



Legal Profession Admission Board

Application for assessment of practical legal training qualifications – NSW government services or courts administration

(Form P2)

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:

- attained the age of 30 years and have completed either seven years' service as a New South Wales government, or government related, employee performing legal services, or fifteen years' service in courts administration in NSW (Rule 98 of the NSW Admission Board Rules 2015)

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 E & F**).

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: Skills, Practice Areas and Values – Exemptions sought

Q.4 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.

The Sub-Committee may only consider the first two optional practice areas that you tick, so please choose carefully.

You must then provide a **Statement** setting out the basis of your request for exemption from each skill, value, compulsory practice area and any two optional practice areas. (Maximum of 1 page for each Skill, Practice Area and Value).

This statement needs to be in some detail. The Sub-Committee is looking for proof that you not only have had work experience in the designated areas but that you have an understanding of the work involved. An outline of what you do, or did, on a daily basis is helpful.

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 C: What to attach

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

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).

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

Q4 Exemptions sought

- **The statement** referred to in Question 4 setting out the basis of your request for exemption from each skill, value, compulsory practice area and any two optional practice areas as requested in Question 4. (Maximum of 1 page for each Skill, Practice Area and Value and maximum of 20 pages in total) .
- Letter(s) of reference (copies accepted) from your current and/or previous employer/supervisor.
- A copy of your up-to-date curriculum vitae. (Maximum 5 pages).

PART D: Declaration

I have read the relevant Rules mentioned in Part E 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 E: What to expect

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

- The Legal Profession Uniform Admission Rules 2015 (Uniform Admission Rules) (Rules 6 and 11 & Schedule 2), available at legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240.
- The NSW Admission Board Rules 2015 (Rule 98), available at www.lpab.justice.nsw.gov.au.

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

PART F: Submitting your application

Filling in the application

Please read all the instructions carefully.

The instructions will help you complete the application correctly. Please ensure you complete every question. 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.

Please:

- Do not exceed the maximum page limits.
- Do not provide official course descriptions, details of practical legal training courses, 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.

Attach all the required documentation

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

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 file 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 any original 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 may 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 any documents or emailing your application.