

# UNSW PLT Workplace Experience checklists 2024

The GDLPP is made up of a 5 day immersive, 19 weeks of online coursework and 8 weeks of work integrated learning (workplace experience). Workplace experience (WE) at UNSW PLT is split into two courses WE1 and WE2 for administrative reasons. WE can be undertaken before, during or after the coursework component – please refer to the checklists below for which parts can be undertaken when.

If you have accumulated workplace experience, (eg clerkship, paralegal work, volunteer work at a CLC etc) in the two years prior to starting your GDLPP, you can have up to 5 weeks (25 days) of the 8 weeks (40 days) recognised and credited towards the workplace experience component of the GDLPP provided it meets the criteria for Workplace Experience 2. The remaining 3 weeks (15 days) must meet the criteria for Workplace Experience 1. You may complete your workplace experience at one or at several organisations/firms. Please review the following checklists to establish whether your placement fits the relevant criteria.

\*Please contact us at [plt@unsw.edu.au](mailto:plt@unsw.edu.au) to obtain further assistance/approval if:

- You think you may have difficulties obtaining workplace experience
- Your placement or workplace experience does not strictly fit the criteria, e.g. if you are not sure if your supervisor will meet the requirements or if you wish to complete a WE2 placement outside Australia.

# PLTX1300 Workplace Experience 1 (20 days)

Assess your placement against the checklist in this section for PLTX1300 Workplace Experience 1.

- My work placement is in Australia.
- My work placement is in person in a legal office or law-related environment
- My work placement will involve legal or law related work
- My work placement will begin after my PLT coursework has started and will be completed within two years of the end of my PLT coursework.
- My work placement will occur over at least two days per week or four sessions of four-hours per week. (A minimum of 4 hours and a maximum of 7 hours may be claimed for each work day)
- 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 of my work placement meets the requirements of Work Experience 1 checklist. The remaining 5 days at least meet the requirements of the Work Experience 2 checklist.

# PLTX2020 Workplace Experience 2 (20 days)

Assess your placement against the checklist in this section for PLTX2020 Workplace Experience 2.

- My work placement is in Australia OR
- I have approval from UNSW PLT for my work placement to be outside Australia
- My work placement will involve legal or law related work
- My work placement is in person in a legal office or law or law-related environment
- My work placement will begin no more than two years before my PLT coursework has started and will be completed no more than two years after the end of my PLT coursework.
- My work placement will occur over at least one day per week or two sessions of four-hours per week. (A minimum of 4 hours and a maximum of 7 hours may be claimed for each work day)
- 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.

Effective: 1 January 2024



**UNSW**  
SYDNEY