

Request to demonstrate you have the necessary skills and expertise to be a principal

If you want to practise as a sole practitioner, partner, authorised principal, or supervising legal practitioner at a community legal service, then you must hold a practising certificate authorising you to practise as a principal of a law practice ('principal practising certificate').

Before granting a principal practising certificate, the Victorian Legal Services Board ('the Board') needs to be assured that the applicant has the necessary skills and expertise to undertake the additional responsibilities allocated to principals under the *Legal Profession Uniform Law* (Victoria) ('the Uniform Law').

The Board has determined that an applicant who has completed a practice management course within the last three years with the Law Institute of Victoria, the College of Law (Victoria) and Leo Cussen Centre for Law (Victoria) has the necessary skills and expertise to manage a law practice (pending any other suitability issue). If you have completed one of these courses in the last three years, you can proceed to apply for a principal practising certificate via [LSB Online](#).

If you have **not** completed one of the above mentioned courses, you must demonstrate to us that you have acquired the skills and expertise required to run a law practice in **another way, as outlined below**.

Other ways to demonstrate you have the skills and expertise required

There are three grounds upon which you can demonstrate the skills and expertise needed to run a law practice:

- A. **Ground A** - Completion of a practice management course overseas or in another State/Territory within the last three years;
- B. **Ground B** - Demonstrating a reasonable length and level of experience as a principal of a law practice in an Australian or overseas common law jurisdiction, with comparable responsibilities to those of a principal under the Uniform Law
- C. **Ground C** - Other grounds

If you have not completed a practice management course in Victoria but seek to apply for a principal practising certificate on one of the three grounds outlined above, first fill out this form by completing section A, B or C (reflecting the three grounds above), and submit the form for assessment via the [Lawyer Enquiry Form](#) on our website. You will be notified of the outcome of our assessment. If we agree that you have the necessary skills and expertise to hold a principal practising certificate, you can then log on to LSB Online and apply for your principal practising certificate.

Personal details and grounds demonstrating necessary skills and expertise

First name: _____ Surname: _____

Practitioner ID: _____

I consider that I satisfy the Board's [Grant of a Principal Practising Certificate Policy](#) ('the Policy') as:

- Within the last three years, I have completed a legal practice management course in Australia (other than with Leo Cussen (Victoria), the College of Law (Victoria) or the Law Institute of Victoria) or an overseas common law jurisdiction (*please complete Ground A*); or
- I can demonstrate a reasonable length and level of experience as a principal of a law practice, with comparable responsibilities and obligations to those contained within the Uniform Law in an Australian or comparable overseas common law jurisdiction (*please complete Ground B*); or
- Other grounds (*please complete Ground C*).

Ground A – Completion of practice management course (other than with Leo Cussen (Victoria), the College of Law (Victoria) or the Law Institute of Victoria)

On _____, I completed a legal practice management course at _____
(date) (name of provider)
in _____, which was a prerequisite for obtaining a principal practising
(Australian or overseas jurisdiction)
certificate in that jurisdiction. This course is of a comparable length and subject matter to the practice management courses offered in Victoria.

Please attach a copy of your certificate of completion and a course outline that details the topics, duration, mode of delivery and assessment criteria for the practice management course.

Ground B – Demonstration of a reasonable length and level of experience as a principal a law practice

Do you hold, or within the last three years have you held, a practising certificate in an Australian or overseas common law jurisdiction that permits you to practise as the principal of a law practice?

- No
- Yes

Are you currently practising as a principal?

- No
- Yes

Date on which you ceased practice as a principal:

Jurisdiction(s) in which you have practised (or are practising) as a principal:

Capacity and length of time in which you practised (or are practising) as a principal:

Please provide a Certificate of Good Standing, or equivalent (if you are relying on a period outside of Victoria), or a statutory declaration which confirms the dates that you held a principal practising certificate.

What skills or experience do you have that demonstrates that you possess the necessary skill and experience to practise as the principal of a law practice? In particular, please comment on your skills and experience in each of the following areas:

- a. financial administration;
- b. governance and risk management;
- c. supervision and development of employees;
- d. process and systems management;
- e. business planning; and
- f. strategy and leadership in relation to managing a law practice.

(Please attach separate pages if insufficient space.)

Ground C – Other grounds

Please provide information about any other knowledge and/or experience you have which you say demonstrates that you possess the necessary skills and expertise to manage a law practice, competently, diligently and successfully. In particular, please comment on your skills and experience in each of the following areas:

- a. financial administration;
- b. governance and risk management;
- c. supervision and development of employees;
- d. process and systems management;
- e. business planning; and
- f. strategy and leadership in relation to managing a law practice.

(Please attach separate pages if insufficient space.)

Please provide satisfactory evidence of your answer to the above. Satisfactory evidence may include a statutory declaration outlining your previous experience and knowledge, your curriculum vitae, letters from professional associations of which you are/were a member, letters from employers, etc.

For your information

Applicants seeking to be authorised to receive trust money must also comply with the requirements as set out in the Board's *Grant of Trust Authorisation Policy*.

The Board will notify you in writing of its consideration of your request as soon as practicable. However, notification may be delayed if the Board requires further information from you (or third parties) regarding this request.

Certification

I certify that the information set out in this form is true and correct and I have not omitted any relevant information. I understand that providing false or misleading information may result in my request to satisfy the Policy being refused and/or disciplinary action being taken against me.

I understand that by completing this form, I have not applied for a practising certificate. Further, I understand that the Board's approval of a request to satisfy the Policy does not constitute a decision to grant me a principal practising certificate. I acknowledge that a separate practising certificate application must be submitted via LSB Online for the Board to consider.

Signature: _____

Full Name: _____

Date: _____

Please complete and return this form to the Board via our [Lawyer Enquiry Form](#).