



Faculty of Law / Practical Legal Training (PLT)

# Student Declaration Part B POST-PLACEMENT

## 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 undertaken *after* starting PLT coursework**

Complete and upload this form to the documents folder in the relevant course, PLTX1300 or PLTX2020, at the end of your placement.

#### **For placements undertaken *before* starting PLT coursework**

Complete and upload this form to the documents folder in the relevant course, PLTX1300 or PLTX2020, when you have been given approval notification of recognition of prior placement.

*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: \_\_\_\_\_

## DECLARATION INFORMATION

This placement declaration is for workplace experience for:

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

Days/hours of placement:

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
HOURS						

*If your placement days were 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.

## RELEVANT EXPERIENCE

*Check all tasks that you carried out at your placement.*

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

## ADEQUATE SUPERVISION

The guidance I received from my supervisor was:

I met with my supervisor:

I received constructive feedback on my work:

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? What lessons did you learn 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?

If yes, please provide brief details about this offer.

## DECLARATION

I confirm that this work placement met 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 (<http://www.lpab.justice.nsw.gov.au/Pages/publications-resources/important-dates.aspx>)*

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

Complete, sign and upload this form to the document folder in the relevant course, PLTX1300 or PLTX2020, at the end of your placement. (Note: The completed *Student Declaration Part A: Placement Details* should have been uploaded before you began your placement.)

### **For placements undertaken *before* starting the PLT coursework and used in conjunction with applications for Recognition of Prior Placement**

Submit this form and a completed *Student Declaration Part A: Placement Details* with your *Application Form for Recognition of Prior Placement*. If approval is given for your placement, please upload all signed forms and your approval notification to the document folder in the relevant course, PLTX1300 or PLTX2020.