for the purposes of Pathway 5(b) **ONLY**;
* Typically, if you do not fit within the specific requirements of Pathways 1 to 5, you must rely on Pathway 6.
* Any applicant who deliberately omits information from the Form 15, to avoid complying with the requirement or to appear to fall within a certain Pathway, will be reported to the Board in circumstances where the information is not true and correct or is inaccurate.
* Demonstrating English Language proficiency is not a requirement of the Board. The legislative provision does not specifically mean the Board requires you to complete English language testing (i.e. IELTS or TOEFL iBT), noting that the Board has power to grant an exemption based on the Pathway selected and information provided (i.e. Pathway 6 – see below).

**Additional Information (Pathways):**

* For Pathway 1:
* You are required to provide **ALL details of ALL of your primary, secondary, and tertiary education in a \*Recognised country** (with reference to approximate years being sufficient);
* ‘ALL’ is taken to mean ALL years of your primary, secondary and tertiary education (*typically* this means 12 years of primary and secondary education, and approximately 3-5 years of tertiary education).
* You MUST detail ALL of the institutions where you have completed your primary, secondary and tertiary education regardless how many institutions are included or the nature of the institution you attended (for example, TAFE as a tertiary institution);
* If you have completed a few years of your primary, secondary or tertiary education **in a country that is not a Recognised country** (for example, three years of primary school completed in Quebec, Canada), you will need to select an alternative Pathway, such as Pathway 6;
* You are not required to provide supporting documentation.
* For Pathway 2, **if English IS your primary language, you CANNOT elect this Pathway.**

In order to satisfy the requirement under section 8(b)(ii) and 8(b)(iv) regarding your secondary education, you should provide a letter from your high school (on official letterhead) confirming the following:

* The dates between which you undertook your final two years of secondary education;
* Confirmation that you were taught and assessed solely in English, leaving aside that some high school students study languages;
* Your residential address during your enrolment at the school.
* For Pathway 3, if you undertake IELTS and fail to meet the minimum score for one of the components, the Board accepts the One Skill Retake test score in conjunction with your original IELTS test scores;
* For Pathways 3, 4 and 5, the Board **does not accept** the Pearson PTE test;
* For Pathway 6, you **MUST** provide a statutory declaration (stat dec) setting out detailed circumstances on which you wish to rely and you MUST provide all relevant documentation to support your statements.

You should declare statements within your statutory declaration in chronological order, for example, including:

* details of primary, secondary and tertiary education completed (dates, country etc.);
* whether reading, writing, listening and speaking was in English;
* whether you were taught an assessed in English;
* where you have resided during completion of primary, secondary and tertiary education;
* relevant employment status etc.

Relevant documentation may be similar to documentation as outlined for other Pathways, for example, including:

* letter from current or previous employer confirming English language proficiency in reading, writing, listening and speaking
* letter from university lecturer who you have had significant association with confirming your English language proficiency in reading, writing, listening and speaking
* letter from primary and/or secondary institution confirming you were taught and assessed in English
* any other relevant supporting documentation confirming statements declared in stat dec

**You must also depose to the statements within in your statutory declaration in the body of your affidavit and exhibit all documentation** provided to the Board relating to the English language proficiency requirement.

**FORM 15**

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| ***Legal Profession Act 2007* (Qld) Section 34** |
| **[*Supreme Court (Admission) Rules 2004* Rules 8(4) and 9AA(1)(c)(ii)]** |
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| **ENGLISH LANGUAGE PROFICIENCY STATEMENT** |
| **To the Legal Practitioners Admissions Board:** |
| **1.** | I,       | *(Insert your full name)* |
| also known as |       | *(Insert all other names by which you are known including maiden/married names)* |
| *(Photocopy of document evidencing change of name is attached if relevant)* |
| of |       | *(Insert your residential address)* |
| and born on |       | *(Insert date of birth)* |
| am applying to the Supreme Court of Queensland to be admitted to the legal profession under the *Legal Profession Act 2007* (Qld). |

