UNSW Law & Justice / Graduate Diploma in Legal Professional Practice

APPLICATION FOR APPROVAL OF WORKPLACE EXPERIENCE PLACEMENT

INSTRUCTIONS

Use this form for **ALL** work placements associated with the Graduate Diploma in Legal Professional Practice (GDLPP) for courses:

- **PLTX1300 Workplace Experience 1**
- **PLTX2020 Workplace Experience 2**.

Complete a separate Student Declaration form for EACH work placement (if your work experience is made up of placements at different workplaces or you had more than 1 placement at the same workplace).

Submission of form

If you are enrolled in the relevant course (PLTX1300 or PLTX2020), you can lodge this form in the associated Moodle site. If you are not enrolled, please send the form to plt@unsw.edu.au.

When to submit a form

For placements commencing after starting the PLT coursework

Complete this form for approval **before** you start your placement.

For placements undertaken prior to commencing PLT coursework or placements that have already commenced

☐ Tick this box if you are applying for recognition of a prior placement

Submit this form now and submit the following post-placement documents after your placement has finished:

- Student Declaration
- Supervisor Declaration
- Placement Log Record (either the UNSW PLT version or a document of your own design)

Approval of a placement

If approval is given for your placement, you will receive the following documents:

- Approval via email – you should keep this email as a record and submit it with your post-placement documents via Moodle
- PLT WIL Agreement – you will need to give this to your host organisation to sign and return to UNSW **before starting your placement**
- Student Declaration – you will need to submit this declaration at the end of your placement;
- Placement Log Record – you will need to submit this record at the end of your placement.
- Supervisor Declaration – your supervisor will need to fill this in and sign it, and you will need to submit it at the end of your placement; and

- Supervisor's guide – Please provide this to you supervisor once your placement begins

The requirements set out for workplace experience are consistent with the 'Standards for PLT Workplace Experience' adopted by the Law Admissions Consultative Committee and the New South Wales Legal Profession Admission Board.

STUDENT INFORMATION

Student ID Number: _____

Name: _____

Contact phone/mobile: _____

PLT Commencement Term: _____

DECLARATION INFORMATION

This placement declaration is for workplace experience for:

PLTX1300&2020 Workplace Experience

The total number of days this placement declaration is for: _____

(Note: for approval sought pre-placement, this total number of days will be the "expected" number.)

PLACEMENT INFORMATION

Firm/organisation: _____

Address of placement: _____

Supervisor's name: _____

Supervisor's phone/mobile: _____

Supervisor's email: _____

Start date of placement: _____

End date of placement: _____

(Note: for approval sought pre-placement, the end date will be the "expected" end date.)

PLACEMENT ATTENDANCE

FILL **ONE** OF THE **TWO** BOXES BELOW

For placements commencing after starting the PLT coursework

How many days per week do you intend to do in this placement: _____

How many hours per day do you intend to do in this placement: _____

Please advise of the mode of this placement:

Attend at host organisation's office

Please note that if you will be working remotely in your placement, you need to adhere to UNSW's rules for students working from home for Work Integrated Learning activities.

For placements undertaken prior to commencing PLT coursework

Please attach the associated student declaration, the supervisor declaration, and a separate document with details of your placement attendance and tick the relevant box below to indicate your submission.

- ☐ I have attached a document of my own design with placement details.
- ☐ I have completed and attached the UNSW PLT Placement Log Record.

Any other information in relation to your application

DECLARATION

☐ I confirm that, to the best of my knowledge, this work placement meets the requirements for PLT workplace experience.

Signature _____ Date _____

Please Note: *Failure to provide accurate information may result in your placement not being recognised. This may result in a delay to your admission as a lawyer. Please refer to information contained on the LPAB website for admission deadlines.*

UNSW SYDNEY

UNSW PLT WORKPLACE EXPERIENCE CHECKLIST 2021

Due to the pandemic, further flexibility has been introduced into the Workplace Experience Rules. While we believe it is important to undertake at least 15 days of WE 1 during or after your PLT coursework (as per the Workplace Experience Rules, we recognise that current circumstances make that difficult for some.

Please contact us at plt@unsw.edu.au to obtain further assistance/approval if:

- you think you may have difficulties obtaining 15 days of Workplace Experience 1 during or after your UNSW PLT coursework, as we may be able to recognise workplace experience (i.e the full 40 days of WE 1 & 2) acquired up to 2 years before you commenced PLT coursework (including paralegal work, internships, externships, clinical placements etc) provided it meets the rest of the criteria.
- Also contact us if your placement or workplace experience does not strictly fit the criteria, e.g.
    - if you are not sure if your supervisor will meet the requirements
    - If you wish to complete a placement outside Australia.

PLTX1300 WORKPLACE EXPERIENCE 1

Assess your placement against the checklist in this section if your declaration is for PLTX1300 Workplace Experience 1.

- ☐ My work placement is in Australia.
- ☐ My work placement is in a legal office or law-related environment
- ☐ My work placement will begin after my PLT coursework has started and will be completed within two years after my PLT coursework has been completed.
- ☐ My work placement will occur over at least two days per week or four sessions of four-hours per week.
- ☐ My work placement supervisor has been admitted to the legal profession.
- ☐ My work placement supervisor is currently practising law
- ☐ My work placement supervisor has at least three years' experience in practising law
- ☐ I believe my work placement supervisor is of good standing in the legal profession.
- ☐ My work placement supervisor has agreed to complete the declaration supplied by UNSW PLT at the end of my placement
- ☐ A minimum of 15 days (equivalent to 105 hours) of my work placement meets the requirements of Work Experience 1 rules (Nb. please also see box above).

PLTX2020 WORKPLACE EXPERIENCE 2

Assess your placement against the checklist in this section if your declaration is for PLTX2020 Workplace Experience 2.

- ☐ My work placement is in Australia
- ☐ My work placement is not in Australia (approval required*)
- ☐ My work placement is in a legal office or law or law-related environment
- ☐ My work placement falls within the ranges of two years before my PLT coursework has started and two years after my PLT coursework has been completed
- ☐ My work placement will occur over at least one day per week or two sessions of four-hours per week.
- ☐ My work placement supervisor has been admitted to the legal profession
- ☐ My work placement supervisor is currently practising law*
- ☐ My work placement supervisor has at least three years' experience in practising law.
- ☐ I believe my work placement supervisor is of good standing in the legal profession.
- ☐ My work placement supervisor has agreed to complete the declaration supplied by UNSW PLT at the end of my placement.