

Important information for students



2021 Graduate Diploma Legal Practice Practical Legal Training

The Practical Legal Training course

Leo Cussen Centre for Law offers a course of practical legal training for LLB and JD graduates leading to admission to the legal profession as an Australian Lawyer. All law graduates must complete practical legal training as a prerequisite for admission to the legal profession.

Leo Cussen Centre for Law has been providing practical legal training since 1974. The course, which leads to a Graduate Diploma in Legal Practice, is approved as qualifying Leo Cussen graduates for admission to the profession throughout Australia. It is recognised by the legal profession as providing comprehensive and quality training. The course is delivered in three learning modes: face-to-face learning, blended learning and 100% online learning.

The blended mode is also offered part-time.

How to Enrol

Please complete your enrolment online at:

www.leocussen.ed.au/enrol

Eligibility

Academic: You are eligible to commence the Practical Legal Training Course (PLT) if you have completed all the requirements of the LLB or JD from an Australian approved law school and are qualified to graduate.

You may enrol in the PLT while you are completing your final law degree subjects. Your confirmation of enrolment is then conditional on you providing evidence that you have completed the requirements of your degree prior to commencing the course. A completing law student who has a summer school subject or a supplementary exam where the results will not be available until after the course commences is eligible to enrol and to commence if offered a place.

Concurrent Study: If you have no more than 2 elective subjects outstanding, you may apply to your local admitting authority for written approval to commence your PLT before completion of your law degree.

VIC	https://www.lawadmissions.vic.gov.au/admission-procedure/concurrent-study-application
WA	https://www.lpbwa.org.au/Becoming-A-Lawyer/Practical-Legal-Training-Requirements
NSW	http://www.lpab.justice.nsw.gov.au/Pages/admission-lawyer/starting-ply-early.aspx
QLD	https://www.qls.com.au/Knowledge_centre/Admission_Board
ACT	This does not apply in the ACT where you cannot start your Practical Legal Training until you have completed your degree, unless exceptional circumstances apply.

You must provide this written approval to Leo Cussen before the commencement of the Practical Legal Training Course. Applicants who wish to discuss their situation should contact the Administrator PLT: enrolment@leocussen.edu.au.

Residency: You must have a residency status permitting you to reside and study in Australia.

International students on student visas may only be eligible to apply for the Face-to-Face Course mode. International students on other forms of visas may be eligible to apply for other modes subject to the conditions of their visa.

All students: Please note that as (a) the course amounts to a single unit of study; and (b) entrants to the legal profession require currency in legal practice, Leo Cussen cannot typically grant prior course credit (or Recognition of Prior Learning).

If you are an Overseas Qualified or Requalifying Lawyer/Legal Practitioner seeking admission, you must first seek guidance/approval from the relevant state admitting authority before enrolling in the Leo Cussen Practical Legal Training Course.

Practitioners seeking single topic training may be eligible for PLT Single Topics, Traineeship Programs, or may be interested in Essential Workshops.

Attendance

Victorian training is delivered at the Leo Cussen Centre for Law, Level 15, 15 William Street, Melbourne. Western Australian training is delivered from the campus of Murdoch University. ACT/NSW training is delivered from the campus of the Australian National University.

Face-to-Face Learning: The Face-to-face course is completed over 24 weeks. This comprises 21 weeks formal training followed by three weeks professional placement, either in a legal workplace or via the online Placement Module in 2021.

Face-to-face attendance is required 3 days per week, with 2 days delivered onsite at the Melbourne Campus and 1 day delivered online via video conferencing.

Blended Learning: The Blended Learning course is completed over 24 weeks including three weeks professional placement. This mode includes onsite attendance days throughout the course, as set out on the website. Professional placement may be undertaken during the formal training period and can be completed in a legal workplace or online via the Placement Module during 2021.

Western Australian trainees are required by the Legal Practice Board of WA to undertake four weeks professional placement, provided the formal training component is completed in entirety. A nine-week placement option is offered to trainees who elect to apply for, and are granted, an exemption from completing the 'Career Planning and Profession Ready' module of the course. Further information about these options is provided during the first week of the course.

