



Use this form if you have either:

- completed practical legal training 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 LPUAR 2015), or
- completed a course of practical legal training within Australia that already is, or will be, more than five years old as at the date you apply for admission (Rule 6(4) of the LPUAR 2015), or
- 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 15 years service in courts administration in New South Wales (Rule 98 of the NSWABR 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 in this form carefully**

The instructions will help you complete the form correctly.

Please ensure you complete each part of the form. Your application may be delayed if you have not followed the instructions or not completed each part.

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

## **What to expect when seeking assessment**

When assessing your qualifications, the Practical Training Exemptions Sub-Committee relies on:

- The Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission (the Uniform Principles).
- The Legal Profession Uniform Admission Rules 2015 (Rules 6 and 11);
- The NSW Admission Board Rules 2015 (Rule 98).

You should read these documents when completing this application to understand how your qualifications are assessed and determined.

## **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)

## **Attach all the required documentation**

The form will indicate which documents you are required to attach to your application, according to your own particular circumstances.

Please ensure you attach all the required documentation. Your application cannot be processed if any of your documentation is missing. 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. If you are unable to provide original transcripts of your academic record and /or practical training course, please contact the Office of the Board before submitting your Form 17 application. Failure to provide original transcripts 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.

The checklist at Part D of the form will help you check that you have attached all the required documentation.

*PTO*



Legal Profession Admission Board

# Application for assessment of practical legal training qualifications

(Form 17)

## Send us your form with your fee payment

The application fee is available on the Board's website. Payment may be made by cash/EFTPOS (hand delivery only), credit card (Mastercard or Visa only), bank cheque, solicitor firm cheque\*, or money order.

Send your completed form, together with your required documentation and your payment of the application fee, to the Legal Profession Admission Board at either:

**Post** GPO Box 3980, Sydney NSW 2001

**Hand delivery only** Level 4, 37 Bligh Street, Sydney NSW 2000

\* Personal cheques not accepted.



# Application for assessment of practical legal training qualifications

(Form 17)

## PART A: Personal details

### Q.1 Your name

Title (*Mr/Mrs/Ms etc*)

Given names

Surname

### Q.2 Date of birth

(*dd/mm/yyyy*)

### Q.3 Contacts

Address

Email

Home

Work

Mobile

Signature

Date

(*dd/mm/yyyy*)

Title  Given names   
Surname

**PART B: Your circumstances**

Q.4 Please indicate the type of application you are making. Tick one box only. Then go to Q5.

- i I have completed a practical legal training (PLT) qualification outside Australia or New Zealand and have been admitted outside Australia or New Zealand
- ii I have completed a practical legal training (PLT) qualification in Australia that already is, or will be more than five years old when I apply for admission\*
- iii I 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 15 years service in courts administration in New South Wales.

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

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

Q.6 If you ticked i at Q.4 please enter the name of each jurisdiction in which you have been admitted:

\* Stale learning: If the final year of enrolment in your practical legal training qualification falls outside the five calendar years preceding the date of application for admission, your qualification will be regarded as stale. Please refer to Rule 6(4) of the Legal Profession Uniform Admission Rules 2015 and information on the Board's website.

Title  Given names   
Surname

### **PART C: Skills and practice areas – Exemptions sought**

Q.7 Please tick the boxes which denote the elements of practical training from which you are seeking exemption:

#### **Skills Areas**

- 1 Lawyer's Skills
- 2 Problem Solving
- 3 Work Management and Business Skills
- 4 Trust and Office Accounting

#### **Compulsory Practice Areas**

- 5 Civil Litigation Practice
- 6 Commercial and Corporate Practice
- 7 Property Law Practice

#### **Optional Practice Areas (any two of)\***

- 8i Administrative Law Practice
- 8ii Banking and Finance
- 8iii Criminal Law Practice
- 8iv Consumer Law Practice
- 8v Employment and Industrial Relations Practice
- 8vi Family Law Practice
- 8vii Planning and Environmental Law Practice
- 8viii Wills and Estates Practice

#### **Values**

- 9 Ethics and Professional Responsibility

### **PART D: Declaration**

I have read the Uniform Principles in conjunction with completing this application form.

(Signature)

\* Only the first two Optional Practice Areas that you tick will be considered so please choose carefully.

Title  Given names   
 Surname

**PART E: What to attach**

Q.8 The type of supporting documentation you are required to attach depends on your circumstances.

i. *If you ticked i at Q.4, please attach:*

- **original** transcript of results in practical legal training course, marked A
- a copy of your certificate of admission, marked B
- a copy of your up-to-date curriculum vitae, including details of your practice as a lawyer, marked C
- a statement setting out the details of your professional training and experience with respect to each Skill, Practice Area and Value you are seeking exemption from, marked D.<sup>1</sup>
- letter(s) of reference (copies accepted) from your current and/or previous employer/supervisor, marked E.<sup>2</sup>

ii. *If you ticked ii at Q.4, please attach:*

- **original** transcript and certificate of completion of practical legal training course, marked A
- a statement setting out the basis of your request for exemption from each skill, value and practice area (compulsory and optional), marked B<sup>1</sup>
- letters of reference from current and/or previous employer/supervisor, marked C<sup>2</sup>
- your up-to-date curriculum vitae, showing professional employment and any type of legal work undertaken with each employer, marked D.

iii. *If you ticked iii at Q.4, please attach:*

- a statement setting out the basis of your request for exemption from each skill, value, compulsory practice area and any two optional practice area. (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)
- letter(s) of reference from your current and/or previous employer/supervisor
- your up-to-date curriculum vitae.

iv. *Fee*

You can pay by cash/EFTPOS (hand delivery only), credit card (Mastercard or Visa only), bank cheque, solicitor firm cheque\*, or money order.

Please refer to the instructions page for details on where to send your application.

<sup>1</sup> A maximum of two pages for each skill, practice area and value.

<sup>2</sup> A maximum of two references.

\* Personal cheques not accepted