

Guidelines for Providing Documents

The Institute of Professional Legal Studies (IPLS) delivers the Professional Legal Studies Course (Profs) to New Zealand law graduates. Profs is a compulsory pre-requisite for admission to the bar. The unique, competency-based programme equips new lawyers with the skills and knowledge required for practice in New Zealand.

It is very different from university study in that it is skills-based rather than fact-learning. The skills must be practised and demonstrated to a high standard in order to meet IPLS assessment criteria.

IPLS requires verification from relevant professionals caring for trainees with a health condition which may impact their learning for the following reasons:

1. To enable us to put in place the most appropriate support system for the trainee
2. To ensure we are not working against strategies put in place by the health professional
3. To protect the integrity of the trainee's competency standards
4. To justify any 'reasonable accommodation' as outlined in the IPLS Health Policy document

IPLS Course Outline

The IPLS Profs course is delivered in two modes - one running for 13 weeks and the other for 18 weeks. Both courses combine self-managed online study and instructor-directed learning.

During the 13-week course online seminars, trainees are expected to complete between four and five hours online study every day while those on the 18-week course are expected to complete between two and three hours online study every day. There are compulsory weekly participation deadlines to meet as well as assessments most weekends - also with non-negotiable submission deadlines.

Participation is a regulatory requirement. Non-participation in either an online seminar or an in-person Zoom session may result in a Not Yet Competent (NYC) grade. Trainees are permitted a maximum of two NYC grades throughout the duration of the course - a third requires a trainee to complete the course in its entirety again.

Should you wish to discuss the course in more detail, or have any questions, please feel free to contact the IPLS Trainee Services Co-ordinator Suzie Nguyen on **0800 776 376** or at s.nguyen@ipls.org.nz

Please complete the form on the next page.

Health Documentation Form

To be completed by the relevant health professional



Please provide this completed form to the IPLS trainee in your care

Trainee name

Street

Suburb

City

Postcode

The above named person has the following health condition:

The duration of this condition will be

Permanent

or

Please specify duration

The impact this condition is likely to have on the trainee's study is:

Having reviewed the provided information on the IPLS course, I recommend the following support:

Practitioner's Name

NZMC registration number

Practitioner's signature

Date

Please note: Any information you provide will not be divulged without the written permission of the trainee.

Click the **Submit** button, or save the form to your computer and then send the file as an attachment through your usual email application to: s.nguyen@ipls.org.nz