100% Online Learning: The 100% Online Learning course is completed over 24 weeks including three weeks professional placement. This mode includes online attendance days throughout the course, as set out on the website. The professional placement may be undertaken during the formal training period and can be completed in a legal workplace or online via the Placement Module during 2021.

Time Commitment: The expected commitment for the full-time course in any mode is a minimum of 25 hours per week. For the part time Blended Learning course the expected commitment is 15 hours per week.

Course fees 2021

The fees applicable to specific categories of students are:

Courses	Domestic	International
Face to face learning	\$11,125	\$15,945
Blended or 100% Online Full-time	\$10,455	\$15,500
Blended Part-time	\$10,810	\$15,955

A part tuition payment of \$200 is required to constitute an acceptance of an offer and to secure your place in the course. The balance of the full tuition fee for Non FEE-HELP students is payable in full **no later than two weeks before the commencement** of the relevant course. If you expect to have difficulty in paying the fee, then you should discuss the matter with the Director PLT when your enrolment is confirmed.

Additional fees

Incidental fees are charged principally as a fine or penalty and imposed as a disincentive and not in order to raise revenue or cover administrative costs – as per 8.5.1 (d) of the Higher Education Provider Guidelines under the Higher Education Support Act 2003.

Incidental	Fee
Withdrawal penalty (prior to census date)	\$500
Transferring course delivery mode	\$300
Replacement of access card and print card	\$50 per item

Census dates

The Census Date is the date immediately after which the PLT full tuition fee accrues as a debt. In other words, any refund after this date is unlikely. The Census Date falls approximately one fifth of the way through (20%) into the course. The Census Date applies to both Non-FEE-HELP and FEE-HELP students. The PLT Census Dates are:

State	Mode	PLT 1 Course	Census Date
VIC	Face to face learning	Full-time	23 February 2021
VIC	Blended and 100% Online	Full-time	02 March 2021
VIC	Blended	Part-time	06 April 2021
WA	Blended	Full-time	09 March 2021
NSW/ACT	Online	Blended Full-time	09 March 2021
VIC	Blended	Swinburne LLB + full-time GDLP 1	02 March 2021
State	Mode	PLT 2 Course	Census Date
VIC	Face to face learning	Full-time	10 August 2021
WA	Blended	Full-time	10 August 2021
NSW/ACT	Blended	Full-time	10 August 2021
VIC	Blended and 100% Online	Full-time	17 August 2021
VIC	Blended	Full-time	31 August 2021
VIC	Blended	Part-time	21 September 2021
VIC	Blended	Swinburne LLB + full-time GDLP 2	11 August 2021

Payment options

FEE-HELP

FEE-HELP is available for the PLT course. However, please note that FEE-HELP is available only if you are an Australian citizen or a student on a permanent humanitarian visa. If you are an overseas practitioner on a permanent visa for the purposes of bridging study, then you are NOT eligible for FEE-HELP for the PLT course.

For eligible students, FEE-HELP can fully or partially cover the tuition fee. If you are not an Australian citizen or do not have a permanent humanitarian visa, then you must pay the tuition fee upfront. All students wishing to access FEE-HELP loans must complete and submit an electronic Commonwealth Assistance form (eCAF) after confirming your enrolment. You will receive an email from eCAF Management Team with a link and your passkey to access your eCAF.

International students and students without access to FEE-HELP

International students and students without access to FEE-HELP may apply to pay the course fees by instalments. An application to pay the fee by instalments must be made in writing to the Director PLT no later than two weeks before the commencement of the course. Payments may be made by direct deposit or credit card.

Non FEE-HELP Student: withdrawal after the Census Date means the full tuition fee is owed to Leo Cussen Centre for Law. Special circumstances may apply in limited cases.

When applicable, the Centre follows a procedure similar to that for FEE-HELP students.

FEE-HELP Student: withdrawal after the Census Date by a FEE-HELP student means the full tuition fee is debited from your FEE-HELP balance. Essentially, the full debt becomes owed to the Australian Government and is payable through the Australian Taxation Office. 'Special circumstances' as defined by the Higher Education Support Act 2003 (Cth) may apply in limited cases. For 'special circumstances' to apply, Leo Cussen Centre for Law must be satisfied that such circumstances were (a) beyond your control; and (b) did not make their full impact until or after the Census Date; and (c) were such that they made it impracticable for you to complete your study requirements.

