
PROFESSIONAL LEGAL STUDIES COURSE (PLEASE TICK WHICH COURSE YOU HAVE COMPLETED)

Institute of Professional Legal Studies

Full time or Distance

Intake Year

College of Law New Zealand

Distance Intake Year

CHECKLIST

Please tick to show that you have enclosed the following documents:

- | | | |
|-------|--|--------------------------|
| (i) | Application Form | <input type="checkbox"/> |
| (ii) | Cheque | <input type="checkbox"/> |
| (iii) | Original Academic Transcript | <input type="checkbox"/> |
| (iv) | Original Evidence of Completion of Legal Ethics | <input type="checkbox"/> |
| (v) | Original Evidence of LLB Degree if not Shown in Transcript | <input type="checkbox"/> |
| (vi) | Original Evidence of Completion of the Professional Legal Studies Course | <input type="checkbox"/> |
| (vii) | Completed PLSC Survey Form | <input type="checkbox"/> |

- Please note that your application will not be processed unless all documents, including your PLS Course certificate, are included.

NOTES

- The documents provided to the Council must be original. Unfortunately we cannot accept certified copies. (A certified copy is a photocopy of the original, but it must be witnessed and signed as a true copy of the original by a person authorized to witness such documents in accordance with the requirements of the Oaths and Declarations Act 1957 eg, a Barrister and Solicitor of the High Court of New Zealand, a Justice of the Peace or a Notary Public.).
- Holders of overseas law qualifications who have come through the CLE/NZLS overseas assessment process should not use this form. You should apply directly to the Chief Executive of the Council for a completion certificate using the form entitled **Completion Certificate Application Form (Overseas Graduates and Practitioners)**.
- Please complete the questionnaire in Schedule 3 and return with your application for a Completion Certificate. All details of the questionnaire will be treated confidentially.

ADDRESS TO WHICH APPLICATION IS TO BE SENT

Send your completed application form, certificate and cheque to
New Zealand Council of Legal Education
Completion Certificate Division
PO Box 5671
WELLINGTON

PLEASE SIGN BELOW

I have read and understood the terms of this application, including the information appearing in Schedule 1. In particular, I acknowledge that the Council may check the authenticity of any of the above documents by contacting the issuing institution.

(Signature of Applicant)

OFFICE USE ONLY

Date Received

Date Sent

**New Zealand Council of Legal Education
1 September 2010**

Please do not return this document with your application

SCHEDULE 1

INFORMATION REGARDING ADMISSION TO THE LEGAL PROFESSION IN NEW ZEALAND

HOLDERS OF NEW ZEALAND LAW DEGREES

Eligibility

1. In order to be eligible for admission as a barrister and solicitor of the High Court of New Zealand you must satisfy the following educational requirements prescribed by the Council of Legal Education (“the Council”)-
 - You must qualify for admission to an approved LLB degree, or LLB degree with Honours, from a Law School University in New Zealand.
 - You must also have passed a course in Legal Ethics taught at one of the Law School Universities in New Zealand.
 - You must complete the Professional Legal Studies Course.
2. Under the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008, in order to show that the requirements noted in paragraph 1 above have been completed, for admission purposes, you need to obtain a Certificate of Completion (“Certificate”) from the Council.

Evidential Requirements

3. Before the Certificate can be issued you must provide the Council with the following documents-
 - (a) A transcript from the University where you studied for your LLB degree, verifying that you are eligible for, or have obtained, an LLB degree (this phrase covers Honours students who would be eligible for the LLB degree having completed the LLB component).
 - (b) A transcript from a University verifying that you have passed Legal Ethics.
 - (c) A certificate of completion of the Professional Legal Studies Course issued by the Institute of Professional Legal Studies, or the College of Law New Zealand verifying completion of the Professional Legal Studies Course.
4. The transcripts referred to in paragraph 3 (a) and (b) above, should be obtained directly from the University at which you completed your LLB degree, and Legal Ethics course, upon payment of any fee prescribed by the University. The transcript must show the subjects which you have undertaken, and the years in which you passed the subjects. Evidence of completion of the Professional Legal Studies Course can be obtained from either of the bodies listed in paragraph 3(c) above.

5. The documents must be originals.

Stale Qualifications

6. The Council has imposed restrictions on the currency of qualifications and Certificates. In any case where a “qualification for admission” is more than 10 years old at the time when a candidate for admission applies to the Council for a Certificate, the Council may, in its discretion, assess the qualification, and may impose further study or training on the candidate.
7. In the case of a New Zealand degree holder, a “qualification for admission” includes an LLB or LLB (Honours) degree, a core subject, Legal Ethics, and the Professional Legal Studies Course.
8. The effect of this requirement is that when you apply for a Certificate, the Council will check the age of your qualification. If your qualification, or part of it, falls within the stale qualification period, you will be required to make a stale qualification application. In such cases, the Council has a discretion to impose further study such as degree courses, or to require passing of an examination in the law and practice of New Zealand, or a legal ethics course, or the Professional Legal Studies Course to refresh the stale qualification.

