



# Application for review of decision of the Practical Training Exemptions Sub-Committee

## Instructions (Form R2)

GPO Box 3980 Sydney NSW 2001  
Telephone: 02 9338 3500 | Email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Use the attached principal form if you have had your practical legal training assessed by the Practical Training Exemptions Sub-Committee and you wish to request a review of a decision. Please complete the form electronically and email it to us.

### Tell us which skill, practice area or value

On the principal form and any necessary supplementary form, use the drop-down lists to nominate any skill, practice area or value from which you are seeking exemption.

### Attach and summarise your submissions

- You may attach written submissions which set out your grounds for seeking a review of the decision.
- For each skill, practice area or value you nominate on the form, please enter a short summary of your submissions in relation to that skill, practice area or value. The form will limit each summary to about 300 characters.

### Submissions that are not in relation to stale learning

- If you are seeking a review of a decision made pursuant to r. 11 (2) of the *Legal Profession Uniform Admission Rules 2015* (Uniform Admission Rules) or rule 98 of the *NSW Admission Board Rules 2015* requiring training in the whole or part of a skill, practice area or value set out in Schedule 2 to the Uniform Admission Rules, you must show you have appropriate understanding and competence in each element of the skill, practice area or value. For this purpose, you must attach a table, in portrait format not landscape, listing the elements of the skill, practice area or value as set out in the Schedule and your practical legal training in relation to each element. An example is at the end of these instructions.
- In the table for each skill, practice area or value you should, in relation to each element –
  - (a) explain how your training and or experience demonstrate appropriate understanding and competence in the element, and
  - (b) demonstrate the process by which you gained understanding and competence in the element by reference to the length, breadth, and depth of your training in relation to the skill, practice area or value and
  - (c) to the extent that you rely upon experience, explain in a detailed way how your experience covered the element.

Submissions in respect of training or experience in a foreign jurisdiction should be made with regard to the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission', available at

<https://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx>.

### Submissions in relation to stale learning

If you are seeking a review of a stale learning decision requiring training in relation to the whole or part of a skill, practice area or value set out in Schedule 2 to the Uniform Admission Rules, you must show that training in relation to the whole or part is not necessary to refresh and update your understanding and competence in each element of all the skills, practice areas or value set out in Schedule 2 to the Rules.

### Attach and list your supporting documents

- On the principal form, list the supporting documents that you are attaching.
- Supporting documents include but are not limited to the table (where required, as referred to above), practical training transcripts, a description of your practice, letters from supervisors, and subject outlines issued by an institution.
- The subject outlines should include a list of lectures and their content, and assessment methods.
- You may attach electronic copies or photocopies of your supporting documents. However, please note you may be required to produce the original of any of those documents for inspection and copying before an exemption is granted. The granting of an exemption may also be conditional on the production of original documents for inspection and copying.
- Any supporting document you prepare must be in portrait format not landscape.

## Where to send your application and fee

Please email – in a single PDF file - your completed principal form, any supplementary forms, tables, copies of your supporting documents and a copy of the receipt of payment in respect of the application fee to [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au). Please refer to the LPAB's website [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under Forms and fees for the prescribed fee and to access the online payment method.

If using email or paying by credit card causes any difficulty for you, please contact us.

## What happens next

Reviews are determined at meetings of the Legal Qualifications Committee. Deadlines for meeting dates are in the LPAB calendar at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under the menu item 'Publications and Resources'.

For more information, telephone us on (02) 9338 3510 or email [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)

## EXAMPLE TABLE in support of an application for review of a decision requiring the study of the whole or part of a skills, practice area or value.

Table 1: LAWYER'S SKILLS

ELEMENTS of SKILLS, PRACTICE AREA or VALUE as set out in Schedule 2		
Element	Performance Criteria	Submissions in support of application
1 Communicating effectively	The lawyer has competently: <ul style="list-style-type: none"><li>• identified the purpose of a proposed communication, the most effective way of making it, and the content of the proposed communication.</li><li>• presented thoughts, advice, and submissions in a logical, clear, succinct and persuasive manner, having regard to the circumstances and the person or forum to whom they are made.</li></ul>	By way of guidance, you should include here submissions in support that: <ul style="list-style-type: none"><li>(a) Explain how your training and experience demonstrate appropriate understanding and competence in each element, having regard to each performance criterion.</li><li>(b) Demonstrate the process by which you gained understanding and competence in this element by reference to the length, breadth and depth of your training and experience in relation to the skill, practice area or value.</li><li>(c) To the extent that you rely upon experience, explain in a detailed way how your experience covered this element.</li></ul> If subject outlines or handbooks are provided in support of your submissions, please identify which page or paragraph you rely upon in advancing those submissions
2 Cross-cultural awareness	The lawyer has competently: <ul style="list-style-type: none"><li>• identified and appropriately dealt with verbal and non-verbal aspects of cross-cultural communication.</li><li>• taken any follow-up action in accordance with good practice</li></ul> (copy rest from Schedule 2)	As above
3 Interviewing clients	(copy from Schedule 2)	As above
4 Writing letters	(copy from Schedule 2)	As above
5 Drafting other documents	(copy from Schedule 2)	As above
6 Negotiating settlements and agreements....	(copy from Schedule 2)	As above



Legal Profession Admission Board

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Principal form (Form R2)

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Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

This form is for applicants who have had their practical legal training assessed by the Practical Training Exemptions Sub-Committee and wish to seek a review of the decision.

## PART A: Personal details

### Q.1 Your name

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

### Q.2 LPAB reference number (from your decision letter)

### Q.3 Personal contact details

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

## PART B: Skills, Practice Area or Value

Skills, Practice Area, or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

Skills, Practice Area, or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

Skills, Practice Area, or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

## PART C: List of supporting documents

**Note:** As indicated in the Instructions accompanying this Form, if your application for review is in respect of a direction to undertake further training in relation to a skill, practice area or value, your supporting documents must include the Table described in those Instructions.

## PART D: Declaration

I have read the Instructions and any relevant document mentioned in the Instructions when completing this application.

Signature (*a digital signature is acceptable*)

Date (*dd/mm/yyyy*)

## Office Use Only

Reference No.:

Date received:



Legal Profession Admission Board

# Application for review of decision of the Practical Training Exemptions Sub-Committee

Supplementary form (Form R2)

GPO Box 3980 Sydney NSW 2001  
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Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

This supplementary form is only for applicants who have completed the principal form and wish to nominate further skills, practice areas or values.

## PART A: Personal details

### Q.1 Your name

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

## PART B: Skills, Practice Area or Value

Skills, Practice Area or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

Skills, Practice Area or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

Skills, Practice Area or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

Skills, Practice Area or Value name (Please select)

Summary of submissions made in relation to this skill, practice area or value (up to 300 characters)

## Office Use Only

Reference No.:

Date received: