



Practice Management Course – Evaluation Criteria Guidelines (NSW)

Creative Consequences Pty Ltd has been appointed by the Law Society of NSW as the accreditor of course providers for the Practice Management Course. As the accreditor, Creative Consequences will assess the competency and capacity of every applicant to provide the Practice Management Course in NSW.

This Guideline sets out the criteria that applicants seeking accreditation to deliver the Practice Management Course in NSW must provide to Creative Consequences.

1. Information about your entity

Companies must provide a copy of the company's Certificate of Incorporation, details of its registered office and details of its directors.

Trusts must provide a copy of the Trust Deed with information as to the trustee of the trust. Registered businesses must provide a copy of its Certificate of Registration of Business Name.

Incorporated associations must provide a copy of its Certificate of Incorporation as an Association, details of its registered office and details of its management committee.

Applicants are additionally required to provide:

- Information as to whether your entity is or has been registered as a training provider under any Commonwealth or State legislation;
- Information regarding public liability insurance held by your entity. A copy of the certificate of currency must be provided;
- Information regarding professional indemnity insurance held by your entity. A copy of the certificate of currency must be provided.

2. Information about your Practice Management Course

In accordance with the Practice Management Guidelines, applicants are required to provide information regarding their proposed Practice Management Course including:

- The proposed course structure and materials;
- The location and mode of delivery, including duration of the course and frequency;
- The facilities and equipment to be used in delivering the Course;
- The details of any proposed presenters who will be engaged to deliver any part of the Course, including details of their qualifications, references and a brief history;
- Enrolment and registration processes;
- The proposed assessment structure;
- The procedures for the internal review of decisions regarding assessment and completion of the Course should a candidate seek review of a decision regarding their assessment;
- The support services to be offered to candidates in the Course, including information about the type of service, whether there are mechanisms in place for candidates with special needs, details about mentoring or other services for candidates, details about procedures for feedback and other services available to candidates.

3. Capacity to Deliver the Course

Entities should provide information regarding their capacity to meet the demands of the market for the course.

General Information

As a guide, applicants may wish to consider the approach taken by the two existing providers, The College of Law and FMRC as well as firms with 35+ partners who currently deliver the Course.

Applicants will be notified of the outcome of the evaluation as early as possible, but within 30 days from the completion of the evaluation.

If the application is approved, Creative Consequences will issue a statement of accreditation to the provider.

If the application is not approved, Creative Consequences will notify the applicant and will provide reasons for rejecting the application. A refusal to approve an application does not prevent the applicant from re-applying for accreditation.

The cost for processing an application for accreditation for an initial two year term is \$4,000.00.

The cost for re-accreditation for each subsequent one-year term is \$1,500.00.

For further information or if you have any inquiries please contact Tahlia Gordon, Director, Creative Consequences Pty Ltd at tahlia@creativeconsequences.com.au or Steve Mark, Director, Creative Consequences Pty Ltd at steve@creativeconsequences.com.au