

NEW SOUTH WALES PRACTICE MANAGEMENT COURSE PROVIDER ACCREDITATION APPLICATION FORM



This is an application for:

- ☐ Accreditation as a practice management course (PMC) provider in New South Wales
- ☐ Re-accreditation as a practice management course (PMC) provider in New South Wales

1. APPLICANT DETAILS

Name of provider:		
Street address:	Suburb:	
State:	Postcode:	
Postal address ☐ Same as above		
Street address:		
Suburb:	State:	Postcode:
Other details		
Telephone:	Email address:	
Website:		

2. CONTACT DETAILS

Contact person for the application

Name:	Telephone:
Email address:	

Contact person for the course, if different

Name:	Telephone:
Email address:	

3. APPLICATION

Please **enclose** your application addressing the following information and the current approved [PMC Guidelines](#) for New South Wales located on the Law Society website:

Application includes:

☐	A. Entity *Note: This section applies to new providers only. If you are an existing provider applying for re-accreditation, please proceed to 'B: Overview of course' below.
☐	a. Entity address
☐	b. Director details
☐	c. Certificate of company registration
☐	d. Certificate of currency – public liability insurance
☐	e. Certificate of currency – professional indemnity insurance
☐	B. Overview of course
☐	a. Course structure
☐	b. Course session overview addressing the following core subjects:
	i. General principles of management
	ii. Financial management
	iii. Trust money and trust accounts
	iv. Practice management systems
	v. Technology and innovation
	vi. Professional standards and ethics
	vii. Business development and marketing
	viii. Effective supervision
	ix. Anti money laundering and counter terrorism financing requirements
☐	C. Mode of delivery
☐	D. Presenters
☐	E. Course materials
☐	F. Assessment framework
☐	G. Course completion and attendance
☐	H. Reporting
☐	I. Course support services

PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

By lodging this application, you confirm that you have read the Personal Information Collection Notice and that you consent to The Law Society of New South Wales' collection, use and disclosure of information in accordance with that Notice. If you have any questions regarding the Personal Information Collection Notice please contact our Privacy Officer using the contact details below, prior to lodging this application.

Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

What are the purposes for which we collect and hold personal information?

We collect and hold your personal information to:

- fulfill our functions and responsibilities under, and facilitate compliance with, the *Legal Profession Act 2004* (NSW), the *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act 2014*), the *Corporations Act 2001* (Cth), the *Professional Standards Act 1994* (NSW) and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as a professional association including:
 - maintaining membership records
 - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
 - to conduct research and provide public representation; and
- provide information to third parties as authorised or required by law.

What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- persons distributing information relevant to you as a legal practitioner or member of the Law Society;
- subsidiaries of the Law Society, the College of Law, Lawcover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

We use the services of certain third party service providers which may have offices or other operations outside of Australia. As a result, your personal information may be disclosed to overseas recipients. All service providers that have access to personal information held by us are required to keep the information confidential and not to make use of it for any purpose other than to provide services in accordance with their engagement.

You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via lawsociety.com.au/privacy-policy

How to contact us for privacy related issues

PRIVACY OFFICER

Corporate Legal Services
The Law Society of New South Wales
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333
Fax: (02) 9231 5809
Email: corplegal@lawsociety.com.au

PLEASE DO NOT RETURN THIS FORM TO THE PRIVACY OFFICER

See the footer for lodgement address.