UNSW Law & Justice / Graduate Diploma in Legal Professional Practice

SUPERVISOR DECLARATION (POST-PLACEMENT)

INSTRUCTIONS

This declaration is for supervisors of students on PLT work placements associated with the UNSW Graduate Diploma in Legal Professional Practice (GDLPP) for the courses **PLTX1300 Workplace Experience 1** and **PLTX2020 Workplace Experience 2**. It should be completed at the end of the student's placement.

When completed, please give this form to your PLT student to submit with their placement approval documentation.

N.B. *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.*

PLACEMENT INFORMATION

Supervisor's name: _____

Firm/organisation: _____

Location of placement: _____

Contact phone/mobile: _____

Contact email: _____

STUDENT INFORMATION

Family name: _____

Given name: _____

Start date of placement: _____

End date of placement: _____

The number of days this placement declaration is for: _____

WORK EXPERIENCE

Select the option that best describes the student's weekly work attendance:

At least 2 days per week or 4 x 4-hour sessions

Tick box for all tasks that this student carried out in their placement.

- ☐ Interacted with external clients
- ☐ Interacted with in-house clients
- ☐ Drafted legal documents
- ☐ Undertook legal research
- ☐ Used a legal file management system
- ☐ Other – please specify _____

_____

Please provide any relevant details about the tasks that this student carried out:

STUDENT BEHAVIOUR AND PARTICIPATION

This student's punctuality and time management was:

Excellent

This student's courtesy and cooperation was:

Excellent

This student's overall performance was:

Excellent

This student's engagement with the work and staff was:

Excellent

This student's skills were at an expected level for a graduate:

Exceeded expectations

Were there any areas in which you felt the student lacked training or knowledge? Please comment.

Are there any general comments or suggestions you would like to make regarding your involvement in UNSW PLT placements?

Workplace experience is an essential part of the GDLPP and we value your involvement. Your continued support would be appreciated, and we invite you to express your interest below if you might be willing to provide future placements. Would you be interested in providing a placement for the next (or a future) course?

Yes

If answering yes, please email PLT@unsw.edu.au with details of the placements available (e.g. days per week, duration, remote/in person, paid/unpaid and area of practice.

DECLARATION

☐ I confirm that the information provided in this form is true and correct.

☐ I confirm that I have a practicing certificate of at least three years standing.

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

Signature _____ Date _____

Employment of Graduates
If you are considering employing a newly admitted lawyer, we can provide you with information regarding suitable GDLPP graduates. We also maintain a Law Jobs Board where we can publish your job advertisements.

For more information, please visit the UNSW Law Careers website.