

**Leo Cussen**

# **Practical Legal Training**

Course Guide 2020



**You've finished  
law school, it's  
time for lawyer  
school!**





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## **Our Practical Legal Training Course**

### **Our Graduate Diploma in Legal Practice**

The Leo Cussen Practical Legal Training (PLT) program is designed for JD and LLB graduates seeking admission to the legal profession as an Australian Lawyer. Graduates of our PLT course are awarded a Graduate Diploma in Legal Practice (GDLP).

Completion of Practical Legal Training is a prerequisite for admission to the Australian legal profession.

With over 40 years of experience in the delivery of legal training, Leo Cussen Centre for Law is recognised by the legal profession as a centre of excellence in legal education.

We would love to talk with you! If you would like to know more about the course or discuss your personal situation, please [book in a call](#) or email [enrolment@leocussen.edu.au](mailto:enrolment@leocussen.edu.au).

To enrol in the Graduate Diploma in Legal Practice at Leo Cussen, please complete your enrolment form online via our [Enrol Now page](#).

# The Aim of Practical Legal Training

## Aims of Practical Legal Training

Leo Cussen's mission is to provide comprehensive and quality practical training to law graduates leading to their admission to the legal profession as Australian lawyers.

We aim to provide best practice training and assessment in skills and substantive law for entry-level lawyers that:

- goes beyond the National Competency Standards for Entry Level Lawyers;
- provides a broad range of training and assessment in general legal skills and 'how to' skills for specific areas of legal practice;
- provides transferable skills to support diverse professional workplace contexts.

We believe that:

- PLT acts as a bridge between academic learning and legal practice;
- PLT should have its emphasis in learning by doing and the development of practical skills in the context of matters and situations that will be encountered in legal practice;
- PLT should integrate the teaching of skills, ethics, substance, practice and procedure in the context of a series of simulated files that are based on routine transactions;
- PLT should approximate the reality of practice to the fullest extent practicable.

Chapter 1

# Why Choose Leo Cussen?





## **Why Choose Leo Cussen?**

### **The Leo Cussen Practical Legal Training Course**

The Leo Cussen Practical Legal Training (PLT) program is designed for JD and LLB graduates seeking admission to the legal profession as an Australian Lawyer. Graduates of our PLT course are awarded a Graduate Diploma in Legal Practice (GDLP).

Completion of Practical Legal Training is a prerequisite for admission to the Australian legal profession.

With over 45 years of experience in the delivery of legal training, Leo Cussen Centre for Law is recognised by the legal profession as a centre of excellence in legal education, with a reputation among legal employers for high quality, comprehensive training.

When you complete your training with Leo Cussen you are investing in your future career. Our course is designed to give you more preparation so you are confident to begin your legal career.

## **Why Choose Leo Cussen?**

### **More Career Support**

You'll work with our dedicated full time Careers Advisor to support your job placement and preparation.

### **More Mentoring**

You'll receive comprehensive feedback and personalised support from your lawyer mentor, with regular one-on-one guidance as you work. Our mentors are allocated small groups so they provide detailed, timely and truly individual support throughout the program.

### **More Confidence**

We'll help you build your confidence through continuous practical assessment and individual feedback on your progress. No exams. Our graduate survey data from 2019 confirms that 96% of our students are highly satisfied with the course and state that it has given them the confidence to work in legal practice.

### **More Legal Skills**

You'll experience thorough and personalised training in client communication, negotiation and advocacy. You'll receive instruction from current practitioners who are experts in their field in every practice area topic. So whether it's criminal, family, commercial or any other area or you'll be learning what is happening right now in that area of law.

### **More Business Skills**

You'll run your own files from start to finish, learning effective client engagement, management of deadlines, how to deal with lawyers for the other party and how to time, cost, or value your matter, so you'll be ready to run your own files as soon as you start practicing as a lawyer.

