



Faculty of Law / Practical Legal Training (PLT)

Supervisor Declaration POST-PLACEMENT

Graduate Diploma in Legal Professional Practice UNSW PLT

INSTRUCTIONS

This declaration is for supervisors of students on work experience placements associated with the Graduate Diploma in Legal Professional Practice (GDLPP) for courses:

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

This form should be completed at the end of the student's placement.

When completed, please send or give this form to the student.

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

Firm/organisation: _____

Address: _____

Supervisor's name: _____

Contact phone/mobile: _____

Contact email: _____

STUDENT INFORMATION

Family name: _____

Given name: _____

Start date of placement: _____

End date of placement: _____

No. of days per week*: _____

*One day can be made up of 2 x 4 hour sessions per week or 4 x 4 hours for two days

The number of days or hours this placement declaration is for (choose one measure of time):

_____ days _____ hours

STUDENT BEHAVIOUR

This student's punctuality and time management was:

This student's courtesy and cooperation was:

This student's overall performance was:

RELEVANT EXPERIENCE

Check all tasks that this student carried out in their placement.

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

STUDENT PARTICIPATION

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

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

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 (e.g. student or PLT placement)?

Workplace experience is an essential part of the UNSW PLT Program and we value your involvement. Your continued support would be appreciated, and we invite you to express your interest.

Would you be interested in providing a placement for the next (or a future) program?

DECLARATION

I confirm that this student met all the requirements listed above.

Signature _____ Date _____

When completed and signed, this form should be sent or given to the student.

Employment of Graduates

If you are considering employing a newly admitted practitioner, we can provide you with information regarding graduates who expect to be admitted to the legal profession after completing the Practical Legal Training program at UNSW Law. We also maintain an Employment Register and are able to circulate your job advertisements among our recently admitted graduates.

For more information, please contact [UNSW Law Careers](#).