Please see Census dates and EFTSL values on the Leo Cussen website. Refer also to www.studyassist.gov.au

Withdrawal penalty prior to census date

We will apply a Withdrawal Penalty if you withdraw after receipt of your 'Confirmation of Enrolment' but before the Census Date. You are personally liable for the Withdrawal Penalty. If you are an eligible FEE-HELP student, you must personally pay the Withdrawal Penalty to Leo Cussen and it is not subject to payment via FEE HELP. The Withdrawal Penalty applies equally to both FEE-HELP and Non FEE-HELP students.

You may pay by direct deposit or credit card.

Refunds

If you withdraw between receipt of your 'Confirmation of Enrolment' and the Census Date, you are entitled to a refund of your tuition fees (FEE-HELP balance is not debited until immediately after the Census Date), subject to the Leo Cussen's Withdrawal Penalty set out above.

Selection criteria and procedures

Prerequisites

The prerequisite for admission to the Practical Legal Training Course is satisfactory completion of LLB or JD from an 'approved law teaching institution', which includes all Australian institutions that offer an approved course of study. Applicants must have completed the requirements of the degree or equivalent prior to the commencement date of the course enrolled in. See Eligibility.

Leo Cussen will review the transcripts of all students seeking to commence PLT before completion of their law degree and will discuss with you if we believe you may have difficulty in completing your PLT concurrently with your academic law studies.

International/overseas Students

International students

If you are an International Student on a student visa who has graduated from an approved Australian 'law teaching institution', then you may only be eligible for the Face-to-Face Learning mode. International Students on other forms of visas may be eligible to apply for the other modes subject to the conditions of their visa. Australian law supports and promotes quality education and consumer protection for International Students through the Education Services for Overseas Students (ESOS) framework. This framework is explained here: <https://www.leocussen.edu.au/practical-legal-training/overseas-students/>

Information about living in Australia including indicative costs of living and accommodation options can be found at

www.studyinaustralia.gov.au

As the pre-requisite for the Course is graduation in law from an approved Australian 'law teaching institution', it is expected that International Students will have greater English language proficiency than that required of entrants to undergraduate law courses. As a guide, International Students are expected to have a proficiency of greater than 6.5 overall, with no individual band less than 6.0, as determined by the International English Language Testing System (IELTS).

Overseas qualifications

If you are an Overseas Practitioner, or have an overseas law degree, then you must obtain a determination from the admitting authority in your state about any admission requirements in the relevant state. If the determination requires you to complete further academic study at university level you must complete this before doing the PLT. If the determination requires you to complete a course of Practical Legal Training, then you may apply to Leo Cussen to complete the PLT. Before you apply for a determination, Leo Cussen encourages you to check the Uniform Principles for Assessing Qualifications of Overseas Applicants to the Australian Legal Profession.

State and Territory Admitting Authorities

Legal Practice Board of Western Australia

Level 6, 111 St Georges Terrace, PERTH, WA 6000

T: (08) 6211 3600

E: general@lpbwa.com

<https://www.lpbwa.org.au/Becoming-A-Lawyer/Admissions-Requirements>

Legal Profession Board Tasmania

28 Murray Street, Hobart, Tasmania 7000

T: (03) 6234 4133

E: info@lst.org.au

<https://lpbt.com.au>

Legal Practitioners Admission Board

Level 4, 37 Bligh Street (cnr Hunter) Sydney NSW 2000

T: (02) 9338 3500

E: lpab@justice.nsw.gov.au

<http://www.lpab.justice.nsw.gov.au>

Legal Practitioners Admission Board

4-6 Knowles Place, Canberra City, ACT

T: (02) 6207 1219

E: admissions@courts.act.gov.au

<https://www.courts.act.gov.au/supreme/forms/admission-as-a-legal-practitioner/important-information-for-admission-applicants>