## **Learn by doing at Leo Cussen**

Our Practical Legal Training is all about ‘learning by doing’. You’ve learned a lot about legal theory at law school. At Leo Cussen we’ll teach you everything you need to know about the practice of law. You’ll learn how to analyse a client’s problem, provide written and oral advice, draft legal documents and negotiate with other parties. You’ll be working on complete interactive simulated files, which means you run the file from opening instructions to the closing letter. You’ll participate in settlements, negotiations, signings and court hearings.

Whichever study method you choose, you will learn through:

- a carefully designed mix of small group classroom instruction and self-directed learning;
- participation in authentic simulations reflecting the work you’ll do in practice;
- one-on-one and group mentoring with an experienced legal practitioner;
- practical career preparation scaffolded throughout our course so you are confident to apply for your dream job as you complete your PLT.

### **Invest in your career with Leo Cussen**

Leo Cussen’s training goes beyond the minimum requirements of the National Competency Standards for Entry Level Lawyers so you are well equipped with knowledge, skills and confidence to exercise choice as you enter the legal profession.

Employers love Leo’s graduates because they are ready to hit the ground running when they get started in practice!



Chapter 2

# Learning Styles & Options



## **Flexible Online PLT**

### **Commencing July 2020**

#### **Join Our Flexible On-Site Program in July 2020**

We've been listening to you and we've adapted our onsite PLT course to give you the best of both worlds: personalised learning to suit your needs and flexibility to suit your lifestyle.

Come and study with us in our new flexible onsite program commencing 6 July 2020.

Attendance onsite 2 days per week, flexible learning 3 days per week. Support and guidance 5 days per week. Experience the same detailed preparation for practice, build your networks and your confidence while also balancing your other commitments and reducing your travel into the CBD.

Our spacious new premises enable us to keep everyone safe with strict covid-19 protocols and social distancing measures in place for all staff, students and visitors to Leo Cussen.

Leo Cussen's Full Time Onsite Practical Legal Training is a 24-week course, comprising:

- 21 weeks of coursework (approximately 25 hours per week, 2 days onsite learning, 3 days online learning);
- Options to attend onsite Tues/Thurs or Wed/Fri; and
- 3 weeks' professional placement.

## Full Time & Part Time

### Blended Online PLT

In our blended program, you work predominantly online, with a selection of options to complete 13 days of face-to-face instruction, strategically designed to develop your skills and grow your professional networks.

In 2020 you will have the option to complete the face to face instruction onsite, online or through a combination of onsite and online, depending on your personal needs.

### Full-Time PLT

Leo Cussen's Full Time Practical Legal Training is a 24-week course, comprising:

- 21 weeks of coursework (approximately 25 hours per week) and
- 3 weeks' professional placement.

### Part-Time PLT

Leo Cussen's Full Time Practical Legal Training is a 24-week course, comprising:

- 42 weeks of coursework (approximately 15 hours per week) and
- 3 weeks' professional placement.

Professional placements can be completed at private law firms, community legal centres, government agencies, public interest organisations, in-house and a range of other legal employers.

The placement component can also be substituted with an online module in 2020, so you can complete your entire online course from home.

## **Study options to suit your learning needs**

### **Onsite full time (available in Victoria)**

Designed for those who like more structured support, a more defined schedule of learning and more classroom instruction in addition to online activities and video content.

### **Online full time (available in Victoria and Western Australia)**

Designed for those who enjoy self directed learning and a more flexible schedule, including online activities and video content. During 2020 this course will be available wholly online.

### **Online part-time (available in Victoria)**

Designed for those who need more time to complete their PLT due to work, family or other commitments, this course is also for those who enjoy self directed learning and a more flexible schedule, including online activities and video content.



Chapter 3

# Course Content



## **Areas of Practice covered in PLT**

The areas of practice covered in the PLT include those prescribed in the National Competency Standards for Entry Level Lawyers as required by the Legal Profession Uniform Admission Rules 2015. Training at Leo Cussen Centre for Law goes beyond the minimum requirements so that you are well equipped with knowledge, skills and confidence to exercise choice as you enter the legal profession.

