



Legal Profession Admission Board

Application for assessment of practical legal training qualifications – overseas qualifications

(Form P1)

GPO Box 3980 Sydney NSW 2001
Telephone: 02 9338 3500 | Email: lpab@justice.nsw.gov.au
Website: www.lpab.justice.nsw.gov.au

Use this form if you have:

- completed practical legal training (PLT) requirements for admission in a jurisdiction outside Australia or New Zealand; **AND**
- are admitted in a jurisdiction outside Australia or New Zealand (Rule 11(2) of the Legal Profession Uniform Admission Rules 2015 (Uniform Admission Rules))

and wish to be assessed against the practical legal training prerequisite for the purpose of admission as a lawyer in NSW.

Please read the instructions and information in this form carefully (**Parts D, F and G**).

When to apply

Deadlines are listed on the Board's calendar, which is available on our website: www.lpab.justice.nsw.gov.au



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PART A: Personal details

Q.1 Your name

Title: First name: Middle name:
Gender: Last name:

Important note: The Board will use your name as it is shown on your academic transcript. If you have changed your name and wish to apply in your new name, you should either:

- contact the issuer of your academic transcript to have it re-issued in your name **OR**
- attach an original or certified copy or notarised copy of a document evidencing the change of name issued or registered by the relevant authority in whichever jurisdiction the change of name occurred, for example
 - i) a marriage certificate, **OR**
 - ii) a change of name certificate.

Q.2 Date of birth

(dd/mm/yyyy)

Q.3 Personal contact details

Postal address: Suburb: Postcode:
Email:
Home: Work: Mobile:

I declare all the information provided above is true and correct.

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)

Office Use Only

Reference No.:

Date received:

PART B: Your circumstances

Q.4 Please enter the name of each jurisdiction in which you have been admitted.

Q.5 Please enter the details of your PLT qualification.

	Qualification 1
Country of PLT qualification	
Name of PLT qualification	
Institution	
Final year of enrolment	

PART C: Skills, Practice areas and Values – Exemptions sought

Q.6 You must tick the box or boxes which denote the skills, practice areas and values from which you are seeking an exemption. If you fail to do so the Sub-Committee may not grant you an exemption for that skill, practice area or value.

Please note that the completion of foreign academic legal studies or post graduate qualifications is not usually accepted as a basis for granting exemptions from having to complete any of the PLT competencies prescribed in Schedule 2 of the Uniform Admission Rules.

The Sub-Committee may only consider the first two Optional Practice Areas that you tick, so please choose carefully.

Skills Areas

- ☐ 1. Lawyer's Skills (Schedule 2 UAR, Part 4, 20)
- ☐ 2. Problem Solving (Schedule 2 UAR, Part 4, 22)
- ☐ 3. Work Management and Business Skills (Schedule 2 UAR, Part 4, 26)
- ☐ 4. Trust and Office Accounting (Schedule 2 UAR, Part 4, 24)

Compulsory Practice Areas

- ☐ 5. Civil Litigation Practice (Schedule 2 UAR, Part 4, 13)
- ☐ 6. Commercial and Corporate Practice (Schedule 2 UAR, Part 4, 14)
- ☐ 7. Property Law Practice (Schedule 2 UAR, Part 4, 23)

Optional Practice Areas

- ☐ 8.1 Administrative Law Practice (Schedule 2 UAR, Part 4, 11)
- ☐ 8.2 Banking and Finance (Schedule 2 UAR, Part 4, 12)
- ☐ 8.3 Criminal Law Practice (Schedule 2 UAR, Part 4, 16)
- ☐ 8.4 Consumer Law Practice (Schedule 2 UAR, Part 4, 15)
- ☐ 8.5 Employment and Industrial Relations Practice (Schedule 2 UAR, Part 4, 17)
- ☐ 8.6 Family Law Practice (Schedule 2 UAR, Part 4, 19)
- ☐ 8.7 Planning and Environment Law Practice (Schedule 2 UAR, Part 4, 21)
- ☐ 8.8 Wills and Estates Practice (Schedule 2 UAR, Part 4, 25)

Values

- ☐ 9. Ethics and Professional Responsibility (Schedule 2 UAR, Part 4, 18)

PART D: What to attach

Please use the tick boxes on the right-hand side to indicate what you are attaching.

