

Legal Practitioners Admissions Board

INFORMATION KIT

to apply for a

**SKILLS ASSESSMENT
CERTIFICATE**

CHECKLIST TO APPLY FOR SKILLS ASSESSMENT CERTIFICATE

SKILLS ASSESSMENT REQUIREMENTS:

The Legal Practitioners Admissions Board (“the Board”) is the administrative body responsible for assisting the Supreme Court of Queensland in carrying out its responsibilities and exercising its powers in respect of applications for admission to the legal profession in Queensland. The Board’s role includes making a recommendation to the Supreme Court in respect of each application for admission in the form of a Certificate of Compliance with the Rules. The Board does NOT ‘approve’ admission to the legal profession nor can it be described as the ‘admitting authority’. It would, of course, be completely inappropriate for the Board to pre-empt any decision of the Supreme Court in relation to admission to the legal profession.

Skills Assessment Certificate

The following information deals with the assessment of skills for purposes associated with an application for migration under the category General Skilled Migration Program (Legal Practitioner – Barrister (271111) and Solicitor (271311)). Please check whether a skills assessment is required by contacting the Department of Home Affairs for the visa subclass you want to apply for before contacting the Board.

By way of preliminary comment, it should be noted that advice about immigration topics is NOT available from the Board. The function of the Board relates to matters associated with the requirements and procedures for admission to the legal profession in Queensland. Questions relating to immigration are to be addressed to the Department of Home Affairs.

It is also important to understand that skills assessments are able to be prepared for applicants from overseas despite whether they have completed a law degree in Queensland or Australia (where the degree has already been approved by the Board as ‘approved academic qualifications’ or by an interstate admitting authority as ‘corresponding academic qualifications’), or in an overseas jurisdiction (in which case the *Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession* (assessment under Form 12 and/or Form 13) will apply).

The Board is able to prepare a skills assessment certificate, if necessary, for an application under the Skilled Migration program based on an applicant’s present situation provided certain documents are submitted. In this respect, certain ‘stages’ have been identified as applicable depending on an applicant’s situation in terms of the admission process. For each stage, certain documents are required to be provided in order to prepare a skills assessment certificate as follows:

Stage	Description of Stage	Documents to be provided
Academic Stage (Stages 1 to 5)		
1.	Applicant is enrolled in or had completed a law degree in Queensland or in an interstate jurisdiction in Australia	<ul style="list-style-type: none">• Certified copy of LL.B testamur and LL.B academic transcript
2.	Applicant has applied for an assessment of their overseas academic qualifications	<ul style="list-style-type: none">• Certified copy of Form 12 application
3.	Assessment of an applicant’s overseas academic qualifications (see Stage 2) has been completed and approved by the Board, and provided to the relevant applicant	<ul style="list-style-type: none">• Certified copy of completed academic assessment

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4.	Applicant has enrolled in any required supplementary academic qualifications (see Stage 2) which are to be completed at a university in Queensland or Australia in accordance with a completed assessment	<ul style="list-style-type: none"> • Certified copy of completed academic assessment • Certified copy of documentary evidence of enrolment in required supplementary academic qualifications at a Queensland or Australian university
5.	Applicant has completed any required supplementary academic qualifications at a university in Queensland or Australia in accordance with a completed assessment	<ul style="list-style-type: none"> • Certified copy of completed academic assessment • Certified copy of relevant academic transcript evidencing completion of supplementary academic qualifications
PLT Stage (Stages 6 to 10)		
6.	Applicant has enrolled in a practical legal training course ('PLT') in Queensland or in an interstate jurisdiction in Australia, or commenced a supervised traineeship in Queensland	<ul style="list-style-type: none"> • Certified copy of documentary evidence of enrolment in PLT course or letter of registration by the Board as a supervised trainee with a law firm or office
7.	Applicant has applied for an assessment of their overseas practical legal training and experience in practice	<ul style="list-style-type: none"> • Certified Copy of Form 13 application
8.	Where an applicant has applied for an assessment of their overseas practical legal training and experience in practice (see Stage 7), the PLT assessment has been completed and approved by the Board, and provided to the relevant applicant	<ul style="list-style-type: none"> • Certified copy of completed PLT assessment
9.	Where an applicant has applied for an assessment of their overseas practical legal training and experience in practice (see Stage 7), an applicant has enrolled in any required supplementary practical legal training which are to be completed at a PLT provider in Queensland or Australia in accordance with a completed assessment	<ul style="list-style-type: none"> • Certified copy of completed PLT assessment • Certified copy of documentary evidence of enrolment in required supplementary PLT or letter of registration by the Board as a supervised trainee with a law firm or office
10.	Applicant has completed any required supplementary practical legal training at a PLT provider in Queensland or Australia in accordance with a completed assessment	<ul style="list-style-type: none"> • Certified copy of completed PLT assessment • Certified copy of certificate evidencing completion of supplementary PLT OR letter from relevant firm confirming completion of required supplementary PLT under a supervised traineeship
Admission Stage (Stages 11 and 12)		
11.	Applicant has applied for admission to the Supreme Court and served a copy of the relevant application on the Board	<ul style="list-style-type: none"> • Certified copy of originating application for admission served on the Board +/- other documents required for admission

