



**LEO**Cussen  
CENTRE FOR LAW

# Practical **2022** Legal Training

Graduate Diploma in Legal Practice

[www.leocussen.edu.au](http://www.leocussen.edu.au)





**The next  
step in your  
journey**



# Are you ready for day one?

You've graduated law school. You're done with exams.  
You know the theory, **you're ready for practice...**

Once you've completed your law degree, which gives you an understanding of laws and the legal system, you then need to learn how to work effectively within that system.

There is an extra requirement to becoming a lawyer.  
This stage is known as **Practical Legal Training** or **PLT**.

## Practical Legal Training

PLT is the application of a graduate's theoretical legal knowledge in a real-world setting. PLT is usually undertaken after you have completed your law degree, although it is possible to begin beforehand.

Leo Cussen PLT teaches you how to do the work of a new lawyer in a range of practice areas.

Upon completion of PLT, graduates are awarded a Graduate Diploma in Legal Practice, this includes certification to the relevant state Supreme Court that the graduate is competent as an entry level lawyer.

Leo Cussen's Graduate Diploma in Legal Practice meets the requirements for admission to practice throughout Australia and is recognised by the legal profession as providing comprehensive and high quality training.

That's the "theory" of PLT, let us run you through the practice of completing your PLT with **Leo Cussen Centre for Law:**



Starting your journey

File work

Placement

**Lawyer**

Dates & fees

Your team

Admission

# Starting your journey with Leo Cussen

At Leo Cussen you can **choose the learning style that best suits you**: full-time or part-time; online or face-to-face.

When you complete your legal training with Leo Cussen you are investing in your future with one of the best career preparation courses in Australia. Our course is designed to give you more preparation and practice so you are confident to begin your legal career.

Our course delivery has been adapted to accommodate your unique needs during this current climate, including the option for 100% online completion.

**100% Online**

**Blended**

**Flexible**

**Face-to-face**

## **100% Online**

Self-paced online, plus 13 days of interactive face-to-face via video conferencing.

## **Blended**

Mostly self paced online, plus between 7-13 days of interactive face to face onsite learning (details on website).

## **Face-to-face**

3 days per week of interactive learning (2 days face-to-face onsite, 1 day via video conferencing) plus 2 days per week of self-paced online learning.



**We're with you every  
step of the way**

**Starting your journey**

**Dates & fees**

**File work**

# Why choose a PLT with more face-to-face attendance?

At Leo Cussen we'll set you up with lots of practice, just like a real law firm, minus the high stakes. You'll be ready to work more independently in your first legal job, which is why employers love Leo Cussen graduates.

Now is the time to practice your lawyers skills, before you are busy working for real clients with real deadlines.

Build your networks while learning by doing with personalised guidance and feedback from current practitioners:

- **Client Lawyer Interviews** – practice face to face and telephone interviews with personalised feedback and tips to ensure you can build rapport and get the right information when meeting clients for the first time
- **Drafting** – learn how to write accurate legal letters, litigious documents and transactional documents from current practitioners working in relevant specialised fields
- **Dispute Resolution** – learn strategies for successfully negotiating a great result for your client
- **Coping with Ethical Dilemmas** – learn to identify and resolve ethical issues as a new lawyer
- **Legal Analysis** – learn how to identify, analyse and explain the legal, business and personal issues which impact the advice you give to your clients
- **Advocacy** – learn from expert advocates how to persuade a court, tribunal or other decision maker in writing and orally so you can achieve the best result for your client
- **Signing documents** – learn how to advise a client and ensure documents such as statutory declarations, affidavits and wills are legally signed
- **Settlements** – practice accurately settling the sale/purchase of properties and businesses with guidance from current practitioners with expertise in commercial and property
- **New Law** – network with practitioners working in New Law, to understand emerging skills and career opportunities



## Compare our PLT

Learn by **running your own client cases** from start to end. Just like a real lawyer.

**No written or oral tests**, assignments or exams.

Additional face-to-face **training & networking** – even during COVID-19.

Access to a full-time qualified careers advisor who is also a qualified lawyer.

Get detailed **help with admission** and disclosure documents from an expert.

**Cost for course** + 15-day placement (online full time).

Leo Cussen    Other PLTs



**\$10,455**

Over  
**\$11,000**

Your team

Placement

Admission

Lawyer

# Dates & Fees

Multiple intakes to accommodate your journey.

## Start before finishing your law degree

If you have one of two law degree electives outstanding, you can apply to your local admitting authority for approval to start your PLT while concurrently completing your electives. This means accelerating your pathway to admission.

## Our course, your way

1

Choose your **Delivery**

2

Select your **Intake**

## 2022 Course Dates

### Blended

Mostly self paced online, plus between 7-13 days of interactive face to face onsite learning (details on website).

