



Information Kit

Registration of Supervised Trainee

Prepared by the Legal Practitioners Admissions Board

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Introduction

It is recommended that you read this information kit in full and before you begin your application to register a supervised traineeship. This kit will assist you with the application requirements. Please ensure you are reading the latest version of the information kit. The latest version of the kit and all relevant information can be found at <https://www.qls.com.au/Pages/Your-legal-career/Traineeships>.

Please note this information kit is merely a brief overview. All principals or persons in charge are to refer to the *Legal Profession Act (Qld) 2007* ('2007 Act'), the *Supreme Court (Admission) Rules 2004* (subordinate legislation) (*Admission Rules*), and the *Legal Profession Regulation 2007* ('2007 Regulation') which are all available at www.legislation.qld.gov.au The Legal Practitioners Admissions Board accepts no responsibility for misinterpretation of this kit.

Supervised Traineeships

Supervised traineeships are an alternative to the Graduate Diploma of Legal Practice, also known as a practical legal training (PLT) course. Supervised traineeships are conducted over a minimum of 12 months with a recognised law firm in Queensland.

Summary of Requirements

- 1) The law practice or office **MUST** have in place a traineeship plan at the commencement of the traineeship setting out how, over the traineeship period, the supervised workplace experience is to be given;
- 2) Traineeship plans are to incorporate a trainee register which **MUST** be kept and maintained by the law practice or office;
- 3) Trainees are encouraged to maintain a diary throughout the traineeship period to record completion of competency standards;
- 4) Traineeship plans and diaries are available on the Law Society website (referred to on page 5);
- 5) All trainees **MUST** complete 90 hours of 'approved programmed training' including Ethics and Professional Responsibility at a practical legal training level;
- 6) All trainees are required to complete practical legal training as part of their traineeship the following Skills, Values and Practice areas:

4 Skills areas

Lawyers Skills
Problem Solving
Workplace Management and Business Skills
Trust and Office Accounting

1 Values area

Ethics and Professional Responsibility

5 Practice areas

Civil Litigation Practice
Commercial and Corporate Practice
Property Law Practice

AND any TWO of:

Administrative Law Practice
Banking and Finance
Criminal Law Practice
Family Law Practice
Consumer Law Practice
Employment and Industrial Relations Practice
Planning and Environmental Law Practice
Wills and Estates Practice

- 7) If a law practice or office is unable to provide all skills values or practice areas, the trainee is able to complete the relevant area either:
- on secondment with another Queensland firm or law office; **OR**
 - with a practical legal training provider as 'approved supplementary training'; **OR**
 - with a practical legal training provider as 'approved supplementary training' which is constitutes the 'balance' of the 90 hours 'approved programmed training'.

The Application Process

Application is made under the provisions of the supervised traineeship scheme in Part 2A of the Admission Rules. **The obligation to comply with the Admission Rules falls on the principal of a law practice or person in charge of the law office.**

Form 2

The principal of the law practice or person in charge of the law office must give the Board notice in the approved form (Form 2) for each trainee completing a traineeship in the law practice or office.

The Form must have the trainee's full name and address as well as the address of the practice or law office where the supervised traineeship is being undertaken. It must also state when the trainee completed their 'approved academic qualifications' or 'corresponding academic qualifications' (law degree). Completion of 'approved academic qualification' or 'corresponding academic qualifications' can be taken from the date of the 'completion of course requirements' noted on the trainee's official academic transcript'.

The firm/office must have in place, at the commencement of the traineeship, a written plan setting out how, over the traineeship period, the supervised workplace experience under the traineeship is to be given.

Principals or persons in charge of a law office **MUST** state that they are aware of all suitability matters relevant to the trainee and disclosed by you, and indicate that, irrespective of your suitability matters, they consider you to be a fit and proper person for admission (**taking into consideration the LACC Disclosure Guidelines**).

Academic Transcript

You are required to provide a **certified copy** of your complete and official academic transcript. If you have received a digital copy of your academic transcript via My eEquals, you must download a copy to serve as part of your application (please see additional information below). Please double check the document you are providing with your application, as **you may need to contact your University to obtain your complete, official academic transcript.**

Please note the Board will not accept the Australian Higher Education Graduation Statement (AHEGS).

If you have completed any subjects cross-institutionally (and received advanced standing, credit or exemption for that study towards your degree), you also need to provide **certified copies** of the official transcript/s for this study from the relevant institution/s. In particular, this applies to subjects that form part of the Priestly 11 areas of knowledge for which you may have received advanced standing, credit or exemption towards your LL.B/JD.

In order to satisfy the sighting requirement, the Board accepts either:

- (1) a **certified copy** of your original academic transcript/s (certified by a JP, etc); **OR**
- (2) a digital copy of an academic transcript served as part of your application as well as a link to the document shared through My eEquals.

You can 'Share' your academic transcript/s with the Board through My eEquals by sharing it with admissions@qls.com.au **for sighting purposes only**; if you have added a security PIN, please forward this information by email.

