



The Law Society
OF SOUTH AUSTRALIA

Law Practice Management Course Terms and Conditions

Course Completion and Practising Certificate Requirements

The Law Practice Management Course (LPMC) is an Accredited Law Practice Management Course (ALPMC) approved by the Legal Practitioners Education and Admission Council (LPEAC).

Under LPEAC Rule 12(3), a practitioner is entitled to hold a Category A or Category B practising certificate only after satisfying the Board of Examiners that they have:

- completed the required period of supervised practice under Rule 11; and
- successfully completed an Accredited Law Practice Management Course (ALPMC).

Category A and Category B practising certificates are principal practising certificates. A practitioner must hold one of these certificates before practising as a principal of a law practice, unless they practise solely as a barrister, in which case they may hold a Category BA practising certificate.

A principal of a law practice includes a legal practitioner practising as:

- a sole practitioner;
- a partner of a law practice or partnership of incorporated legal practices;
- a director of an incorporated legal practice; or
- another principal recognised under the Legal Profession legislation.

For these purposes, a law practice includes:

- a sole practitioner;
- a firm of legal practitioners;
- a firm of incorporated legal practices;
- a mixed firm of legal practitioners and incorporated legal practices;
- an incorporated legal practice practising on its own account; or
- a community legal centre.

Practitioners holding Category C restricted or unrestricted practising certificates may practise as employees and are not required to complete an ALPMC unless they intend to become eligible to practise as a principal.

All practitioners applying for the first time for a category A practicing certificate must complete an accredited LPMC within 12 months of the granting of the Category A certificate.

Attendance Requirements

Attendance at all scheduled in-person seminars is mandatory. This must be satisfied in order for participants to be eligible to claim the associated Continuing Professional Development (CPD) units.

Updated: July 2026

Failure to attend any in-person session will result in participants being unable claim the available CPD units.

CPD Units

The Law Society relies on attendance records for both in-person and online sessions when reporting and awarding CPD units at the conclusion of the course. Where attendance cannot be verified because a participant has failed to sign the attendance register or cannot be identified in the Zoom attendance records, CPD units will not be awarded for the relevant session.

For in-person sessions, participants must sign the attendance register upon arrival. Failure to sign the attendance register may prevent attendance from being verified for that session.

For online sessions, participants must join Zoom using their full name as registered for the course. Display names such as nicknames or initials may prevent attendance from being accurately verified.

Participants are responsible for ensuring they comply with these requirements.

Course Materials and Recordings

Course materials are provided for the personal use of the enrolled participant and must not be reproduced, distributed or shared without the prior written consent of the Law Society of South Australia.

Where recordings are made available, access is licensed to the individual participant only. Recordings must not be copied, shared or made available to any third party.

Zoom and Online Learning

Where a course session is delivered online, participants will receive a Zoom link prior to the session.

When accessing a Zoom session, please register with your full name and organisation. Press 'Launch Meeting', then 'Open Zoom Meeting' (or, if required, download Zoom or join from your browser - as appropriate) and select 'Join with Computer Audio'. Ensure your computer volume is turned on. Headphones are recommended for the best audio quality.

The webinar can be accessed via iPhone or Android by installing the following app:

- iPhone: <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

If you are experiencing difficulties with accessing the webinar, please see Zoom Support [here](#) or contact the Law Society on (08) 8229 0200 during business hours.

Questions/ Chat during Webinar

During the seminar, any questions or comments you have for the presenter can be typed into the 'Chat' window in Zoom either publicly ('Everyone') or privately ('Hosts and panellists'). If your question is not answered, please email education@lawsocietysa.asn.au so that it can be forwarded onto the presenter as soon as possible.

Course Assessments

All assessments must be completed and submitted by the published due dates.

Where an assessment is submitted after the specified due date, an additional administration fee may apply unless an

alternative due date has been approved by the Board of Examiners.

Participants who have been issued with a specific assessment deadline by the Board of Examiners must comply with that deadline. Any enquiries regarding Board-set deadlines should be directed to Ethics and Practice at ethicsandpractice@lawsociety.sa.asn.au.

Time Restrictions

Participants have 12 months from the commencement of the course to complete all assessment requirements. If all assessment requirements have not been successfully completed within this period, the participant's enrolment and learning will lapse. The participant will be required to re-enrol in and complete the Law Practice Management Course again to satisfy the accreditation requirements.

Fees, Cancellations and Transfers

Course fees are payable in full at the time of enrolment unless otherwise agreed.

Participants may cancel their enrolment and receive a partial refund at any time before the commencement of the first in-person session. Substitutions or transfers to another participant are not permitted without the prior written approval of the Law Society.

Once access to the Learning Management System (LMS) has been provided, a non-refundable administration and course access fee of \$500 will be retained by the Law Society, regardless of whether the participant accesses the course materials.

The Law Society reserves the right to postpone, reschedule or cancel the course where necessary. In these circumstances, participants will be advised of the available options.

Privacy Policy

Please refer to our Privacy Policy at www.lawsociety.sa.asn.au/privacy.

Privacy Statement: By attending a Law Society event you consent to the use, reproduction, editing and/or broadcast by the Law Society of South Australia of any and all photographs, video recordings and audio recordings of you taken by or on behalf of the Law Society of South Australia without compensation to you.