<b>ACT/NSW</b>	Full Time
<b>QLD</b>	Full Time
<b>VIC</b>	Full Time
<b>VIC</b>	Part Time
<b>VIC</b>	Full Time
<b>WA</b>	Full Time

### Start

### End

<b>7 Feb</b>	<b>26 Jun</b>
<b>21 Feb</b>	<b>8 Jul</b>
<b>7 Feb</b>	<b>24 Jun</b>
<b>7 Feb</b>	<b>9 Dec</b>
<b>28 Feb</b>	<b>16 Jul</b>
<b>14 Feb</b>	<b>1 Jul</b>

### Start

### End

<b>11 Jul</b>	<b>27 Nov</b>
<b>18 Jul</b>	<b>2 Dec</b>
<b>25 Jul</b>	<b>9 Dec</b>
<b>25 Jul</b>	<b>23 Jun 23</b>
<b>8 Aug</b>	<b>16 Dec</b>
<b>18 Jul</b>	<b>2 Dec</b>

### 100% Online

This course qualifies you for practice throughout Australia. It is based on the Victorian legal jurisdiction.

Full Time

Full Time

**7 Feb** **25 Jun**

**28 Feb** **16 Jul**

**25 Jul** **9 Dec**

**8 Aug** **16 Dec**

### Face-to-face

**VIC** Full Time

**31 Jan** **8 Jul**

**11 Jul** **16 Dec**

3

Arrange your **Fees**

## Course Fees

### FEE-HELP

FEE-HELP is available for this course for domestic applicants. For all domestic and international course fees and further important information please visit: [www.leocussen.edu.au/fees](http://www.leocussen.edu.au/fees)

Course	Domestic	International
<b>Face-to-Face Learning</b>	\$11,125	\$15,945
<b>100% Online</b>	\$10,455	\$15,500
<b>Blended Learning Full time</b>	\$10,455	\$15,500
<b>Blended Learning Part time</b>	\$10,810	\$15,955

*Subject to change in 2022*

4

Pick your **Electives**

### Your client files

Run client files from start to end, as though you were a first year lawyer:

#### Property file

Sale/purchase of residential property

#### Commercial file

Sale/purchase of business

#### Civil Litigation file

Breach of contract

#### Criminal file

Theft charge

### Your elective files

Choose one of each



- ☒ Employment & Industrial Relations
- ☒ Wills & Estates
- ☒ Banking & Finance
- ☒ Planning & Environmental Law
- ☒ Consumer Law

- ☐ Administrative Law
- ☐ Family Law



# Pure legal work

## Real work, not course work.

Practical Legal Training with Leo Cussen is all about learning by doing. You complete your own highly interactive simulated files, which means you run the file from the opening instructions to the closing letter. You participate in settlements, negotiations, will signings and court hearings. You complete all your file work individually. Below is an example of how you will run your disputes file.

You are the lawyer, these are your files.

**Let's get to work on your first client file:**

1

### Meet your client

#### Record details of their legal problem

Determine what has happened to cause your client to seek legal help. We'll show you how to identify the important facts, as well as the legal and non-legal issues which impact your client's situation.

2

### Give advice

#### Explain their rights and options

Using Leo Cussen templates and guidance you'll put together a detailed advice for your client, explain the likelihood of successfully arguing their version of events and recommend the best way to resolve this dispute.

3

### Draft court documents

#### Start the court case for your client

Draft the documents needed to start a court case for your client. We'll show you how. File them at the court and serve them on the other party. Receive their documents in return and advise your client about what they will argue in court.



4

## Negotiate with other party

Now that your court case is underway, the lawyer for the other party is prepared to try to negotiate a settlement. We'll teach you how to do this. You'll negotiate on behalf of your client until you reach an agreement.

5

## Settle the case

We'll teach you to conclude the negotiated deal by drafting a settlement agreement, and how to bring the court case to an end.

6

## Finalise the case

### Get paid and close the file

Lastly, you'll learn how to write up your final client advice, ask them to pay your bill and close the file. Well done! You've just run your first case and achieved a great result for your client and your firm!

## Real work with real support

The advantage of our simulated file program is not just practice, it is the support and guidance provided by your mentor — an actual lawyer with real experience. It's not always as easy to ask for help in a busy work environment, that's why at Leo Cussen **you have a whole team.**



"The file work itself was very realistic - I especially enjoyed the family law file even though it was definitely a lot of work.

The requirement to be thorough in preparing advice and drafting documents such as pleadings and affidavits was a real benefit for me going forward, and I have gained a lot of confidence."

**Alex Mould, 2018 Graduate**



# Meet your team

**Our team is your team.** Mentor, Career Advisor, International Trainee Advisor, and more. **Your team is ready for every job.**

When you commence our PLT we set you up with a Mentor, your team's lead. More than a lecturer; a mentor is your 'career co-pilot', someone who helps you navigate your professional life. Like Mr Miyagi and the karate kid, or Yoda and Luke Skywalker. An experienced guide along your journey.

Let's meet some of your team:



**Debra Cherry,**  
Mentor & Lawyer

"Deb Cherry was the best mentor I could have asked for. I always felt supported and if I ever had any questions, Deb was always available. Her feedback was always constructive, and I found myself constantly improving."

Deb is a Mentor in Practical Legal Training, working with students in the online course.

Deb commenced legal practice with three years at a medium-sized country law firm, working primarily in family law, civil litigation, criminal law and conveyancing. She then moved back to the city and practised for more than 10 years in a Melbourne law firm, becoming a partner of the firm.