All PLT trainees complete the following topics in addition to professional placement.

### **Skills & Values**

- Lawyer's Skills (communication skills, interviewing, letter writing, drafting, negotiation and advocacy)
- Problem Solving (problem analysis, statutory interpretation, practical legal research)
- Trust and Office Accounting
- Work Management and Business Skills (including professional placement, file management and risk management)
- Ethics and Professional Responsibility
- Wellbeing for Lawyers
- CLIP - Client/Lawyer Interviewing Program

## **Areas of Practice covered in PLT**

### **Core Practice Areas**

- Litigation Practice
- Commercial & Corporate Practice
- Property Practice
- Criminal Law Practice

### **Choice Areas of Streams (must complete 2)**

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

Chapter 4

# Eligibility





## Academic Eligibility

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. You may enrol in the course while you are completing your final law degree subjects. Enrolment is conditional on you providing evidence that you have completed the requirements of the degree.

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 apply and to commence.

In Victoria, a law student who at commencement of the course has one or two elective subjects outstanding may be eligible to commence the course. If you are in this position you may enrol. However, you must also make a Concurrent Study Application to the [Victorian Legal Admissions Board](#) for approval to commence PLT before completion of your law degree.

Evidence of approval must be provided to Leo Cussen before the commencement of the Practical Legal Training Course. If you wish to discuss your particular situation, please contact the PLT Co-ordinator, Michelle O'Connor at [pltadmin@leocussen.edu.au](mailto:pltadmin@leocussen.edu.au).

## **Residential** **Eligibility**

You must have a residency status permitting you to reside and study in Australia, unless you are taking the course entirely online from your home country.

Overseas Students on student visas may only be eligible to apply for the Onsite course.

Overseas Students on other forms of visa may be eligible to apply for the Online course subject to the conditions of their visa. See International/Overseas Applicants, Course Fees and Selection Criteria and Procedures.

All applicants: 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, prior course credit (or Recognition of Prior Learning) is not typically granted.

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 applying to the Leo Cussen Practical Legal Training Course.

Chapter 5

# Enrolment



# Enrolment

## Confirmation of Enrolment

We will confirm your enrolment within 7 business days of receipt of your completed form.

Confirmation of enrolment is subject to:

- the provision of outstanding documentation (refer Application Form); and
- part Tuition payment of \$500 OR Completed Request for FEE-HELP Assistance form

If your preferred course is full, then you will be placed on the Wait List and offered a place in an alternative course.

## Failed University Subjects after Enrolling

If you have enrolled and subsequently fail a subject in your law degree then your place in the course is generally forfeited. You will receive a refund of any part tuition payments they have already made. Alternatively we can defer your place to a later course.

Please note that our withdrawal or deferral fee will generally apply. However, this policy may be waived by the Director PLT if it is clear that the applicant has promptly notified Leo Cussen of their situation and their initial enrolment objectively appears to have been made in good faith.

NOTE: An applicant may be permitted to continue in the PLT while completing the final law degree subject. Applicants should contact the Madeleine Dupuche, Director PLT to discuss this option by emailing [mdupuche@leocussen.edu.au](mailto:mdupuche@leocussen.edu.au).

Chapter 6

# Important Information



## **Important Information**

### **Living Allowances**

#### **Living Allowances (Austudy and 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**

Other study or work is ok, as long as it does not interfere with the recommended time commitment for each course.

See Course Structure for more details.

Please contact the Director PLT to discuss any concerns you may have.

### **BYO Devices**

Leo Cussen recommends students bring and use their own laptop computers. A wireless network operates within the training areas, giving access to the intranet and online learning environment.

If you are unable to access your own computer, please contact us to discuss how we may assist you.

