

# Specialist Accreditation Scheme Handbook 2017

Distinction in law



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### **For enquiries contact:**

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## 2017 Key Program Dates

Activity	Date
Information evening	Wednesday 22 February 2017
Close date for applications requiring committee discretion (regarding eligibility)	Friday 31 March 2017 by 4pm
Application close date for all other applications	Thursday 13 April 2017 by 4pm
Assessment briefing evenings	May
Assessment period (refer to the relevant <i>Assessment Criteria</i> for specific dates)	May – August
Results released to candidates	October
Certificate presentation by the Chief Justice, Supreme Court of Queensland	December

## About the Specialist Accreditation Scheme

The Specialist Accreditation Scheme was established to recognise Queensland Law Society members who have demonstrated proficiency in areas of practice in which they specialise. Lawyers who are accredited as specialists are recognised as having enhanced skill levels as well as substantial involvement in established legal speciality areas. The Society requires such candidates to demonstrate superior knowledge, experience and proficiency in a particular area of law to ensure that recognition as an accredited specialist is meaningful and reliable.

Established in 1995, the Scheme aims to benefit the public and the profession in the following ways:

- by providing practitioners with an incentive and opportunity to reach and maintain a high level of competency in their chosen area of practice
- by offering the public and the profession a reliable means of identifying practitioners who are recognised by their peers as having special competence in particular areas of practice
- by encouraging improvement in the quality and delivery of legal services.

**Accreditation is offered across 10 areas of practice, generally every two years:**

Business Law	Personal Injuries
Commercial Litigation	Property Law
Criminal Law	Succession Law (Wills and Estates)
Workplace Relations Law	Taxation Law*
Immigration Law	Family Law

\*Offered through Law Institute of Victoria

**In 2017, practitioners can apply to be accredited in the following areas:**

Family Law
Property Law
Succession Law
Taxation Law (offered through the Law Institute of Victoria)

This document contains the policies and procedures applicable to practitioners interested in applying for and undertaking the specialist accreditation assessment program in 2017. Please refer to the *Assessment Criteria* in your area of accreditation for information specific to your area.

## Submitting an Application

### What are the eligibility criteria?

To apply you must satisfy all of the following criteria:

1. Hold a current practising certificate in Australia or be engaged in legal practice as an employee of a State, Territory or Commonwealth Government.
2. Have been engaged in legal practice for five years on a full-time basis or equivalent.
3. Be a full member of Queensland Law Society.
4. For the three years immediately prior to application, demonstrate a substantial involvement in the area of law for which accreditation is sought. 'Substantial involvement' means not less than 50% of normal full-time practice. In relation to any period during which you have worked part-time in the three years preceding the application, 'substantial involvement' means that you have worked exclusively in the area for not less than the equivalent of 50% of your individual workload (ie one and a half days per week when working three days per week / two days per week when working four days per week).

Participants of the Scheme are reminded of their ethical obligations under the Australian Solicitors Conduct Rules and are reminded that participants are required to conduct themselves in a professional and courteous manner at all times. Inappropriate behaviour will not be tolerated and will be reported to the Specialist Accreditation Board who may:

- cancel your enrolment in the specialist accreditation program
- refer the matter to the Legal Services Commission, and/or
- refer the matter to the Manager of the Professional Standards Department of the Society.

### What if I do not meet these criteria?

If you do not fully meet the requirements regarding years of experience in practice (criteria 2 above) or level of involvement in the area of practice (criteria 4 above), you may request that the specific Advisory Committee exercise its discretion to accept your application.

All requests of this nature must be submitted in writing addressed to the relevant committee and accompany your application. The letter must outline the reasons why discretion is required and outline a case for why the committee should exercise its discretion and accept you as a candidate. *Please refer to the key program dates on page one for the closing date for applications requiring an exercise of committee discretion.*

### Do I need referees?

Your application must be supported by three completed *Referee Reports*. *Referee Report* forms can be downloaded from the [website](#) and must include the name, occupation, employer and contact details of a referee who can attest to your involvement and level of competency in the area for which accreditation is sought.