Later, Deb moved into in-house legal counsel roles in two different companies, advising on contracts, corporations law, leases, regulatory changes, and developing and implementing policies and procedures for legal compliance for the company.

## Meet all the mentors





## Michelle O'Connor, Course Co-Ordinator, PLT

"Michelle and the PLT Ops team were super supportive. Nothing was too much trouble and my questions were always answered promptly".

Michelle is the Co-Ordinator of the PLT course. She works with the PLT Ops team to support the enrolment process, ensure that trainees are supported and manage the organisation of client interviews, hearings, signings, and settlements.



## Fonda Gazis Lawyer & International Student Advisor

"Fonda was fantastic, positive and supportive. Was always available to help and taught me valuable skills that will most definitely assist me throughout my career".

Fonda has extensive and varied experience as a lawyer in the areas of administrative law, human rights law, immigration, litigation, commercial/corporate and in-house roles. He has worked in broad areas of government, as General Counsel in private and publicly listed companies as well as community organisations and at Clayton Utz Lawyers.

## ...and meet some of our external lawyer trainers

At Leo Cussen we believe the best people to teach new lawyers about specialised areas of practice are those experts working every day in the field. We have a large panel of dedicated lawyers who are current practitioners working as solicitors and barristers in private practice, government and the community sector.

They love sharing their knowledge, skills and stories with our students.





# Professional Placement

Your opportunity to **showcase your skills in the industry.**

The PLT placement is an exciting opportunity to put all your training into practice and play an active role in real matters and cases. For many PLT students, the professional placement is one of the first times they will get to work in a real-life legal office. PLT placements give you a chance to meet with clients, attend court hearings, and draft actual legal documents.

Leo Cussen's dedicated Placement Advisor is there to help you identify suitable placements and support you through the whole experience. Many graduates opt to work in an organisation or business that is focused on the particular area of law in which they might like to specialise.

## Showcase your skills

By undertaking this placement in a real legal office, you will have a much greater chance of employment if you apply yourself and make a good impression, and many graduates actually secure jobs in the same organisation where they complete their PLT placement.



## Professional tasks

During the professional placement, the work might include tasks such as:

### Interviews

Attend interviews with clients and conduct interviews in minor matters.

### Document review

Review contracts, court documents, agreements, or wills.

### Client relationships

Liaise with internal and/or external clients or stakeholders.

### Settlements

Arrange, prepare and attend settlements.

### Dispute resolution

Attend conferences, mediations, conciliations, court hearings, or other dispute resolution forums.

### Draft documents

Draft documents such as Transfers, Probate Applications, simple Wills, Affidavits of Documents, etc.



## Alex Giannopoulos, Careers Advisor

“Alex is great and very caring. Great guy. Would recommend very highly. The lectures given by Alex when we were on site were fantastic and engaging”

Alex manages the **Professional Placement Program** and runs the Careers Office, providing trainees with access to career advice and practical assistance in obtaining employment.

Leo Cussen is the only PLT provider with a full time Careers Advisor who is also an Australian Legal Practitioner and legal recruitment specialist.

Alex commenced his career as a commercial litigation lawyer at a large national firm before transitioning into a specialist legal recruitment role at a global agency. Alex also spent time working as a Business Development Manager for an international training company.

## Complete your placement online

Due to the increased need to work remotely at this time, Leo Cussen PLT students currently have permission to complete an online module instead of a placement.

The module is completely online and includes a simulated work placement which gives you the skills to be an exceptional lawyer, whilst keeping the flexibility to be at home or working.



# Admission to Practise

Congratulations on graduating PLT, it's time for Admission  
— **our support does not end at graduation.**

After PLT you need to apply for admission through your state's relevant Admitting Authority. This requires you to take an oath of office, or make an affirmation of office, in the form required by the Supreme Court.

Leo Cussen is here to help you complete the final steps as you apply for admission with continued guidance and support.

## Career ready

You are now more than ready to commence work as an Australian Lawyer.

In 2019 we carried out a graduate survey which showed that 96% of Leo Cussen PLT alumni were highly satisfied with the course and it had given them the necessary skills to begin their careers in law. See for yourself:

[www.leocussen.edu.au/alumni](http://www.leocussen.edu.au/alumni)



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## Continuing Professional Development

Your learning with Leo Cussen does not stop at Admission.

As a practising lawyer, you'll need to complete 10 CPD hours each year to keep building your skills as your career progresses. We are here to support you with a range of continuing development programs specifically designed for new lawyers, so you can develop your skills and your networks.



# Get in touch

Now you know the path ahead,  
**are you ready for day one?**

## Chat with us

Book a one-on-one Zoom or phone chat with us to learn more about PLT with Leo Cussen:

**[www.leocussen.edu.au/chat](http://www.leocussen.edu.au/chat)**

## Enrol Now

If you are ready to enrol, it's easy. Our enrolment process takes less than 10 minutes to complete:

**[www.leocussen.edu.au/enrol](http://www.leocussen.edu.au/enrol)**

# Lawyer



**The next step in  
your journey**

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**📞 1300 039 031**