UNSW Law & Justice / Graduate Diploma in Legal Professional Practice

STUDENT DECLARATION (POST-PLACEMENT)

INSTRUCTIONS

Use this form for **ALL** PLT 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).

Lodgement of forms

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

For placements undertaken *after* starting PLT coursework

Complete this form and submit it along with the following post-placement documents:

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

For placements undertaken *before* starting PLT coursework

Complete this form and submit it along with the following post-placement documents:

- Approval PLT placement – *indicate on this form that approval is sought for recognition of prior placement*
- Supervisor Declaration
- Placement Log Record (either the UNSW PLT version or a document of your own design)

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

Name: _____

Student ID Number: _____

Contact phone/mobile: _____

PLT Term start: Term 1 2020

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: _____

DECLARATION INFORMATION

This placement declaration is for workplace experience for:

PLTX1300 Workplace Experience 1 & F

The number of days this placement declaration is for: _____

Please attach a document with details of your placement attendance and tick the relevant box below to indicate your submission.

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

RELEVANT EXPERIENCE

Provide details on all tasks that you carried out at your placement. Give a brief description of all categories that you identify as having performed.

☐ Interacted with external clients

_____

_____

_____

☐ Interacted with in-house clients

_____

_____

_____

☐ Drafted legal documents

_____

_____

_____

☐ Undertook legal research

_____

_____

_____

☐ Used a legal file management system

_____

_____

_____

☐ Other – please specify

_____

_____

_____

ADEQUATE SUPERVISION

The guidance I received from my supervisor was: Excellent

I met with my supervisor: once a day

I received constructive feedback on my work: Often

How would you describe your overall experience on this placement?

What elements of the PLT coursework did you apply to this placement?

What did you learn about the work of a legal practitioner?

What benefits did you gain? Were there lessons that you learned about what to do and what not to do?

How has the experience influenced your views of legal practice and your future intentions?

What observations can you share that will assist us to improve future placements (if any)?

Were you offered a job, extension or other subsequent arrangement at the conclusion of the placement?

Yes

If yes, please provide brief details about this offer.

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

DECLARATION

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 (http://www.lpab.justice.nsw.gov.au/Pages/publications-resources/important-dates.aspx)*