
INTRODUCTION FOR PRACTITIONER SUPERVISORS



Thank you for considering the supervision of a UTS:LAW student's practical experience placement. Your role as a supervisor will be an important element in this student's learning and professional development. Students completing the UTS Practical Legal Training program are also required to complete a period of 16 weeks of practical experience (PE) in an approved work placement. To meet this requirement the students must enrol in the subject 75411: Practical Experience, which is governed by Practical Experience Rules which are accredited by the NSW Legal Profession Admission Board (LPAB) and regulated by a Practical Experience Committee (PEC).

The application process for this subject requires the student, in cooperation with their Supervisor, to submit an Application for Practical Experience Approval (Form 1) for consideration by the Practical Experience Committee (PEC). A copy of 'Form 1' can be downloaded [here](#), if it is not included with this letter.

Before completing the application process by signing the 'Form 1', you should read the [Practical Experience Rules](#) which set out the criteria for appropriate work experience and suitable supervision.

As part of the student's application process, 'Form 1' requires you to provide an undertaking that a student under your supervision would have an opportunity for 'experience or observation of the provision of legal services'. Whilst the nature of legal services will differ according to the nature of the practice or other workplace setting, the following is offered as a guide to those deemed suitable by the Practical Experience Committee (PEC) to supervise a student in a Practical Experience placement:

Legal services are delivered within a lawyer/client relationship when any of the following functions are performed:

- the giving of advice; interpreting and applying laws and legal principles;
- authenticating and assuring title to property of any type;
- representing the rights and interests of clients, particularly in situations of conflict; or
- planning and designing structures, strategies and arrangements which regulate legal rights between parties.

A lawyer/client relationship is one that invokes in a lawyer the professional responsibilities of competence, diligence and confidentiality. A lawyer/client relationship may occur in the context of:

- an individual client
- a semi-government office
- a government department
- a corporation
- an employer or employee association
- a community legal centre

For the purposes of successful completion of the subject 75411: Practical Experience, students' experience or observation of the provision of legal services should include the following elements:

- the types of routines and procedures which are commonly found in offices in which legal services are provided;
- the dynamics which are commonly found in the provision of legal services;
- contact with and responsibility to the clients (broadly defined) of the office or organisation; and
- the process of becoming a professional.

At the conclusion of the student's placement and to enable the student to pass the subject 75411: Practical Experience, you will be required to submit a Supervisor's Report – Notification of Completion of a Placement of Practical Experience (Form 2), available [here](#), verifying that the student has successfully completed the placement period as was indicated in the application process.

Should you have any concerns regarding your eligibility or should you wish to provide feedback on your experience as a supervisor, the practical experience placement or UTS:LAW students' learning in general, please contact the Practical Experience Coordinator:

Practical Experience Coordinator

T: +61 2 9514 3495

F: +61 2 9514 3400

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UTS:LAW is grateful for your interest in supervising a practical placement of one of our students.
Yours sincerely

UTS:LAW
Practical Experience Committee