

UNSW PLT Workplace Experience checklist 2021/22

The GDLPP is made up of an immersive week, 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.

Ordinarily, 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 checklists on the following page to establish that your placement fits the relevant criteria.

Due to the pandemic, further flexibility has been introduced into the Workplace Experience Rules. While we believe it is important to undertake at least 15 days of WE1 during or after your PLT coursework (as per the Workplace Experience Rules, we recognise that current circumstances make that difficult for some).

Please contact us at plt@unsw.edu.au to obtain further assistance/approval if:

- you think you may have difficulties obtaining 15 days of Workplace Experience 1 during or after your UNSW PLT coursework, as we may be able to recognise workplace experience (i.e the full 40 days of WE 1 & 2) acquired up to 2 years before you commenced PLT coursework (including paralegal work, internships, externships, clinical placements etc) provided it meets the rest of the criteria.
- Also contact us if 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
- If you wish to complete a placement outside Australia.

PLTX1300 Workplace Experience 1 (20 days)

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

- My work placement is in Australia.
- My work placement is in a legal office or law-related environment
- 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 (Nb. please also see box above).

PLTX2020 Workplace Experience 2 (20 days)

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

- My work placement is in Australia
- My work placement is not in Australia (approval required*)
- My work placement is in a legal office or law or law-related environment
- 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.