Process on Receipt of Application

9. On receipt of the material noted in paragraph 3 above, and a completed application form, the Council will send you a letter of acknowledgment.
10. You should receive your Certificate within 20 working days from the date of the letter of acknowledgement. This incorporates a 14 working day period which the Council may require to process your application, and for postage. **Please note that applications cannot be fast tracked for any reason, and applicants should take the 14 working day period into account when planning their admission date.**
11. Please contact the Council if 20 working days have elapsed, and you have not received your Certificate. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 20 day period. You should take this into account when planning your admission.
12. An application which is incomplete, or is not in the proper form may be returned to the applicant for proper completion. Accordingly, the Council may not be able to process incomplete applications within the 20 day period.

Fee

13. Please note that a fee of \$45.00 (including GST) must also accompany your application. From 1 October 2010 the GST is 15%, and thereafter the fee payable is \$46.00 (including GST).

Validity Period of Completion Certificate

14. Please note that the Certificate will be valid for a period of three years. If the three year period expires and you have not been admitted to the profession, you will need to re-

apply to the Council for another Certificate. Your qualification will be examined for staleness on all occasions that you are required to re-apply.

Address for Certificate

15. You are asked to provide an address to which we may post your Certificate. The Certificate and all correspondence will be sent to the address. If you change your address, or wish to alter the address details for receipt of your Certificate, please send the Council written notification of the new address details. This will avoid unwanted delays.

CLE Trainee Survey Form

16. To assist with the Council's regulation and promotion of better provision of the Professional Legal Studies Course, please complete the CLE Trainee Survey Form (Schedule 3). Your name will not be identified in the data collected and all details of the questionnaire will be treated confidentially.

Please do not return this document with your application

SCHEDULE 2

TABLE OF PRESCRIBED FEES

Application	Fee (plus GST)	Fee from 1 Oct 2010 (with new GST rate)
Completion Certificate	\$40.00 (gst \$5.00) \$45.00	\$40.00 (gst \$6.00) \$46.00
Stale Qualification Assessment	\$150.00 (gst \$18.75) \$168.75	\$150.00 (gst \$22.50) \$172.50
Expired Completion Certificate	NIL	NIL

Please return this document with your application

SCHEDULE 3

CLE TRAINEE SURVEY ON PROFESSIONAL LEGAL STUDIES COURSE

NAME OF PROVIDER: _____

INTAKE: _____

INSTRUCTION

Overall the instruction that I received was -

- Excellent
 - Good
 - Satisfactory
 - Poor
 - Very Poor
-

COURSE

Overall, I would rate the quality of this course as -

- Excellent
 - Good
 - Satisfactory
 - Poor
 - Very Poor
-

WORKLOAD

The amount of work required in the Course was -

- | | |
|----------------|--------------------------|
| Far too much | <input type="checkbox"/> |
| Too much | <input type="checkbox"/> |
| About right | <input type="checkbox"/> |
| Too little | <input type="checkbox"/> |
| Far too little | <input type="checkbox"/> |

STUDY TIME

My employer gave me the required time off to complete the course -

- | | |
|-----------------------|--------------------------|
| Always | <input type="checkbox"/> |
| Regularly | <input type="checkbox"/> |
| About 50% of the time | <input type="checkbox"/> |
| Sometimes | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |
-

VALUE FOR MONEY

Overall, the course was good value for money -

- | | |
|-------------------------------|--------------------------|
| Strongly Agree | <input type="checkbox"/> |
| Agree | <input type="checkbox"/> |
| Neither Agree
nor disagree | <input type="checkbox"/> |
| Disagree | <input type="checkbox"/> |
| Strongly Disagree | <input type="checkbox"/> |

Please note: When responding to this value for money question, please base your answer on your assessment of the product and services received as against the cost of that particular course. Please do not base your response on a cost comparison between providers.

STATISTICAL INFORMATION

Please answer the following questions by placing a tick in the appropriate box.

1 Were you employed when you completed the PLS Course?

Yes

No

2 Was your employment full-time or part-time?

Full-time

Part-time

3 If you were employed (either full-time or part-time) at which type of institution were you employed?

Private law firm

Government

Corporate

Non-legal

Other

4 If you were employed (either full-time or part-time), did your employer pay for your course?

Yes

No

5 If you were employed (either full-time or part-time) and you did the course on line, how many hours did your employer make available to you to complete the on line component of the course?

None

Between 1 and 5 hours

Between 5 and 7 hours

Between 8 and 10 hours

6 How many hours per week did you spend on the course work.
Please specify hours.