From: The LEC Office

Dear LPAB/LEC student

Welcome to the Law Extension Committee’s teaching and learning program for the Winter Session (May to August) 2007. Our website is currently being updated with Subject Guides and supplementary resources for next session.

If you are new to the program, you will have registered with the Legal Profession Admission Board as a Student-at-Law.

Approximately two weeks before you enrol with the Board, all new and continuing students will receive an Enrolment Package. Read carefully all the accompanying documents, and particularly the Course Information Handbook.

Once you have enrolled with the Board, a common question is: **WHAT DO I DO NEXT?**

Here is a check list:

**1. REGISTRATION WITH THE LEC: 30 APRIL – 4 MAY 2007**

To be eligible to sit for the Board’s examinations you must comply with the LEC’s registration and assessment requirements.

- **First**, all students enrolled for the Board’s examinations must also register online with the LEC in each subject for which you are enrolled with the Board. This must be done each session.

  The registration period is from 30 April to 4 May 2007.

- **Second**, in subjects with compulsory components, a mark of 50% is the benchmark for achieving a result sufficient to indicate eligibility to sit for the Board’s examinations.

  - Detailed guidelines for LEC registration are included in your enrolment package.

If you have not registered between 30 April to 4 May in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program.

If you have an **application pending with the Board you must still register** and indicate on the form that you are awaiting confirmation of your enrolment with the Board. You should attend lectures and prepare compulsory assignments. Late enrolment is not a valid reason for an extension of time to submit an assignment.

During the coming sessions we will be bringing more assessment tasks online and upgrading the webcampus to accommodate a wider range of learning opportunities. We will increasingly require evidence that you are using the learning resources provided. The University is also increasing its online security. For these reasons it is vital that you register between 30 April to 4 May so that your University web login and password protocols can be processed.
As soon as possible after the registration period you will receive instructions for retrieving your login details. You should explore the facilities available online and become familiar with the range of resources available. Anyone aspiring to a career in law must become skilled in electronic researching.

Please note that Subject Guides, the Booklist and supplementary materials are only available online. The LEC does not issue paper copies unless your circumstances prevent you from downloading materials. Since online facilities are now so essential in studying law, very few students will need to be sent paper copies.

If, for any reason, you are unable to register online or access the LEC webcampus, please contact the LEC, either by email at enquiries@lec.pip.com.au or by phone on (02) 9392 0320.

2. LECTURE ATTENDANCE

The next step is to attend lectures. The importance of attending lectures and, if you are an external student, weekend schools, cannot be emphasised enough. If you are an external student, Weekend Schools are your lectures. Online resources are not a substitute for attendance. In our teachers we (that is, all of us) have a unique resource that is the centre of the LEC’s teaching program. The first lectures are:

LEC Orientation For New Students And Introductory Weekend School In Legal Institutions And Contracts

An Orientation for New Students is provided by the LEC on Friday 27 April in the Carslaw Lecture Theatre 157 (CLT 157) on the main campus of the University, from 2.30pm to approximately 7pm. You will find it on the map in your Course Information Handbook.

The Orientation will provide you with an opportunity to understand the roles of the Legal Profession Admission Board and the Law Extension Committee; the LEC Curriculum Officer will guide you through the features of the webcampus; the LEC law librarian will explain library resources; approaches to the course by former and present students will be discussed and you will be able to meet other students.

On Saturday 28 April the introductory topics of the Legal Institutions course will be covered for external students. Students will also undertake exercises in problem-solving, case analysis and the fundamental aspects of legal reasoning. Returning students who would like to take part are most welcome.

On Sunday 29 April the main elements of the Contracts course will be introduced, followed by a session in problem solving specifically in relation to Contracts. Even if you have enrolled just in Legal Institutions for this session you will find this introduction useful.

A full program for the Orientation and Introductory Weekend School is enclosed in your Enrolment Package.

3. DURING THE SESSION

How important is attendance at the introductory program? Very important. We have devised this program in the light of needs expressed by students and because of the high attrition and failure rates in early subjects. It is designed to give you an early start in developing essential study and research techniques.

Obtaining Subject Guides and Materials
When you register online with the LEC between 30 April to 4 May you should download your Subject Guides. Subject Guides are not password-protected. If you have a problem downloading, contact the LEC. Registered students will be notified regarding access to the webcampus and online resources.
We will issue a folder for Legal Institutions students containing preliminary course materials. If you already have the folder from a previous enrolment you need only collect the inserts. You will not need a new folder.

Course Materials and notes are available in several subjects. Please note that not all subjects have the same type or range of support materials and what is provided in one subject should not create an expectation with regard to other subjects.

**Lectures**

Lectures for all except Legal Institutions students (Legal Institutions students please see box below) begin in the week commencing 14 May 2007. Use your Subject Guides. Do the preliminary reading before each lecture to get the most out of it. Attend actively.

**Assignments**

Make sure you read carefully the *Guide to the Presentation and Submission of Assignments* and the relevant sections of the *Course Information Handbook*. Note that in subjects 01 and 02, both Assignment 1 and Assignment 2 are compulsory.

Please note in subjects 03-12, there is one assignment that is compulsory for all students. This is due relatively late in the session to enable you to undertake more concentrated preparation. Experience suggests that one, later assignment results in a more satisfactory overall pass rate in assignments.

**Exams**

The aim of the LEC is to assist you in your studies for the Board’s examinations, through the teaching program, through materials we issue and through the webcampus and specialised library services.

Enclosed:

- LPAB Enrolment Form
- LPAB Checklist
- LPAB Student/Library Card
- Step by Step Online Registration Guide
- LEC Orientation and Legal Institutions & Contracts Introductory Weekend School
- Winter 2007 Session *Course Information Handbook*

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**IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS**

Students enrolled in Legal Institutions for Winter 2007 should attend lectures as follows:

**Introductory Day:** Friday 27 April: all new students should attend.

**Introductory Weekend:** Saturday 28 April: all external Legal Institutions students should attend. This material will be covered in evening lectures but will not be covered again for external students at the First Weekend School in June.

**Evening Lectures:** all evening Legal Institutions students should attend lectures which commence **Wednesday 9 May**. (Note: Legal Institutions lectures commence one week prior to lectures in other subjects.)

Course Materials will be available for all new students at the Introductory Day. **New students** should receive a folder and the insert. (Limited numbers will be available for distribution at lectures on 28 April and 9 May.)

Returning students are advised that there have been changes to the Course Materials, and so they should collect a **new insert** at lectures. Returning students should not need to collect new folders.