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12.	Applicant has been admitted to the legal profession in Queensland by the Supreme Court of Queensland	<ul style="list-style-type: none"> • Certified copy of academic transcript evidencing completion of law degree in Queensland or an interstate jurisdiction in Australia, OR supplementary academic qualifications • Certified copy of completion of PLT in Queensland or an interstate jurisdiction in Australia, OR required supplementary PLT OR copy of Form 6 evidencing completion of a supervised traineeship • Certified copy of admission certificate
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In terms of applying for a skills assessment certificate, applicants are requested to consider the stage they are in with respect to the admission process since it may be premature to draft a skills assessment certificate within the early stages as the certificate would be too heavily qualified to be of any utility. In this respect, it may be more appropriate to have a Skills Assessment Certificate drawn up at a later stage, preferably after, for example, an applicant has at least obtained an assessment of their academic qualifications. Applicants should be aware they can apply for more than one assessment; at any or all stage/s within the admission process.

Applicants should also be aware that the Board's understanding is that the Department of Home Affairs will not issue a skilled migration visa until an applicant is actually 'skilled'. Applicants will not be considered 'skilled' until they have actually been admitted **to the legal profession under the Act as it is not until this point that they are able to apply for and hold a practicing certificate. Further clarification on this issue should be discussed with the Department of Home Affairs.**

Please note that copies of all documents will need to be certified after which they should be posted to the Board at GPO Box 1785, Brisbane QLD 4001. Please note that we do not accept scanned copies of documents.

The information supplied will be handled and stored as per the requirements of the *Information Privacy Act 2009* ('Act'). Details on how to access information supplied to the Legal Practitioners Admissions Board can be found in the Board's website at the following link http://www.qls.com.au/Knowledge_centre/Admission_Board/Right_to_Information.

There is currently no fee involved for the preparation of a Skills Assessment Certificate. The time to complete a Skills Assessment Certificate is approximately 1 week from the time of receiving the application.

To find out more about being admitted to the legal profession please refer to the *Legal Profession Act 2007* (Qld) and the *Supreme Court (Admission) Rules 2004*. For information about post admission please refer to the Queensland Law Society website www.qls.com.au.

Please refer to the checklist below in order to apply for a skills assessment.

CHECKLIST TO APPLY FOR SKILLS ASSESSMENT CERTIFICATE

Documents to be provided:

- Letter requesting skills assessment certificate
- Skills Assessment Contact Details Form (see below)

CHECKLIST TO APPLY FOR SKILLS ASSESSMENT CERTIFICATE

Referring to table of stages detailed above, please tick required documents to ensure application provided is complete:

**** NB: NOT ALL DOCUMENTS ARE REQUIRED FOR ALL STAGES - APPLICANTS MUST REFER TO THE TABLE OF STAGES DETAILED ABOVE. ****

Academic Stage

- Certified copy of LL.B testamur and LL.B academic transcript (*Queensland or Australian law degrees only*)
- Certified copy of Form 12 application
- Certified copy of completed academic assessment
- Certified copy of documentary evidence of enrolment in required supplementary academic subjects at a Queensland or Australian university
- Certified copy of relevant academic transcript evidencing completion of required supplementary academic qualifications

PLT Stage

- Certified copy of documentary evidence of enrolment in PLT course **OR** a letter of registration with the Board as a supervised trainee with a law firm or office (*law graduates with Queensland or Australian law degree only*)
 - Certified copy of Form 13 application (where Form 13 submitted)
 - Certified copy of completed PLT assessment (where Form 13 submitted)
 - Certified copy of documentary evidence of enrolment in required supplementary PLT **OR** letter of registration by the Board as a supervised trainee with a law firm or office
- Either:**
- Certified copy of certificate evidencing completion of supplementary practical legal training in PLT course
 - Certified copy letter from relevant firm confirming completion of required supplementary PLT under a supervised traineeship

Admission Stage

- Certified copy of originating application for admission served on the Board +/- other documents required by the Board
- Certified copy of academic transcript evidencing completion of law degree (*Queensland or Australian law degrees only*) OR supplementary academic qualification completed under a Form 12 assessment
- Certified copy of certificate evidencing completion PLT **OR** copy of Form 6 (where supervised traineeship has been completed) **OR** completion of supplementary practical legal training under a Form 13 assessment
- Certified copy of admission certificate

*****NOTE: Retain copies of ALL documents for your records. *****

SKILLS ASSESSMENT CONTACT DETAILS FORM

Surname: _____

Given name(s): _____

Postal Address: _____

Email Address: _____

Contact Phone Number: _____

Mode of delivery:

Collect from reception

Send to postal address

Declaration:

I consent to and understand the purpose of making an application for a Skills Assessment Certificate. The information I have supplied is true and correct, and I understand that I may be contacted about my application. I further agree to the Legal Practitioners Admissions Board releasing my personal information to the Department of Home Affairs if requested.

Signed _____

Dated _____