

FORM 2

NOTIFICATION OF COMPLETION OF PRACTICAL EXPERIENCE PLACEMENT / SUPERVISOR'S REPORT



This form is to be completed at the end of EVERY placement by the Approved Supervisor and the student.

1. STUDENT DETAILS (to be completed by student)										
Family Name:	Student Number:									
Given Names:										
Mobile Number:										
UTS Student Email Address:	@student.uts.edu.au*									
*Please note: Emails will be sent to your UTS student email address only										
Enrolment status:	<input type="checkbox"/> Domestic Student				<input type="checkbox"/> International Student					
I certify I have submitted my Reflective Journal for this placement through Turnitin on the UTS Online PLT and Practical Experience Forum "PE Reflective Journal" <input type="checkbox"/>										
Not applicable to this placement <input type="checkbox"/>										

2. COMPLETION CERTIFICATE (to be completed by the Approved Supervisor)

I, (Approved Supervisor's full name in capital letters)

certify that (student's full name) has completed the

following period of approved practical experience under my supervision:

.....

A separate document is attached which lists the actual days worked, signed by myself and the student, on company letterhead.

I confirm that the student undertook this period of practical experience in accordance with the accompanying/approved application. I confirm the student has complied with Rule 2 of the UTS Law Practical Experience Rules and had:

- 2.1 Significant interaction with external or in-house clients;
- 2.2 Drafting documents;
- 2.3 Legal research;
- 2.4 Using a file management system.

Supervisor's Signature:	Student's Signature:
Date:	Date:

Submission of Form 2

Submit this form in person via the UTS Law Reception/assignment chute marked to the attention of the Practical Experience Committee or via post to:

Practical Experience Committee

UTS Faculty of Law
 PO Box 123
 BROADWAY NSW 2007

In order to be approved at the next scheduled Practical Experience Committee meeting this Form 2 must be received by UTS Law NO LATER than 6pm on the Wednesday before a scheduled Practical Experience Committee meeting date (5pm during non-teaching weeks and summer session).

Dates available at <http://www.uts.edu.au/current-students/current-students-information-faculty-law/practical-legal-training-plt/practical-0>.

OFFICE USE ONLY	
Student's Form 1 on file: <input type="checkbox"/> Yes <input type="checkbox"/> No Session enrolled:	
Dates of Placement	PRE: From To: No. of Days:
	CON: From To: No. of Days:
	POST: From To: No. of Days:
Committee Meeting Date:	
Reflective Journal complete: <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable to this placement	
Student's final placement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved days at this placement:
Dean's Certificate Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total approved days to date:
Date of Issue of Dean's Certificate:	