

Leo Cussen

GDLP Work Performance Policy

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1. REQUIREMENTS FOR COMPLETION OF THE GDLP

To obtain a Certificate of Satisfactory Completion of the Graduate Diploma in Legal Practice (**GDLP**) you are required do the following:

- 1.1 Achieve a Competent or Accomplished standard in each Milestone.
- 1.2 Complete all requirements of the GDLP as scheduled, including learning activities, client work and skills demonstrations.
- 1.3 Attend Immersives and Individual Mentor Coaching as required in the GDLP.
- 1.4 Comply with compulsory onsite attendance requirements.
- 1.5 Comply with compulsory online attendance requirements.
- 1.6 Maintain a satisfactory rate of progress.
- 1.7 Complete the professional placement as required in your jurisdiction.
- 1.8 Comply with the policies of Leo Cussen Centre for Law, including those relating to Academic Integrity and Workplace Behaviour.
- 1.9 Have paid in full your Course tuition fees and any other fees payable as advised by Leo Cussen from time to time.

2. THE REQUIRED STANDARD

- 2.1 You are required to achieve a Competent or Accomplished Standard in each Milestone.
- 2.2 A Competent standard is one that meets the [National Competency Standards for entry level lawyers](#) required by the Admission Rules.
- 2.3 An Accomplished Standard is one that significantly exceeds the National Competency Standards for entry level lawyers.

Your Milestones will be evaluated as set out in the Schedule.

3. INDIVIDUAL MENTOR COACHING

- 3.1 Your Mentor will meet with you regularly to support you to reflect on your performance and development, and help you set goals for the next stage of the Graduate Program ('Program').
- 3.2 Group coaching sessions will also be available through the Program.
- 3.3 A set number of individual coaching sessions are scheduled and are a requirement of the Program.

4. SPECIAL CIRCUMSTANCES

- 4.1 If you have concerns about your performance and professional development at any time, please discuss these with your Mentor.
- 4.2 If you have concerns about your performance and professional development at any time and you have special circumstances, please discuss these with your Mentor. You may apply for [special consideration in special circumstances](#).
- 4.3 Special circumstances are the basis upon which Leo Cussen may extend a Graduate special consideration.
- 4.4 Special circumstances are generally those that:
 - 4.4.1 are 'compassionate or compelling', or
 - 4.4.2 are beyond your control, or are unexpected or could not have been foreseen; and
 - 4.4.3 impact negatively in a major way on your wellbeing and ability to progress satisfactorily and complete the course.
- 4.5 The following **do not** amount to special circumstances:
 - 4.5.1 lack of skill in writing or reading English. At University during your degree, you should have met an overall IELTS standard of 7.5 (Level 8 for writing; 7.5 for speaking; 7.0 for reading and 7 for listening); or
 - 4.5.2 conflict between the general demands of work outside Leo Cussen and the time you need to devote to your GDLP.
- 4.6 Examples of special circumstances that could constitute grounds for special consideration include, but are not limited to:
 - 4.6.1 serious illness or injury;
 - 4.6.2 bereavement of close family members such as parents or grandparents;
 - 4.6.3 major political upheaval or natural disaster in the home country requiring emergency travel; or
 - 4.6.4 a traumatic experience which could include:
 - a) involvement in, or witnessing of a serious accident; or
 - b) witnessing or being the victim of a serious crime, or family violence and this has impacted on the graduate (these cases should be supported by police and/or medical reports).
- 4.7 The Head, Education Delivery will assess each case on its merits and in deciding whether or not to recognise special circumstances or grant special consideration, will:
 - 4.7.1 have regard to the stage of the Program the application is made. For example, if you have not informed us of any special circumstances at the earliest

opportunity, any application for special consideration made by you during the remaining period of the Program will have less likelihood of success;

4.7.2 consider whether the adjustment requested is a reasonable adjustment. Reasonable adjustment may include extension of deadlines within topics or rescheduling of Milestones within a rotation. Reasonable adjustment does not include extending the time in which to complete the Program or allowing unfinished work to continue beyond the end of a Rotation.