Your *Referee Reports* must satisfy the following criteria:

- Referees must have known you for at least three years prior to the date of application.
- All three referees must be legal practitioners resident within an Australian jurisdiction with at least five years' experience in practice.
- At least one referee must have had substantial involvement (in line with the substantial involvement requirement for candidates) in the relevant area of practice in which accreditation is sought.
- No more than one referee may be a colleague or partner at your current firm/place of employment.
- You cannot use the following as a referee:
  - close personal friends or relatives
  - another applicant for accreditation in the same area of law in the same year
  - a staff member at the Society or member of the Specialist Accreditation Board or relevant committee.

## How can I get further information about the Scheme and what's expected?

### Read the relevant *Assessment Criteria*

Before submitting an application, you must read the *Assessment Criteria* for the specific area of practice in which you are interested. The *Assessment Criteria* outlines general information about the assessment items, the core areas of knowledge expected of candidates and the required standard of skill of a specialist practitioner, which a candidate must demonstrate in order to be successful.

A copy of the *Assessment Criteria* for each area of practice offered in 2017 can be downloaded from the [website](#).

**Please note:** Participating in the specialist accreditation program requires a considerable level of commitment and you are encouraged to plan your study strategy well in advance to optimise your performance across all assessment tasks

### Attend the Specialist Accreditation Information Evening

You are encouraged to attend the information evening held prior to the closing date for applications. This event gives you the opportunity to ask questions of members of the committees, newly accredited specialists and the Society's Specialist Accreditation Team regarding:

- application process
- core knowledge and skills
- assessment components
- preparatory advice
- general administrative matters.

In 2017, this evening is held on Wednesday 22 February and attendance is complimentary for members. Please consult the [website](#) to register your attendance or contact the Specialist Accreditation Team for more information.

## Purchase available resources

In 2017, there are two resources available for you to purchase to assist in your preparation for the assessment.

- Past Assessment Kits  
contain samples of the written assessment items from previous years and can be useful to indicate the level of skill that is expected of you in these assessment items. This kit can be purchased at a cost of \$44 (including GST).
- Oral assessment example  
recording of a past candidate's performance to provide a guide as to the standard expected in this assessment item. This recording can be purchased at a cost of \$33 (including GST).

Resources can be purchased by completing the relevant order form downloaded from the [website](#).

### Please note:

- The assessment content will vary from year to year however the expected standard remains constant.
- These resources are only available for the purpose of assisting you with your own specialist accreditation assessment. On ordering, you will be required to sign an undertaking that you will not disclose, distribute, copy, alter or otherwise deal with these resources other than for the stated purpose.
- The oral assessment example is not intended to be a completely correct answer but is an example of an oral assessment that has met the required standard for accreditation.

## What if I have special requirements?

You may request reasonable adjustment to cater for a disability or impairment (eg hearing, mobility, visual or other disability or impairment). Requests must be made in writing to the Specialist Accreditation Team and submitted with your application by the relevant application closing date.

The written request must be in sufficient detail and supported by any relevant medical documentation from your medical practitioner or specialist regarding your disability or impairment, how it impacts on undertaking the required assessments and what reasonable adjustments are requested (eg extra time to complete a formal examination, need to use a laptop with special software during the assessment and/or formal examination or access to the assessment venue).

The request will be considered by the Specialist Accreditation Team and if necessary referred to the relevant committee. Once a decision has been made, you will be sent written confirmation of the outcome, next actions and how your request can be met.

## What is the application fee?

A fee of \$990 (including GST) is payable to the Society at the time of application and may be paid by cheque or credit card. The application fee will be refunded if the application for accreditation is not accepted.