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| **2. English Language Proficiency** |
| I wish to rely on the following Pathway to satisfy the requirement that I have sufficient knowledge of written and spoken English to engage in legal practice *(select one of the following Pathways)*:*(\*****Recognised Country*** *means Australia, Canada (except the province of Quebec), New Zealand, Republic of Ireland, South Africa, United Kingdom (including Northern Ireland), and the United States of America**\*****Primary language*** *means your best-known language which you primarily use for reading, writing, listening and speaking)* |
|  | **Pathway 1 English is my \*Primary language** and I have undertaken and satisfactorily completed all of my primary and secondary education and tertiary legal qualification for admission in a **\*Recognised country** being: |  |
| *(Insert name of \*Recognised country)* |
| while living in that country during the following periods, and in each case I was taught and assessed solely in English at the following institutions: |
| from: |       | to: |       | at: |       |
| from: |       | to: |       | at: |       |
| from: |       | to: |       | at: |       |
|  | *(Insert date)* |  | *(Insert date)* |  | *(Insert name of institution)* |
|  | **Pathway 2 English is not my \*Primary language** but I have satisfactorily undertaken and completed the final two years of my secondary education and tertiary legal qualification for admission in a **\*Recognised country** being: |  |
| *(Insert name of \*Recognised country)* |
| while living in that country during the following periods, and in each case I was taught and assessed solely in English at the following institutions: |
| from: |       | to: |       | at: |       |
| from: |       | to: |       | at: |       |
| from: |       | to: |       | at: |       |
|  | *(Insert date)* |  | *(Insert date)* |  | *(Insert name of institution)* |
| *(\*Relevant documentation attached)**\*Statement on relevant secondary school’s official letterhead duly executed by an officer of the school setting out the details of my secondary education, and when and where my secondary education took place**\*Official transcript setting out my results obtained in my tertiary legal qualification**\*Evidence from a third party confirming that I was resident in the* ***\*Recognised country*** *throughout my secondary education and tertiary legal qualification and that, in each case, I was taught and assessed solely in English* |
|  | **Pathways 3 or 4 I have undertaken the following test within the last two years**: |
| [ ]  | IELTS (Academic Module) on: |       |
| *(Date within last two years)* |
| [ ]  | TOEFL iBT on: |       |
| *(Date within last two years)* |
| obtaining the following scores: |
| Writing |       | Speaking |       | Listening |       | Reading |       |
| *(\*Relevant documentation attached)**\*Original and copy of test results from IELTS/TOEFL iBT* |
| My test identification number is: |       |
| *(Insert test identification number)* |
| [ ]  I authorise the Board to verify the results of my test with my English language testing provider. |
|  | **Pathway 5 I have undertaken the IELTS (Academic Module) or TOEFL iBT** but failed to obtain the required minimum score for not more than one component of the test (by a margin no greater than 0.5 in the case of IELTS and no greater than 1 in the case of TOEFL iBT), and I have done one or more of the following: |
| (a) | [ ]  | Within the last six months, I have achieved the prescribed minimum score of each component of the IELTS or TOEFL iBT in no more than two different sittings but not at the one sitting: |
| IELTS (Academic Module) on: |       |
| *(Insert date obtained within the last six months)* |
| obtaining the following results: |
| Writing |       | Speaking |       | Listening |       | Reading |       |
| *(\*Relevant documentation attached)**\*Original and copy of test results from IELTS* |
| My test identification number is: |       |
| *(Insert test identification number)* |
| [ ]  I authorise the Board to verify the results of my test with my English language testing provider. |
| TOEFL iBT on: |       |
| *(Insert date obtained within the last six months)* |
| obtaining the following results: |
| Writing |       | Speaking |       | Listening |       | Reading |       |
| *(\*Relevant documentation attached)**\*Original and copy of test results from TOEFL iBT* |
| My test identification number is: |        |
| *(Insert test identification number)* |
| [ ]  I authorise the Board to verify the results of my test with my English language testing provider. |
| (b) | [ ]  | Undertaken and satisfactorily completed all of my secondary education and tertiary legal qualification in: |
| [ ]  Malaysia | While living in that country and in each case I was taught and assessed solely in English at the following institutions: |
| [ ]  Singapore |
| from: |       | to: |       | at: |       |
| from: |       | to: |       | at: |       |
|  | *(Insert date)* |  | *(Insert date)* |  | *(Insert name of institution)* |
| *(\*Relevant documentation attached)**\*Statement on relevant secondary school’s official letterhead in Malaysia or Singapore duly executed by an officer of the school setting out the details of my secondary education, and when and where my secondary education took place**\*Official transcript setting out my results obtained in my tertiary legal qualification**\*Evidence from a third party confirming that I was resident in Malaysia or Singapore throughout my secondary education and tertiary legal qualification and that, in each case, I was taught and assessed solely in English* |
| (c) | [ ]  | Been continuously employed on a full time basis in **\*Recognised work** for a substantial period of time in:*\*****Recognised work*** *means working in a responsible capacity in a law-related occupation in a \*****recognised country****, Hong Kong, Malaysia or Singapore* |       |
| *(Insert name of \* recognised country)* |
| from: |       | to: |       |
|  | *(Insert date)* |  | *(Insert date)* |
| *(Minimum of 12 months)* |
| *(\*Relevant documentation attached)**\*Two letters from employers or supervisors on official letterhead setting out the dates, roles and responsibilities of my employment, and how I demonstrated my knowledge of written and spoken English during my employment* |
| (d) | [ ]  | Undertaken and completed a tertiary qualification that is a prerequisite for entry into a profession other than law in a **\*recognised country** while living in that country being: |       |
| *(Insert name of \*recognised country)* |
| from: |       | to: |       |
|  | *(Insert date)* |  | *(Insert date)* |
| where I was taught and assessed solely in English and which is a prerequisite for entry into: |
|       |
| *(Designate profession other than law)* |
| *(\*Relevant documentation attached)**\*Original and copy of transcript of my relevant tertiary qualification**\*Evidence from a third party that confirms that I was resident in the \*recognised country throughout my tertiary qualification and that I was taught and assessed solely in English* |
| *\*Attached is my statutory declaration setting out the detailed circumstances on which I rely* |
|  | **Pathway 6** I request the Board to exercise its general discretion to be satisfied about my knowledge of written and spoken English in other ways on the following basis: |
|       |
| *(\*Relevant documentation attached)**\*Any relevant documentation to support statements within your request* |

I certify that, to the best of my knowledge, the information in this statement is correct.

Dated this       day of  , 20

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Applicant

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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 the Queensland Bar Association in accordance with the Board’s obligations and duties under the *Legal Profession Act 2007* and other legislation.

If personal or sensitive information is not provided, or if the information is incomplete or inaccurate, the Board may be unable to properly consider an application for admission. If a decision not to provide information for one or more of the above purposes is made, the Secretary to the Board should be advised in writing, c/- the Queensland Law Society, GPO Box 1785, Brisbane, Qld, 4001.

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’.