4.8 You must complete the GDLP to the satisfactory standard despite the granting of special consideration.

5. APPLICATIONS FOR SPECIAL CONSIDERATION

5.1 If you require reasonable adjustments to the Program requirements or you cannot attend any assessment or compulsory onsite or online attendance requirement, you need to make an application for special consideration.

5.2 To make a request for special consideration, submit your application via [Special Consideration Application](#) in My Leo in Brightspace, as soon as the special circumstances arise, and in advance of the scheduled event or required activity.

5.3 The approval of special consideration is for a fixed period noted in the approval and you must submit a fresh application if a further circumstance or continuation of the circumstance occurs. A satisfactory work plan addressing how you will make up the missed work, is also a requirement of a special consideration application.

5.4 Complete and submit the **application form** giving details of

5.4.1 the special circumstances, attaching a medical certificate as appropriate;

5.4.2 the reasonable adjustment required in the special circumstance;

5.4.3 your proposed workplan for submitting or completing work for any missed deadlines, as a reasonable adjustment in the special circumstances, to which you must commit to complying.

5.5 Medical certificates must be current, must state the severity of the illness and indicate its nature and duration and impact on your ability to comply with a Program requirement.

5.6 Any other evidence supporting the special circumstances must be included with the application.

6. NOTICES OF PROGRESS AND SHOW CAUSES NOTICES

6.1 If you do not have special circumstances resulting in a special consideration approval, you will need to demonstrate that you can manage your workload. If you cannot demonstrate this, you may be required to leave the GDLP.

6.2 If you do not comply with the Program requirements including any special consideration approval work plan, the Deputy Director, Education Delivery may issue a Notice of Progress.

- 6.3 The Notice of Progress will outline reasons and provide deadlines to demonstrate competence, completion of Program requirements and/or ability to manage workload.
- 6.4 Failure to comply with the requirements set out in the Notice of Progress may result in a Show Cause Notice, requiring you to provide the Executive Director with information to show cause why you should be allowed to remain in the GDLP.
- 6.5 The Executive Director may exercise discretion in relation to a Show Cause Notice where appropriate to the Graduate's circumstances.
- 6.6 The Executive Director may issue a Show Cause Notice where a Notice of Progress has not been provided, where appropriate to the Graduate's circumstances.
- 6.7 If there is a ruling by the Executive Director resulting from a Show Cause Notice resulting in a cancellation of enrolment, you may appeal to the Leo Cussen Board in accordance with the process set out in the [GDLP Complaints Policy](#). For the purposes of this policy, an appeal of a cancellation resulting from a Show Cause Notice will be deemed to be a Stage 3 Appeal.

7. INTERNATIONAL STUDENTS

- 7.1 If you are an international student and we have assessed you after census date as not achieving satisfactory progress or we have issued you with a Show Cause Notice, we must notify you in writing of our intention to report you to the Department of Education (DET) for not achieving satisfactory course progress.
- 7.2 The written notice must inform you that you are able to access the Leo Cussen Complaints/Appeal procedures within 20 working days. If you do not do so within the required time or you withdraw from the appeal procedure, or the procedure is completed and results in a decision supporting Leo Cussen, we must notify the Secretary of DET that you have not achieved satisfactory course progress as soon as practicable.
- 7.3 In exceptional/special circumstances (those considered compassionate or compelling) we may arrange for you to complete the work within fixed time limits after the Program has finished.
- 7.4 International students may ascertain what 'compassionate or compelling' grounds are by referring to the [Department of Education and Training website](#).

SCHEDULE: MILESTONE EVALUATION STANDARDS

Level	Accomplished	Competent	Emerging	Not Yet Competent
Description of this Leo standard	Exceptionally high standard, well above expectation of a new lawyer	Within the broad range of competence to be expected of a new lawyer from just competent to a high standard of competence	Just falling short of competent, but demonstrating an ability to achieve competence if the feedback received is taken on board	Falling well below the standard of competence expected of a new lawyer

Policy status

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Policy Approver	Leo Cussen Management Committee

* Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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