



THE INSTITUTE OF LEGAL EXECUTIVES (VICTORIA)

Continuing Professional Development points guidelines for Fellows and persons enrolled in other Institute categories

In order to maintain the status of the Institute and the esteem in which its members are held, and to ensure all Fellows and those enrolled in other categories keep up to date, *all* Fellows, and persons enrolled in the categories of Accountancy, Affiliate, Associate and Provisional, are required to complete ten (10) CPD points per annum in order to renew membership or enrolment annually (subject to the following).

Notwithstanding the above, the following 'sliding scale' applies to those who are not in full-time employment, and the CPD section of the Subscription Notice should be amended where applicable¹:

Full-time	4 days pw	3 days pw
10	9	8
2 days pw	1 day pw	0 days pw
7	6	5

Additionally, Fellows (Retired), and Fellows (Honorary Life Member), not employed in or substantially retired from the profession, are not required to formally complete CPD points; however, Fellows in these subscription sub-categories are still required to confirm that their CPD requirements have been met by reading *The Legal Executive* for the relevant membership year.

Whilst there will be no general waiver for those on extended sick/parental leave, the Council will at any time consider extenuating circumstances put forward in writing. If a formal application for parental or extended illness leave has been made and granted by the Council², then a minimum of 5 CPD points must be completed during the period of suspension in accordance with the P&EIL Policy.

The accumulation period each year is 1 January to 31 December.

The completion of CPD points is essentially on the basis of self-assessment, with confirmation of completion of the required points being included in the annual Subscription Notice. However, proof of completion must be retained in the event of a random audit being carried out by the Council.

The Council has considered that:

1. Many Fellows and persons enrolled in other Institute categories are also members of other Institutes or organisations requiring annual completion of CPD points, and there is no reason why points obtained for these other purposes cannot also be used for meeting the annual CPD points requirements of this Institute; *provided that* the points accumulation complies with *this Institute's* guidelines;
2. The employment duties and requirements of Fellows and persons enrolled in other Institute categories are diverse.

For these reasons, the Council has considered a wide range of ways in which points may be accumulated for the purpose of complying with this Institute's requirements. The list is not necessarily exhaustive, and the Council is prepared to consider any other ways in which points may be completed.

The primary purpose of completing CPD points, in order to maintain membership of or enrolment with this Institute, will at all times be the educational relevance to a person's employment³.

Points may be accumulated in a number of different ways:

- Attending:
 - Seminars/Workshops/Conferences/Educational Talks conducted by this Institute, or others such as State/Territory Law Societies, the Leo Cussen Institute, the Sir Zelman

Cowen Centre for CLE, Real Estate Institutes, the Australian Institute of Conveyancers;

- formal 'in house' training seminars offered by your employer, or external training seminars arranged by your employer; or
- Seminars/Workshops etc. conducted by any other recognised body offering educational courses; or
- educational discussion groups (organised on a formal basis). 1 hour of attendance⁴ = 1 CPD point (or pro rata for more or less than one hour).

NB: this is *not* an exhaustive list of providers, particularly having regard to the fact that a number of Fellows and persons enrolled in other Institute categories are located outside Victoria or overseas.

- Publishing (or preparing for publication) an article in *The Legal Executive* or *austilex* or other publication within the legal profession, or related profession. Minimum 500 words = 1 CPD point (or pro rata for over 500 words).
- Enrolment in (and attendance at, or completion via off-campus delivery of) a law based module⁵ forming part of a formal qualification, e.g. the Advanced Diploma of Legal Practice, Bachelor Degree, or any other course recognised by the Institute⁶. 1 module completed = 10 CPD points.
- Teaching a law based module forming part of a formal qualification. 1 module completed = 15 CPD points⁷.
- Delivering (and/or preparation of) Seminars/Workshops/Lectures. 1 hour delivery = 5 CPD points (or pro rata)⁸.
- Providing written commentary on any article in *The Legal Executive* or *austilex* to the Institute. Points dependent upon word count and content.
- Viewing educational videos⁹ or reading educational materials¹⁰. 1 hour viewing = 1 CPD point (or pro rata)¹¹.
- Service on the Council of this Institute. 1 hour attendance = 0.5 CPD points (or pro rata).
- Service on a relevant educational sub-Committee, e.g. Law Institute of Victoria Section sub-Committee. 1 hour attendance = 0.5 CPD points (or pro rata).
- Volunteering at Community Legal Centres. 1 hour attendance = 1 CPD point (or pro rata).
- Satisfactory completion of the Institute's Examination in Legal Ethics (required for Fellowship). 3 CPD points.
- Attendance at the Institute's Annual General Meeting. 1 CPD point.

If any Fellow or person enrolled with the Institute in any other category has difficulty confirming completion of points for renewal purposes, that person is *urged* to contact the Institute for assistance.

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⁴ in person, or by teleconference

⁵ or relevant module, for example an accounting module undertaken by a person employed in an accounts department of a firm

⁶ NB: the Council will continue to consider further courses for this or for membership or enrolment or upgrading purposes upon request.

⁷ taking into account preparation time

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⁹ e.g. those available from a recognised educational provider

¹⁰ e.g. Seminar/Workshop/Conference papers obtained from a recognised educational provider, or the educational content in Journals such as *The Legal Executive*, *austilex*, the *Law Institute Journal*, or ex-Victorian Law Society Journals, or Law Institute of Victoria Section Newsletters, or educational materials relevant to a person's employment

¹¹ maximum allowable: 6 points per annum (provided that if the person's residence is 50 kilometres or more from the GPO, then the maximum allowable points in this regard are 7 points per annum in lieu of 6 points)

¹ e.g. 'employed 4 days p/w – required points 9 – completed'

² in accordance with to the Parental and Extended Illness Leave Policy to be approved by the Annual General Meeting on 6 December 2011 (P&EIL Policy)

³ or in the case of a student not currently employed in the profession, relevance to the student's future employment in the profession or related profession