## How do I apply?

If you are interested in becoming an accredited specialist, you must submit the following by the relevant application closing date:

- your completed *2017 Application for Specialist Accreditation* form
- three completed *Referee Report* forms or an indication that your referees will submit these forms directly to the Specialist Accreditation Team by the application closing date
- the application fee of \$990 (including GST).

**Please note:** If you require the relevant committee to exercise its discretion to accept your application as you do not fully meet the eligibility criteria, your written request along with the above items must be submitted by the application closing date specific for applications requiring this discretion to be exercised.

**Applications can be submitted via post, email or fax to:**

**Specialist Accreditation Team**  
**Queensland Law Society**  
 GPO Box 1785, Brisbane Qld 4001  
 Fax 07 3221 2279  
 Email [specaccred@qls.com.au](mailto:specaccred@qls.com.au)

## What happens to my application once it is received?

You will be sent confirmation of receipt of your application by email. All applications will be kept confidential.

The Specialist Accreditation Team will then:

1. Check that applications requiring the committee to exercise their discretion regarding eligibility are satisfactory and include appropriate *Referee Reports*.
2. Submit these applications to the relevant committee for review and determination.
3. Check that all other applications are satisfactory, including that the applicant meets the eligibility criteria and the application includes appropriate *Referee Reports*.

The Society's Professional Standards Department will also be contacted to seek advice of any adverse conduct finding made against any applicant. Any such findings will be submitted to the relevant committee for consideration.

For the purposes of an application for accreditation an adverse finding is:

- a. a finding by a Court or Tribunal of unsatisfactory professional conduct or professional misconduct.
- b. a decision by a Regulatory or Law Enforcement Agency/Authority to refer the applicant to a Court or Tribunal or vice versa.
- c. a finding against the applicant by a Regulatory or Law Enforcement Agency/Authority resulting in the imposition of a caution or reprimand on that person.
- d. any other finding, allegation or matter involving the applicant which, in the view of the Board, would likely bring the Scheme into disrepute.

Once these steps have been completed, written confirmation of acceptance as a candidate for the 2017 specialist accreditation program will be sent to you and your application fee will be processed.

## What if my application is not accepted?

If you receive confirmation that your application has not been accepted your application fee will be refunded. You may also wish to refer to the section entitled 'What if I am adversely affected by a decision of a relevant committee?'

## Am I able to withdraw my application?

Applications can be withdrawn and refunds will be determined depending on the timing of your withdrawal, as outlined below.

Date	Refund
Before applications close	100%
Up to four weeks prior to date of first assessment item (distribution or sitting)	80%
Within four weeks prior to date of first assessment item (distribution or sitting)	0%

Applications to withdraw must be submitted in writing by email or post to the Specialist Accreditation Team. Confirmation of withdrawal will be provided in writing together with any refund.

## Completing the Assessment Program

### What is the expected performance standard?

The assessment is based on a set of performance standards that have been developed for each area of accreditation and which establish a 'benchmark' level for tasks you should be able to perform. These performance standards (referred to as 'skills' in the *Assessment Criteria*) are updated by the relevant committee each year an area of accreditation is offered and act as guidelines for assessing your competence in the relevant area of practice.

Each committee develops performance standards for its specialty area by answering the following key questions:

1. What tasks does a specialist in this area most commonly undertake?
2. What are the most appropriate processes/procedures for undertaking these tasks?
3. What is the appropriate level of expertise that a legal practitioner should exhibit in undertaking these tasks if he/she is to be held out to the public as being an accredited specialist in this area?

Further information on the performance standard (or 'skills') in each area of practice offered can be found in the *Assessment Criteria* for that area of accreditation.

