

# Work Performance Policy

## 1. Requirements for completion of the GDLP

To obtain a Certificate of Satisfactory Completion of the Graduate Diploma in Legal Practice you are required do the following:

1. Achieve a Competent or Accomplished Standard in each Milestone
2. Complete all requirements of the GDLP as scheduled, including learning activities, client work and skills demonstrations
3. Attend Immersives and Individual Mentor Coaching as required in the GDLP
4. Maintain a satisfactory rate of progress
5. Complete the professional placement as required in your jurisdiction
6. Comply with the policies of Leo Cussen Centre for Law, including those relating to Academic Integrity and Workplace Conduct.

## 2. The required standard

You are required to achieve a Competent or Accomplished Standard in each Milestone.

A Competent standard is one that meets the National Competency Standards for entry level lawyers required by the Admission Rules.

An Accomplished Standard is one that significantly exceeds the National Competency Standards for entry level lawyers.

Your Milestones will be evaluated as set out in the diagram below:

Level	Accomplished	Competent	Emerging	Not Yet Competent
<b>Description of this Leo standard</b>	Exceptionally high standard, well above expectation of a new lawyer	Within the broad range of competence to be expected of a new lawyer from just competent to a high standard of competence	Just falling short of competent, but demonstrating an ability to achieve competence if the feedback received is taken on board	Falling well below the standard of competence expected of a new lawyer
<b>Expected proportion of grads at this standard</b>	10%	70%	15%	5%

### 3. Individual Mentor Coaching

- 3.1. Your Mentor will meet with you regularly 1 on 1 to support you to reflect on your performance and development, and help you set goals for the next stage of the Graduate Program.
- 3.2. Group coaching sessions will also be available through the Graduate Program.
- 3.3. Three individual coaching sessions are scheduled and are a requirement of the Program.

### 4. Special Circumstances

- 4.1. If you have concerns about your performance and professional development at any time and you have special circumstances, please discuss these with your Mentor. You may apply for special consideration in special circumstances.
- 4.2. Special circumstances are the basis upon which Leo Cussen may extend a Graduate special consideration.
- 4.3. Special circumstances are generally those that:
  - 4.3.1. are 'compassionate or compelling', or
  - 4.3.2. are beyond your control, or are unexpected or could not have been foreseen, and
  - 4.3.3. impact negatively in a major way on your wellbeing and ability to progress satisfactorily and complete the course.
- 4.4. The following **do not** amount to special circumstances:
  - 4.4.1. Lack of skill in writing or reading English. At University during your degree, you should have met an overall IELTS standard of 7.5 (Level 8 for writing; 7.5 for speaking; 7.0 for reading and 7 for listening); or
  - 4.4.2. Conflict between the general demands of work outside Leo Cussen and the time you need to devote to your GDLP.

4.5. Examples of special circumstances that could constitute grounds for special consideration include:

4.5.1. serious illness or injury

4.5.2. bereavement of close family members such as parents or grandparents

4.5.3. major political upheaval or natural disaster in the home country requiring emergency travel

4.5.4. a traumatic experience which could include:

- involvement in, or witnessing of a serious accident; or
- witnessing or being the victim of a serious crime, or family violence and this has impacted on the student (these cases should be supported by police or psychologists' reports)

These are only some of examples of what may be considered compassionate or compelling circumstances.

4.6. The Deputy Director, Education Delivery will assess each case on its merits and in deciding whether or not to recognise special circumstances or grant special consideration, will:

4.6.1. have regard to the stage of the course the application is made. For example, if you have not informed us of any special circumstances that you are then experiencing at the earliest opportunity, any application for special consideration made by you during the remaining period of the course will have less likelihood of success.

4.6.2. consider whether the adjustment requested is a reasonable adjustment. Reasonable adjustment can include extension of deadlines within topics; extension of time to complete the course; or rescheduling of Milestones.

4.7. You must complete the GDLP to the satisfactory standard despite the granting of special consideration.

## 5. Applications for Special Consideration

- 5.1. If you require reasonable adjustments to the course requirements or you cannot attend any assessment, you need to make an application for Special Consideration.
- 5.2. To make a request for special consideration, submit your application following the procedure indicated online.
- 5.3. Access the **application form** via the link in My Leo, as soon as the special circumstances arise, and in advance of scheduled event or submission.
- 5.4. Complete the **application form** giving details of:
  - 5.4.1. the special circumstances, attaching a medical certificate as appropriate.
  - 5.4.2. the reasonable adjustment required in the special circumstance.
  - 5.4.3. your proposed workplan for submitting or completing work for any missed deadlines, as a reasonable adjustment in the special circumstances, which you must commit to complying with.
- 5.5. Once you have completed the requirements in item 5.4, submit your application.
- 5.6. Medical certificates must be current, must state the severity of the illness and indicate its nature and duration, indicate its impact on your ability to progress in the GDLP

## 6. Notices of Progress and Show Cause Notices

- 6.1. If you do not have special circumstances, you will need to demonstrate that you can manage your workload. If you cannot demonstrate this, you may be required to leave the GDLP.
- 6.2. If you are flagged as falling substantially behind in the GDLP, the Deputy Director, Education Delivery will issue a Notice of Progress.
- 6.3. This Notice of Progress is a final opportunity for you to organise yourself so that you can achieve the requirements of the GDLP including attendance, performance and conduct requirements.
- 6.4. Failure to comply with a Notice of Progress may result in the issue of a Show Cause Notice, requiring you to meet with the Executive Director to show cause as to why you should be allowed to remain in the GDLP.
- 6.5. The Executive Director may exercise discretion in relation to using of a Show Cause Notice where appropriate to the Graduate's circumstances.
- 6.6. If there is a ruling by the Executive Director, or if the Executive Director terminates your enrolment in the course, you may appeal to the Leo Cussen Board within 7 days of the date of the notification of termination or other ruling.
- 6.7. You appeal by sending an email to the Executive Director within 7 days of the date of the notification of termination or other ruling. On receipt of the appeal, the Executive Director will notify the Appeals Committee of your Appeal.
- 6.8. You must provide written grounds of appeal to the Executive Director within a further 14 days or by later date notified by the Chair of the Appeals Committee, following which the Chair may set up a committee of up to three members of the Board to hear the matter. The committee may include an external member.

## 7. International students

If you are an international student and you have been assessed after census date as not achieving satisfactory progress, or a Notice of Progress has been issued to you stating that you have not achieved satisfactory progress, we must notify you in writing of our intention to report you to the Department of Education (DET) for not achieving satisfactory course progress.

The written notice must inform you that you are able to access the Leo Cussen Complaints/Appeal procedures within 20 working days. If you do not do so within the required time or you withdraw from the appeal procedure, or the procedure is completed and results in a decision supporting Leo Cussen, we must notify the Secretary of DET that you have not achieved satisfactory course progress as soon as practicable.

In exceptional/special circumstances (those considered compassionate or compelling) we may arrange for you to complete the work within fixed time limits after the course has finished.

International students may ascertain what 'compassionate or compelling' grounds are by referring to the [Department of Education and Training website](#).