Suitability Matters

Duty to disclose

You have a duty to make a full and frank disclosure in relation to any and all suitability matters. The Board considers that all matters should be disclosed regardless of whether or not an applicant considers a matter to be relevant to their suitability for admission. This allows the Board to properly make a decision as to whether you are currently of good fame and character, and a fit and proper person to be registered to complete a supervised traineeship and then be admitted to the legal profession. You are required to disclose your suitability matter to the Board within your Form 2 (as well as when you subsequently apply for admission).

Please note that it does not matter how old your suitability matter/s are; all suitability matters are required to be disclosed.

Importantly, any suitability matter which may reflect negatively on your honesty, respect for the law, or your ability to meet professional standards must be disclosed. You will need to peruse sections 9 and 11 of the 2007 Act in respect of what constitutes a 'suitability matter'. When registering for a supervised traineeship, all law firms and supervised trainees are required to consider suitability matters set out in the LACC's Disclosure Guidelines for applicants seeking admission which are available on the Law Society website referred to on page 5.

Suitability matters include, but are not limited to, traffic offences, academic misconduct, drink driving, careless driving, Centrelink overpayments, fare evasion, bankruptcy, late lodgement of tax returns, failure to vote etc.

All suitability matters are to be listed individually in the Form 2. For any traffic offences, you must provide a brief description of each offence. For any other suitability matter, you must provide a detailed description, setting out the facts and circumstances surrounding the matter in chronological order. If you are unable to provide fulsome details within the Form 2 itself, you may provide and refer to an annexure ensuring the annexure is signed and dated by the principal of the law practice or person in charge of the law office.

Supporting Documentation

For every suitability matter that you disclose, you are required to provide supporting documentation as evidence; you must exhaust every avenue to obtain this material. If a document proves impossible to obtain, you must detail the steps you have taken to obtain the relevant documentation as part of your disclosure within the Form 2. Please refer Schedule A referred to below on page 5.

Please ensure certified copies of all original supporting documents relating to matters of suitability are provided as part of your application as well as providing certified copies of original documents relating to change of name as part of your application.

If you have obtained supporting documentation as a **digital original**, e.g. a downloaded traffic history or documentation received by email, these documents may be provided to the Board without the need for certification – please address digital originals in your Form 2 disclosure.

After you have read the LACC Disclosure Guidelines and the relevant sections of the 2007 Act, if you have determined that you do not have any suitability matters to disclose, you do not need to provide any supporting documents in respect to your suitability.

Payment of the Board's fee for consideration of your application

Once you have lodged your application with the Board, you will receive an email from no-reply@bpoint.com.au requesting payment of the Board's fee. This email will contain a link to arrange payment by debit/credit card which will be processed through a secure BPoint payment portal.

What next?

After you have provided your Form 2 and associated supporting documents within one month of starting your traineeship, your application will be considered at the next Board meeting. Following the Board meeting, you will receive either a certificate confirming that your traineeship has been registered, or a letter outlining the reasons why the Board has refused to register your traineeship.

Checklist

Documents to be provided to the Board within one month of commencing a traineeship:

- ☐ Form 2 - completed in full and signed
- ☐ Certified copies of supporting documents relating to suitability matter/s (if applicable)
- ☐ Certified copies of supporting documents relating to change/s of name (if applicable)
- ☐ Official academic transcript/s (certified copy or downloaded copy and My eEquals link)
- ☐ Payment of \$69.00 (by cheque or debit/credit card payment link)

During Traineeship:

- ☐ Rotate through relevant skills practice and values areas – either within firm/office, on secondment, or through a practical legal training provider
- ☐ Enrol in Ethics and Professional Responsibility (compulsory part of 90 hours 'approved programmed training') with an approved practical legal training provider
- ☐ Complete any 'approved supplementary training' (where necessary)
- ☐ Collect all Form 4 Supervisor Statements
- ☐ Maintain diary or record completion of competency standards

In preparation for admission application, collect and provide:

- ☐ Form 6 Principal or person in charge's response statement
- ☐ Form 4 Supervisor statements
- ☐ Certificate of completion of 90 hours 'approved programmed training' including Ethics and Professional Responsibility
- ☐ Certificate of completion of 'approved supplementary training' (where applicable)

Additional Resources

Please see the following documentation on the Law Society website (link below):

- Form 2 – Notice of Traineeship
- Form 4 – Supervisor’s Statement
- Schedule A – Supporting documents relevant to suitability matters
- LACC Disclosure Guidelines
- Summary of the traineeship scheme
- Traineeship Diary
- Traineeship Plan

<https://www.qls.com.au/Pages/Your-legal-career/Traineeships>

FAQs

I only have one elective subject left of my law degree. Can I start my traineeship?

No. Unfortunately you must have completed your law degree and received your results before you commence your traineeship.

I’ve been working as law clerk for six months while I finish my degree. Can I apply to have this experience credited towards my traineeship?

There is no ability to claim prior experience in order to reduce the 12 month requirement.

Can the Board help me find a law firm that will take me on as a trainee?

No, the Board does not assist law graduates with finding a traineeship.