



Legal Profession Admission Board

# Application for assessment of practical legal training qualifications – incomplete or unaccredited qualifications, or qualifications completed more than five years ago

(Form P3)

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 this form if you have:

- completed practical legal training (PLT) qualifications in Australia that are already, or will be more than five years old when you apply for admission

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

**Note:** Qualifications over five years old – If the final year of enrolment in your PLT falls outside the five calendar years preceding the date of application for admission, your qualification will be regarded as having been completed more than five years ago (Rule 6(4), Legal Profession Uniform Admission Rules 2015). See also information on the Board's website.

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

## When to apply

Deadlines are listed on the Board's calendar, which is available on our website: [www.lpab.justice.nsw.gov.au](http://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 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.5** 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.

Only the first two Optional Practice Areas that you tick will be considered 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: Declaration

I have read the relevant Rules including Schedule 2 of the Uniform Admission Rules, as referred to in Part E when completing this application form.

Signature (a digital signature is acceptable)

Date (dd/mm/yyyy)

## PART E: What to expect

### What to expect when seeking assessment

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 Schedule 2), available at [legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240](http://legislation.nsw.gov.au/view/html/inforce/current/sl-2015-0240).

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

## PART F: Factors taken into account

Factors taken into consideration when assessing your qualifications include:

- The nature of your qualifications (please note that exemptions are not usually granted for academic studies)
- The length and age of your practical legal training
- The subjects you studied and the result you received in those subjects.

## PART G: 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](http://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 copy<sup>1</sup> or notarised copy<sup>1</sup> of change of name/marriage certificate (if applicable).

**Q4 Original** transcript and certificate of completion of practical legal training course, marked A.

### Q5 Exemptions sought

- **A statement** setting out the details of your professional legal practice 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 B. (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, marked C (Maximum 5 pages).

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

## PART H: 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 course outlines, 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 (see Part G). 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 practical legal training academic record and any certificate of completion will be retained permanently in the Board's office and you will not need to provide this transcript or certificate at the time you apply for admission.
- If you are unable to provide an original transcript and an original certificate of completion, please contact the Office of the Board before submitting your application. Failure to provide an original transcript or an original certificate of completion 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](mailto: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 providing any original practical legal training academic record transcript and original certificate of completion, and other supporting documents by post to the Office of the LPAB at GPO Box 3980 Sydney NSW 2001.

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](mailto:lpab@justice.nsw.gov.au) or (02) 9338 3500 if you have difficulty in providing any documents or emailing your application.