

## Practice Guideline No. 4

# Law Society of Tasmania Continuing Professional Development Scheme

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### 1. Objective

- 1.1 The objective of this Guideline is to set out the rules for the operation of the Law Society of Tasmania's continuing professional development scheme for legal practitioners.

### 2. Definitions

2.1 **Society** means the Law Society of Tasmania

2.2 **Bar Council** means the Council of the Tasmanian Independent Bar

2.3 **CPD** means continuing professional development.

2.4 **CPD activity** includes an activity accredited by the Law Society and includes:

- (a) attendance at, or preparing or presenting material for, a seminar, workshop, lecture, conference, educational program or course or discussion group; or
- (b) completing a course at a tertiary institution relevant to law or legal practice; or
- (c) viewing or listening to, or preparing material for, a multi-media or web-based program or recorded material; or
- (d) publishing, reporting a case, editing a law report, or substantively editing or refereeing, an article in a legal or non-legal publication; or
- (e) regular attendance at meetings, and participation as a member, of a committee or other body undertaking work of substantial significance to the practise of the law and which is reasonably likely to assist the attendee's professional development.
- (f) attendance at, or preparing or presenting material for, a seminar, workshop, lecture, conference, educational program or course or discussion group conducted within a legal practice.

2.5 In respect of CPD activities:

- (a) a CPD activity need not fit into one of the categories in sub rule 3.2 or 3.4;

- (b) the CPD Committee of the Society may approve other activities from time to time; and
- (c) a legal practitioner may refer a question as to whether an activity is a CPD activity to the CPD Committee of the Society, whose decision shall be final. Where the activity relates to a person practising solely as a barrister the CPD Committee will seek the advice of the Bar Council.

**2.6 CPD point** means:

- (a) in relation to a CPD activity referred to in sub rule 2.4(a), (b), (c) or (f); one hour of the activity;
- (b) in relation to a CPD activity referred to in sub rule 2.4(d); 1000 words of the article; and
- (c) in relation to a CPD activity referred to in sub rule 2.4(e); two hours of the activity.

**2.7 CPD year** means a year beginning on 1 April to the following 31 March.

### **3. Completion of Minimum CPD units**

**3.1** A legal practitioner must complete at least 10 CPD points of CPD activity in each CPD year.

**3.2** In calculating the minimum 10 CPD points of CPD activity in respect of a CPD year, the total units must include at least:

- (a) one CPD point relating to practical legal ethics;
- (b) one CPD point relating to practice management or business skills;
- (c) one CPD point relating to professional skills; and
- (d) one CPD point relating to substantive law.

**3.3** In calculating the minimum 10 CPD points of CPD activity in respect of a CPD year, the total points must not include more than:

- (a) four CPD points for preparing material for a seminar, workshop, lecture, conference, educational program or course or discussion group as referred to in sub rule 2.4(a); or
- (b) five CPD points for viewing or listening to, or preparing material for, a multi-media, television or web based program or recorded material as referred to in sub rule 2.4(c); or
- (c) five CPD points of CPD activity referred to in sub rule 2.4(b) of the definition of CPD activity; or

- (d) three CPD points of CPD activity referred to in sub rule 2.4(d), (e) or (f) of the definition of CPD activity; or
- (e) six CPD points of CPD activity completed on any one day.

**3.4** A person practising solely as a barrister:

- (a) is not required to complete the CPD activities referred to in sub rule 3.2(b);
- (b) must complete the CPD point required by sub rule 3.2(c) in advocacy, alternative dispute resolution, research skills and other skills related to a barrister's work as set out in Part 8 of the *Rules of Practice*.

**3.5** Subject to Rule 2, CPD activities may be completed in Tasmania, interstate or overseas.

**3.6** Each CPD activity undertaken by a practitioner for the purposes of this Rule must be an activity:

- (a) of significant intellectual or practical content primarily related to the practise of law; and
- (b) conducted by persons qualified by practical or academic experience in the subject covered; and
- (c) relevant to the practitioner's immediate or long-term professional development needs.

**3.7** Where a practitioner accrues CPD points in January, February or March of a CPD year, the practitioner may elect to assign all or any of them either to that CPD year or to the next CPD year.

**3.8** A practitioner must maintain a written record of CPD points accrued by that practitioner in respect of each CPD year.

**Advisory Note to Practitioners:** It is recommended that practitioners maintain supporting documentation to support their record. Supporting documentation includes receipts, enrolment records, certificates, transcripts, attendance lists, assessment reports, copies of presentation notes, employer reports and detailed diary notes. Supporting documentation should be retained for 24 months after the completion of each CPD year.

Practitioners are encouraged to record their CPD history in the CPD history tracker provided in their personal website account. The tracker can be manually updated and printed at any time. Alternatively, a copy Record of CPD Activities Form can be obtained from the Law Society or downloaded from its website.

**3.9** In relation to a practitioner who holds a local practising certificate for less than a CPD year, the reference in this rule to 10 CPD points in respect of that year is proportionally reduced in accordance with the below table.

<b>Months engaged in legal practice (rounded up or down to the closest month)</b>	<b>CPD points required</b>	<b>Mandatory categories (sub rules 3.2(a) – (d))</b>
12 months	10	4
11 months	9	4
10 months	8	4
9 months	7	4
8 months	6	4
7 months	6	4
6 months	5	3
5 months	4	3
4 months	3	2
3 months	2	2
2 months or less	1	1

## 4. Exemptions

4.1 The Society may exempt a practitioner from compliance with this Rule on written application by the practitioner on the ground of:

- (a) illness or disability;
- (b) the location of the practitioner's legal practice;
- (c) the absence of the practitioner from legal practice; or
- (d) hardship or other special circumstances.

4.2 The Society may, by written notice, require a practitioner to give information about the practitioner's compliance with his or her CPD obligations.

4.3 A practitioner must comply with a requirement under sub rule 4.2 within 14 days of receiving the notice.

## **5. Certification of Compliance and Audit of CPD Activity**

- 5.1** A practitioner who makes application for renewal of a practising certificate must certify that he or she has completed 10 CPD points in respect of the CPD year preceding the year to which the application relates.
- 5.2** The Society may by written notice, require a legal practitioner to provide information about the practitioner's compliance with the practitioner's CPD obligations. The information sought may include but is not limited to:
- (a)** details of the practitioner's CPD activities for the CPD year preceding the year to which the application to renew relates or such other period specified (but no longer than 24 months prior to the date of the written request); and
  - (b)** supporting evidence (e.g. receipts, enrolment records, certificates, attendance lists, statutory declarations, transcripts or copies of presentation notes).

## **6. Rectification of Contravention**

- 6.1** If:
- (a)** a practitioner has not certified that he or she has completed 10 CPD points in respect of a year; or
  - (b)** the Society is not satisfied a practitioner has complied with these Rules;
- the Society may give notice to the practitioner in writing requiring the practitioner to submit a plan to the Society within 21 days setting out the steps that a practitioner proposes to take to remedy the non-compliance.
- 6.2** If the holder of a local practising certificate to whom notice is given under this rule or rule 5.2 does not comply with the notice within thirty days after the giving of the notice, the Society may exercise any of the powers given to it pursuant to the *Legal Profession Act 2007* including the making of a complaint to the Legal Profession Board.

Approved by the Council on 16 March 2015