### What are the methods of assessment?

You will be required to undertake several modes of assessment in order for the assessors to develop an accurate picture of your ability. You must meet the 'required standard' set for each assessment component to be eligible for accreditation. The methods of assessment vary between areas but generally include:

<b>Take home assessments</b>	Completion of tasks associated with a mock file Completion of a take home written open book examination Completion of a take home assignment
<b>Oral assessments</b>	Participation in a simulated client interview Participation in a peer interview in relation to a fact scenario or general legal principles and practice Completion of an oral examination or presentation Participation in a simulated hearing
<b>Formal written examination</b>	Completion of a supervised written examination

The general character of some assessment components is described below:

<b>Mock file OR Take home assignment</b>	Mock files require candidates to undertake tasks required in practice, such as providing written advice to clients and drafting legal documents. Candidates may have to answer several questions which focus on the application of legal knowledge to the given scenario/s. Candidates are required to return the work within a specified period of time. In some areas of accreditation, candidates are given a choice of elective sub-specialities.
<b>Peer interview</b>	A peer interview is conducted by a panel of assessors from the relevant committee, who ask questions regarding a given fact scenario and/or general legal principles and practice. The interview is recorded and often time limited.
<b>Simulated client interview</b>	Candidates are required to conduct a simulated client interview with an actor performing the part of a client. The interview is recorded and time limited.
<b>Simulated hearing</b>	A simulated hearing requires candidates to display their advocacy skills in a court/tribunal setting according to a scenario, where materials may be distributed in advance. The hearing is recorded and time limited.
<b>Written examination</b>	A written examination, which may be three hours or more in length, requiring candidates to answer several questions focusing on the application of legal knowledge in the area of accreditation being examined. Examinations are generally open book.

### When and where are assessments held?

Face to face assessments (such as written examinations and interviews/simulated hearings) are generally held on a weekend at a location in central Brisbane. Ample notice will be provided if candidate numbers require assessment to be held on a weekday.

Further dates and details can be found in the relevant *Assessment Criteria*.

### Do the assessors know my identity?

You will be provided with a candidate reference number when you are advised that your application has been accepted. This is your personal identification code used to ensure anonymity for written assessment items. As it is not possible to preserve your anonymity in any oral assessment, you will be referred to by name in these instances.

## Can I be part of a study group?

The *2017 Application for Specialist Accreditation* form includes a section where you can nominate to be in a study group. If you have made this nomination, your contact details will be released to all other interested candidates to enable individuals to make contact with each other to arrange study times and activity.

The purpose of study groups is to enable you to share materials and prepare for the assessment program. Candidates cannot assist each other in:

- drafting answers to any written items of assessment
- preparing for oral assessments where material is provided before the assessment and formal preparation is necessary.

**Please note:** When you submit your assessment you will be required to sign an undertaking to confirm that all work submitted is a result of your own efforts and completed entirely by you.

## What if I experience a problem completing my assessment?

If you experience a problem performing any of the assessments, you may request special consideration as per the following.

### 1. Experiencing a problem on the day of the assessment

- a. If you attend an assessment but experience a problem which significantly affects your performance on that day (such as illness or other extenuating circumstances), you must bring it to the attention of the assessment supervisor.
- b. You are encouraged to complete as much of the assessment as you are able.
- c. You must submit a request for special consideration on the *Request for Special Consideration* form within two business days of the assessment date.

### 2. Experiencing a problem (illness, grounds for compassion or extenuating circumstances) during the period given to complete the assessment

- a. You may request an extension of time by:
  - i. submitting a request for special consideration on the *Request for Special Consideration* form **before** the due date of the assessment; and
  - ii. demonstrating that you are unable to meet the date due to circumstances that are unforeseeable. Pressure of work or holidays will not be accepted as reasons.
- b. If the assessment is handed in on time, you must submit a request for special consideration on the *Request for Special Consideration* form within two business days after the due date.

### 3. Missing face to face assessments such as examination and/or interviews

- a. If you fail to attend an assessment through 'misadventure' (such as an accident or unforeseen illness), you may submit a request for special consideration on the *Request for Special Consideration* form within two business days of the assessment date.
- b. Upon receipt of sufficient detail and relevant documentation in support, alternative arrangements may be made for the completion of the relevant

assessment. Alternative times will be provided to the candidate based on the availability of the relevant resources.