Legal Practitioners Admission Board

3/6 Lindsay Street, Darwin NT 0800

T: (08) 8981 5104

E: lawsoc@lawsocietynt.asn.au

<https://lawsocietynt.asn.au/>

Legal Practitioners of Educations and Admission Council

Level 10, 178 North Terrace, Adelaide SA 5000

T: (08) 8229 0200

E: email@lawsocietysa.asn.au

<https://www.lawsocietysa.asn.au/>

Queensland Legal Practitioners Admission Board

Law Society House, 179 Ann Street, Brisbane QLD 4000

T: 1300 367 757

E: info@qls.com.au

<https://www.qls.com.au/Home>

Victorian Legal Admissions Board

Ground Floor, 451 Little Bourke Street, Melbourne, VIC 3000

T: (03) 9604 2451

E: vlab@justice.vic.gov.au

www.lawadmissions.vic.gov.au

Notification of Confirmation of Enrolment

Once we have determined your eligibility for the PLT, Leo Cussen will email you with a Conditional Enrolment. This Conditional Enrolment will require, by a particular date, payment of the part tuition of \$200 as well as the provision of your final transcript and, where applicable, written approval for concurrent study of PLT while you complete your LLB or JD.

When we have received your part tuition payment and transcript, we will send you a Confirmation of Enrolment which confirms your place in the course.

If Leo Cussen does not have your payment and documents by the required date, Leo Cussen may offer your place to an applicant on the Wait List.

Failed university subjects after applying to the PLT

If, after Confirmation of Enrolment, you subsequently discover you have failed a subject or subjects in your JD or LLB and you have therefore failed to meet the Centre's selection criteria, then your place in the course is generally forfeited. You will receive a refund of any part tuition payments you have already made.

Please note that you will generally be subject to the Centre's Withdrawal Penalty. However, this policy may be waived by the Director PLT if it is clear that you have promptly notified the Centre of your situation and your initial enrolment objectively appears to have been made in good faith.

You will usually be required to produce a transcript of results as proof of your failure. However, this requirement may also be waived at the discretion of the Director PLT.

Note: You may be permitted to continue in the PLT while completing the final law degree subject. You should contact the Director PLT to discuss this option.

Deferral

Students wishing to defer should first carefully read the PLT Deferral, Transfer, Suspension and Cancellation Policy and Procedure:

<https://www.leocussen.edu.au/wp-content/uploads/2016/11/PTC-Deferral-Transfer-Suspension-and-Cancellation-Policy-and-Procedure-1.pdf> and contact the PLT Administrator before making an application.

A summary of the Deferral component of the policy is as follows; the applicant must:

- be an 'eligible deferee' by having been offered a place in the Centre's PLT and;
- demonstrate compassionate or compelling circumstances (e.g. illness where a medical certificate states that the eligible deferee/trainee is unable to attend classes, family, travel, economic issues or other matters) and;
- submit a written Deferral Application to the Director PLT.

A Deferral Application must be in writing and addressed to the Director PLT. It may be emailed to: enrolment@leocussen.edu.au.

Applications will be considered by the Director PLT, who will respond promptly.

Applicants for Deferral should note that tuition fees may increase from year to year and they will be liable to pay the fee applicable at the time of enrolment.

International Student deferrals (and suspension or cancellation of enrolments) are made in compliance with Standard 13 of the National Code 2007: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD13.aspx>

Transfer and exit prior to completion

As the entire Graduate Diploma of Legal Practice (Practical

Legal Training) is a single unit Equivalent Full Time Student Load (EFTSL) completed within twenty-one weeks (full time) plus professional placement, it is not possible to transfer into the PLT from another Registered Provider once the course has commenced. Nor is it possible to transfer out of the PLT with any relevant EFTSL completion before completion of the course.

The entire PLT comprises a single unit EFTSL because the PLT is a course that prepares law graduates for admission to the legal profession and eligibility for 'admission' is an indissoluble concept. A lawyer is either admitted to the legal profession or not based on their satisfactory completion of the entire complement of Practical Legal Training under the Legal Profession Uniform Admission Rules 2015: www.legislation.nsw.gov.au/regulations/2015-240.pdf Trainees exiting prior to the completion of the course do so subject to the information in this document.

Living allowances (Austudy & Youth): the PLT is a full-time course

Commonwealth tertiary education assistance in the form of payment of means-tested living allowances is normally available to full time PLT students on the same basis as to undergraduates.

Part-time work or study

Part-time work or study must not interfere with full-time attendance at the Course or with the quality of the student's work. Students are encouraged to discuss any particular concerns with the Director PLT.

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GPO Box 853 Melbourne VIC 3001

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