



Faculty of Law / Practical Legal Training (PLT)

# Student Declaration Part A PLACEMENT DETAILS

## Graduate Diploma in Legal Professional Practice UNSW PLT

### 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.**

#### ***For placements commencing after starting the PLT coursework***

Complete this form to indicate that you are satisfied this placement meets the relevant workplace experience requirements. Upload the completed form to the documents folder in the relevant course, PLTX1300 or PLTX2020, before you begin your placement.

**Note:** You will need to complete Student Declaration Part B: Post-placement at the end of your placement.

#### ***For placements undertaken prior to commencing PLT coursework***

Complete this form to indicate that you are satisfied this placement meets the relevant workplace experience requirements. Submit this form and Student Declaration Part B with your **Application Form for Recognition of Prior Placement**. If approval is given for your placement, please upload all three forms and your approval notification to the document folder in the relevant course, PLTX1300 or PLTX2020.

*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 Term start: \_\_\_\_\_

### PLACEMENT INFORMATION

Firm/organisation: \_\_\_\_\_

Address of placement: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Contact phone/mobile: \_\_\_\_\_

Contact email: \_\_\_\_\_

Start date of placement: \_\_\_\_\_

End date of placement: \_\_\_\_\_

Is the end date of placement definite or expected:

Days/hours of placement:

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
HOURS						

Are these days/hours definite (prior placement) or expected (future placement):

*If your placement days are irregular, please attach a separate document with these details and tick the box below to indicate this.*

- I have attached a document with placement details.

## DECLARATION INFORMATION

This placement declaration is for workplace experience for:

This placement is for work experience:

The total number of days this placement declaration is for: \_\_\_\_\_

## CHECKLIST FOR PLTX1300 WORKPLACE EXPERIENCE 1

*Check the boxes in this section if your placement declaration is for PLTX1300 Workplace Experience 1.*

- My work placement is in Australia.
- My work placement is in a legal office or law or law-related environment (please refer to the Workplace Experience Rules for example environments).
- 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\*.

\* *The number of days required for Workplace Experience 1 is 20 days. You may apply for Recognition of Prior Placement for up to five days of prior workplace experience as long as it meets the requirements for Workplace Experience 2. Please refer to the Checklist for PLTX2020 Workplace Experience 2.*

**Please Note:** *you may complete the required 20 days of Workplace Experience 1 at different workplaces; however, at least 15 days must comply with Workplace Experience 1 requirements, and the remainder must comply with Workplace Experience 2 requirements.*

## CHECKLIST FOR PLTX2020 WORKPLACE EXPERIENCE 2

Check the boxes in this section if your placement declaration is for PLTX2020 Workplace Experience 2.

- My work placement is in Australia.
- My work placement is not in Australia (permission required \*).
- My work placement is in a legal office or law or law-related environment (please refer to the Workplace Experience Rules for example environments).
- 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.

\* If you wish to do your PLTX2020 placement outside of Australia, please contact the PLT team at [plt@unsw.edu.au](mailto:plt@unsw.edu.au) with "Outside Australia work experience" in the subject of your email in order to seek approval.

If your placement has already been completed and you wish to apply for Recognition of Prior Placement approval, the location of your placement should be made clear on your **Application Form for Recognition of Prior Placement** and you should submit any relevant documentation that will support your application.

- In 2020, UNSW PLT accepts declarations on other providers' forms. If your declaration is on another provider's form, please tick here and upload that document with this form into your document folder.

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## DECLARATION

- I confirm that this work placement meets all the requirements listed in the checklist for:

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.

**For placements commencing after starting the PLT coursework:** this signed form (*Student Declaration Part A: Placement Details*) should be completed before commencing the placement and uploaded to the document folder in the relevant course, PLTX1300 or PLTX2020.

**For placements undertaken before starting the PLT coursework:** submit this unsigned form and a completed *Student Declaration Part B: Post-placement* form with your *Application Form for Recognition of Prior Placement*. If approval is given for your placement, please sign this form then upload all forms and your approval notification to the document folder in the relevant course, PLTX1300 or PLTX2020.

### IF YOU ARE UNSURE WHETHER YOUR PLACEMENT MEETS REQUIREMENTS

- My work placement does not meet, or I am not sure if it meets, the requirements listed in this checklist for the following reason:

Please send this form to [plt@unsw.edu.au](mailto:plt@unsw.edu.au) with “Enquiry Workplace Experience” in the subject. A PLT Program adviser will call you to discuss your query.