All requests for special consideration must be in sufficient detail and supported by relevant documentation, such as a medical certificate, accident report, statutory declaration etc. All requests will be considered by the Specialist Accreditation Team and, if necessary, referred to the relevant committee for determination and any further actions. There are three possible outcomes:

- request denied
- request accepted
- request taken into account when relevant committee reviews final marks for this assessment item.

You will receive written confirmation of the outcome of your request.

**Please note: Failure to appear at a face to face assessment or to hand in an assessment by the due date and without notification within two business days will result in automatic failure of that assessment component.**

Candidates that cannot notify the Specialist Accreditation Team within two business days due to 'misadventure' (such as an accident or unforeseen illness) must submit an application to the Specialist Accreditation Board within seven days following the assessment due date and must include relevant documents in support and any completed assessment, partial or otherwise. The Board will consider and determine the application at their discretion. The decision of the Board is final.

### **What happens to my assessment materials?**

All assessment materials submitted during the course of the program become the property of the Society and will be held in confidence. You may request a copy of your assessment after notification of results, at your own cost.

Assessment materials will be retained by the Specialist Accreditation Team for 12 months after the final results are released.

## The Notification Process

### What happens following my final assessment?

Your assessment will be marked by the members of the relevant committee or in some cases by an external assessor. You will be notified of your results in writing in October. No results will be communicated over the phone.

As part of the notification process, you will be provided with a one page summary advising you of your overall result for each assessment component plus comments from the assessors. If you are deemed unsuccessful in any of the three assessment items, a *Detailed Assessment Report* and a copy of that assessment item will be sent to you with your results letter.

### What are my options if I do not pass an assessment?

There are two options available if you do not successfully pass an assessment. Either or both of these options are available to you within the timeframes specified below.

#### 1. Reassessment

This is a merits review which is available to you if you fail **only one** of the three items of assessment. Reassessment is not available if there has been a failure in more than one item of assessment.

Before deciding to make an application for reassessment, you should review the *Detailed Assessment Report* for the failed item of assessment and consider whether the assessor's comments adequately reflect your performance.

If you believe the assessor's comments do not reflect your performance, you can make an application for reassessment in writing. That application must be received by the Specialist Accreditation Team within 14 calendar days of the date of issue of your results letter.

Applications must state:

- your candidate reference number only
- the item of assessment you are seeking to be reassessed
- the reasons for seeking reassessment – briefly setting out specific examples of where you believe the assessor's comments do not reflect your performance.

Applications must be accompanied by a non-refundable fee of \$154 (including GST).

The reassessment is carried out by an assessor who is considered to have specialist knowledge in this area of accreditation, is not a member of the relevant committee and has not previously assessed your performance.

The reassessor is asked to:

- review your assessment against the relevant marking guide, completing a blind marking of your assessment
- compare this marking to the *Detailed Assessment Report*
- consider the points made in your application
- determine whether he or she agrees or does not agree that the assessment does not meet the required standards for accreditation.

The determination of the reassessor is final and you will be advised of the outcome in writing. No reasons will be provided by the reassessor and there is no further avenue for reconsideration of your assessment: you cannot submit an appeal on the basis of the result of your reassessment.

## 2. Appeal to the Specialist Accreditation Board

This is a process review option which provides an opportunity for you to submit an appeal to the Specialist Accreditation Board if you believe that your performance or result has been affected by the way the assessment process was conducted.

An appeal will only be accepted when made on one of the following grounds:

1. You were given wrong, incomplete or conflicting information in writing.
2. You can demonstrate that some other aspect of the assessment process unfairly disadvantaged you.

