



UNSW Law Practical Legal Training (PLT) Workplace Experience Checklist

These checklists are a guide to help you determine if your current or previous work placements can be recognised towards the UNSW PLT program (Graduate Diploma in Legal Professional Practice).

Once you have enrolled in the UNSW GDLPP you will be required to submit a formal declaration to show that your experience meets the eligibility criteria. You will be given access to this declaration form upon completion of your enrolment with us.

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.

Checklist for Workplace Experience 1 (PLTX1300)

The total number of work experience days required for *Workplace Experience 1* is 20 days.

You may apply for Recognition of Prior Placement for up to 5 days of prior work experience in *Workplace Experience 1*. Please note that these 5 days need to meet the requirements *Workplace Experience 2* which you can see below. The remaining 15 days will need to meet the *Workplace Experience 1* checklist.

- 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 is in Australia
- My work placement is in a legal office or law or law-related environment
- 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 above requirements

Checklist for Workplace Experience 2 (PLTX2020)

The total number of work experience days required for *Workplace Experience 2* is 20 days.

- My work placement will occur over at least one day per week or two sessions of four-hours per week
- 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
- 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 with "Outside Australia work experience" in the subject of your email in order to seek approval.