Do not exceed the maximum page limits where they have been specified.

Please attach:

Fee: Copy of the receipt for payment of the prescribed fee – go to www.lpab.justice.nsw.gov.au, then the menu item 'Forms and Fees', then the heading 'Fees', then the online form (MasterCard or Visa).

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Q1 Original, certified copy¹ or notarised copy¹ of change of name/marriage certificate (if applicable).

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Q5 PLT qualification

- **Original** transcript of results in practical legal training course, marked A.
- **A copy** of your certificate of admission, marked B.
- **A statement** setting out the details of your professional training and experience with respect to each Skill, Practice Area and Value criterion referred to in Schedule 2 of the Uniform Admission Rules for which you claim an exemption, marked C. (Maximum of 1 page for each Skill, Practice Area and Value).
- You may also support your application by a letter from an employer addressing how your experience meets the competencies prescribed for each Skill, Practice Area and Value in respect of which an exemption is claimed.

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Please:

- Do not exceed the maximum page limits.
- Do not provide course outlines, official course descriptions, details of practical legal training courses, copies of judgments or case details, unless specifically requested by the Office of the LPAB/Practical Training Exemptions Sub-Committee.
- The Practical Training Exemptions Sub-Committee may choose not to consider any information that is provided in excess of the maximum page limits.

PART E: Declaration

I have read the relevant Rules and Uniform Principles mentioned in Part F when completing this application form.

Signature (*a digital signature is acceptable*)

Date (*dd/mm/yyyy*)

¹ If you provide a certified or notarised copy, you will be required to provide the original at the time you apply for admission.

PART F: What to expect

When assessing your qualifications, the Practical Training Exemptions Sub-Committee will take into account:

- The Uniform Admission Rules (Rules 6 and 11 and Schedule 2), available at legislation.nsw.gov.au/view/html/inforce/current/s1-2015-0240,
- The Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession (Uniform Principles), available at: <https://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx>.

You should read these documents when completing this application, to understand how your application will be determined.

Please note that the completion of foreign academic legal studies or postgraduate qualifications are usually not accepted as a basis for granting exemptions from having to complete any of the PLT competencies prescribed in Schedule 2 of the Uniform Admission Rules.

PART G: Submitting your application

Filling in the application

Please ensure you complete every question on every page of the application. Your application may be delayed if you have not followed the instructions or not completed every question correctly.

You can fill in the application electronically and print it out to sign. Or you can print it and fill it in by handwriting.

Attach all the required documentation

Please ensure you attach all the required documentation (Part E). Your application cannot be processed if any of your documentation is missing. Note:

- Where an **original** document is required, only an original will be accepted. Notarised or certified copies are not an acceptable substitute where an original is required.
- The original transcript of your academic practical legal training academic record will be retained permanently in the Board's office and you will not need to provide this transcript at the time you apply for admission.
- If you are unable to provide an original transcript of your practical legal training academic record, please contact the Office of the Board before submitting your application. Failure to provide an original transcript is likely to result in a delay in the assessment of your qualifications, due to the need to agree on and obtain verification from other sources.

Submit your application with your fee

After you complete the application, you need to scan the material (including the copy of the receipt for payment of the prescribed fee) into a single PDF digital file and email the PDF file to lpab@justice.nsw.gov.au.

Do not email the PDF if any evidence or details are missing, and do not email multiple separate PDFs. All your documentary evidence must be included in a single PDF file.

After you email your PDF, you must also forward the original application, including an original practical legal training academic record transcript, and other supporting documents, by post to the Office of the LPAB at GPO Box 3980 Sydney NSW 2001, Australia.

Once your email application has been received the Office of the LPAB will check your application and advise you if anything is not in order OR if you need to provide any additional information to support your application.

Please contact the Office of the LPAB on lpab@justice.nsw.gov.au or (02) 9338 3500 if you have difficulty in providing an original transcript and an original certificate of completion or emailing your application.