**Please note:** An appeal cannot be made in relation to the correctness of your answers or the allocation of marks. Concerns of this nature should be dealt with under the reassessment option above. In addition, appeals cannot be made on the grounds of illness or extenuating circumstances. Concerns of this nature should have been dealt with under the Special Consideration process outlined on page 10 at the appropriate time.

Appeal submissions must be received in writing by the Specialist Accreditation Team within 14 calendar days of the date of issue of your results letter.

Submissions must state:

- your candidate reference number only
- the ground/s you seek to rely on
- details of how your performance or result has been affected by the way the assessment process was conducted.

Submissions must be accompanied by a non-refundable fee of \$154 (including GST).

Appeals will be considered by the Specialist Accreditation Board who will:

- review your submissions, assessment results and any other relevant information
- consider whether the assessment process was applied differently and adversely in your case as compared to other candidates
- consider whether you were otherwise likely to have met the required standard.

The Board will then determine whether to:

- grant the appeal
- grant the appeal and impose any specific conditions
- deny the appeal
- make any other determination that it sees fit.

The determination of the Specialist Accreditation Board is final. You will be advised of the outcome in writing.

**Applications for reassessment and/or appeal are to be submitted via post, email or fax to:**

**Specialist Accreditation Team**  
**Queensland Law Society**  
GPO Box 1785, Brisbane Qld 4001  
Fax 07 3221 2279  
Email [specaccred@qls.com.au](mailto:specaccred@qls.com.au)

### **What are my options if I do not successfully gain accreditation following a reassessment or appeal?**

If you are unsuccessful in gaining accreditation, you will need to reapply the next time the assessment program for this area of accreditation is offered and you will have to re-sit the full assessment program at that time. Unless otherwise directed by the Specialist Accreditation Board, usually within the year in which you completed the accreditation program, you will not receive any exemptions from any items of assessment you successfully completed in previous years should you chose to sit the program again in the future.

### **What happens if I am eligible for accreditation?**

You will be granted accreditation on payment of the first accreditation fee of \$412.50 (including GST). You will be provided with a suite of specialist accreditation logos to enable you to advertise your new status. All advertising must be in accordance with the *Marketing Guidelines* available for download from the [website](#).

You will be formally congratulated at the annual *Specialist Accreditation Christmas Breakfast with the Chief Justice* in December when you will be presented with your certificate of accreditation by the Honourable Chief Justice of the Supreme Court.

### **Can I count the assessment process that I have undertaken toward my Continuing Professional Development (CPD) requirements?**

By undertaking the specialist accreditation assessment process you are automatically granted 10 CPD points for the current CPD year, regardless of whether you achieve accreditation or not.

**Please note:** eight of these points are considered general points and one point can be claimed for each of the core areas of Practical Legal Ethics and Professional Skills. Therefore you will need to complete one additional CPD point in the core area of Practice Management and Business Skills in order to satisfy your CPD requirements for the year.

## Maintaining Accreditation

### What do I need to do to maintain my accreditation?

Reaccreditation must be obtained annually. In order to qualify for reaccreditation, you must:

- continue to hold membership with the Society
- continue to hold a current practising certificate or be otherwise exempt from doing so
- maintain substantial involvement in the area of practice in which accreditation is held (50% of your individual workload (ie one and a half days per week when working three days per week / two days per week when working four days per week), as stated previously)
- complete an additional five CPD points annually (for a total of 15 points per CPD year), where a minimum of 10 CPD points must be at an advanced level in the area of accreditation; and
- pay the annual reaccreditation fee within the prescribed period each year.

**Please note:** In the CPD year in which accreditation is granted, you are only required to complete one additional CPD point in the core area of Practice Management and Business Skills, as outlined previously.

### Will I be subject to an audit of my CPD requirements as an accredited specialist?

In the first three CPD years following your accreditation, you will be asked to submit a *Reaccreditation Report*. This Report should set out the professional development activities you have completed during the CPD year to satisfy your specific CPD requirements.

Once you have been subject to audit for three CPD years, you will only be asked to submit a *Reaccreditation Report* if you are selected at random during the annual audit process.

In the case that you are, or may be, subject to an audit of your CPD activities, you are encouraged to:

- maintain a record of the professional development activities you have completed each CPD year (from 1 April–31 March); and
- retain supporting documentation for the activities that you wish to rely on for your 10 advanced points in your area of accreditation. Supporting documentation can include any form of documentation that describes the content of the activity you have attended.

### What do I do if I cease practising for a period of time ie due to illness/maternity leave/career break?

If you are unable to satisfy the conditions for maintaining accreditation due to a change in circumstances, you may apply in writing to the relevant committee for a leave of absence from your accreditation for up to two consecutive years.

An example of a change in circumstance may be:

- taking a leave of absence from your employment to travel or for illness
- taking maternity leave
- practising wholly outside of Queensland for a period greater than three months (if your accreditation is a state-based accreditation).

Applications for a leave of absence from your accreditation must be submitted in writing to the relevant committee, outlining the reason why the leave of absence is necessary and how long you require. Please forward your application to the Specialist Accreditation Team via email.

Where possible, you are expected to actively participate in CPD activities during your leave of absence.

If your circumstances change and you have not been granted a leave of absence, you will be required to repeat the full accreditation assessment program in order to be re-accredited.

### **Can I receive a refund of my annual accreditation fee?**

No refunds will be provided to current accredited specialists who wish to:

- take a leave of absence from their accreditation, or
- allow their accreditation to lapse.

Accredited specialists who have extenuating circumstances and wish to apply for a refund should contact the Specialist Accreditation Team to discuss further.

The final decision will be made by the Specialist Accreditation Team in conjunction with the Learning and Professional Development Manager.

### **Will I need to report on my professional conduct?**

It is an ongoing condition of accreditation that you will immediately report to the Specialist Accreditation Team:

- a finding by a Court or Tribunal of unsatisfactory professional conduct or professional misconduct made against you
- a decision by a Regulatory or Law Enforcement Agency/Authority to refer you to a Court or Tribunal or vice versa
- a finding against you by a Regulatory or Law Enforcement Agency/Authority resulting in the imposition of a caution or reprimand
- any other finding, allegation or matter involving you which, in the view of the Advisory Committee or Board, would likely bring the Scheme into disrepute.

### **What if I decide to move to the Queensland Bar?**

You may retain your accreditation if you move to the Queensland Bar provided you:

1. are an associate member of Queensland Law Society
2. hold a current barrister's practising certificate from the Bar Association of Queensland
3. pay the annual reaccreditation fee
4. maintain substantial involvement in the area of practice which you hold accreditation

5. complete a minimum of 10 CPD units per year, where these units must be at an advanced level in your area of accreditation.

If audited as part of the annual specialist accreditation CPD audit you will be required to supply the Society with a letter from the Bar Association of Queensland verifying that your professional conduct has been satisfactory, plus a completed *Reaccreditation Report* demonstrating that you have satisfied your CPD requirements for an accredited specialist.

### **What if I am adversely affected by a decision of a relevant committee?**

If you have been aggrieved by a reviewable decision of a relevant committee you may submit an appeal to the Specialist Accreditation Board for a review of this decision.

Appeal submissions must be received in writing by the Specialist Accreditation Team within 14 calendar days of the date you were notified of the decision of the committee.

Appeals will be considered by the Specialist Accreditation Board who will:

- review your submissions
- determine whether to grant the appeal, grant the appeal and impose any specific conditions, deny the appeal, or make any other determination that it sees fit.

The determination of the Specialist Accreditation Board is final. You will be advised of the outcome in writing.

### **All applications are to be submitted to:**

**Specialist Accreditation Team**  
**Queensland Law Society**  
GPO Box 1785, Brisbane Qld 4001  
Fax 07 3221 2279  
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