

PRACTICAL EXPERIENCE (75411) FREQUENTLY ASKED QUESTIONS FOR STUDENTS ENROLLED IN 75411 FROM AUTUMN 2018 ONWARDS.

These questions and answers are designed to provide information about Practical Experience. If your question is not answered here, please refer to the [UTS Law website](#) at or email Law.PE@uts.edu.au.

What is Practical Experience?

The subject Practical Experience (75411) is the practical, workplace component of the Practical Legal Training (PLT) Program. Practical Experience is the undertaking of paid or voluntary practical legal work (your placement) under the supervision of a legal practitioner (approved supervisor) and is putting into practice what is learned in the academic PLT subjects. It is a requirement of the NSW Legal Profession Admission Board (LPAB) to enable admission as a lawyer in NSW.

The work experienced is to include the application of legal knowledge and skills to legal problems and must include most of the following:

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

If you have a query as to whether the work you intend to undertake will be approved by the Practical Experience Committee (the Committee), you are best to provide your intended supervisor with the ["Introductory Letter to Potential Practical Experience Supervisors"](#) document available from the UTS LAW website. If, after reading the document, he/she is willing to supervise you, then the Committee is likely to approve the placement.

How long is Practical Experience?

You must complete 15 weeks (75 days) to satisfy the Practical Experience requirements. This period is based upon a maximum 40-hour working week.

When can I undertake Practical Experience?

You may accumulate up to 12 weeks (60 days) of Practical Experience in the two years prior to the commencement of the session in which the subject Practical Experience (75411) appears as 'enrolled' on your study plan ("actively enrolled"). Domestic students have two years from the commencement of the session in which they are "actively enrolled" in the subject Practical Experience (75411) to complete any remaining Practical Experience. International students must complete any remaining Practical Experience in the session in which they are "actively enrolled" into Practical Experience (75411). Failure to do so may result in the student failing the subject.

You may only enrol into [Practical Experience](#) according to the course progression set out in the [UTS handbook](#). This usually occurs when you are enrolled in the first PLT subject, Legal and Professional Skills (75424). You must refer to the handbook relevant to the year you commenced your course. Handbook versions for prior years may be accessed by clicking on the [archive link](#).

What steps do I follow to have my Practical Experience approved?

It is recommended that your Application for Approval of Practical Experience (Form 1) be lodged prior to your placement commencing. Please note however that Form 1 can only be submitted when you have enrolled (including future session enrolment) into Practical Experience (75411) on My Student Admin. Form 2 must be accompanied by a list of the actual days worked (in full or half day increments) during the placement, printed on the placement organisation's letterhead, with the total number of days tallied, and hand signed (original) by you and your supervisor.

Forms 1 and 2 (with the list of days worked) may be lodged together and the Committee will approve or refuse retrospectively, however it is advisable that Form 1 be approved prior to the commencement of a placement.

Hard copies of documents **MUST** be lodged by the Wednesday preceding the Committee meeting (scanned or emailed copies will not be accepted). 2019 meeting dates are available on the UTS Law website. Please note that **NO EXCEPTIONS** will be made in regard to late lodgement of documents for a Committee meeting.

You will receive an email notification regarding the outcome of your application submitted to the Committee for assessment. Please note that separate approval notifications will be sent for placements undertaken prior to, concurrently with, or after the commencement of the session in which the subject Practical Experience (75411) appears as 'enrolled' on your study plan.

Submission of Reflective Journals from Autumn 2018

Students enrolled in (75411) Practical Experience from Autumn 2018 must complete a journal as required in the Law Admissions Consultative Committee's Standards for PLT Workplace Experience

Upon completion of the Practical Experience placement (if you have completed more than one placement, then the final one) a journal must be submitted to Turnitin as set out in the Practical Experience Subject Outline. This journal must reflect on a placement that has been completed during or after your programmed coursework component. It cannot be a placement that has been completed prior to your PLT coursework subjects.

TASK: In a reflective journal

Part A: Describe three activities undertaken in your practical experience placement in which you have applied elements of your PLT coursework. (500 words)

Part B: Reflect on the activities described in PART A and your practical experience placement generally. Describe the impact they have had on your perceptions of legal practice and consider the influence on your future actions. (500 words)

The journal must be completed for a placement undertaken in Australia over a minimum period of 15 days.

If applicable to the placement, the journal must be submitted to Turnitin prior to or on the same day a Form 2 is lodged for assessment by the Practical Experience Committee.

Further information about the Reflective Journal can be found in the Subject Outline for (75411) Practical Experience on [UTSOnline](#).

Where do I submit my Reflective Journal?

Reflective Journals can be submitted to Turnitin via the **PLT and Practical Experience Forum** on [UTSOnline](#). If you cannot see this forum, please try another browser before contacting Law.PE@uts.edu.au for assistance.

How many hours of Practical Experience can I undertake while studying?

If you are undertaking a Practical Experience placement in conjunction with your PLT stream of subjects, and you are enrolled in **more** than 18 credit points of subjects in a session, you are only permitted to accrue up to 2 days per week (14 hours), of Practical Experience during teaching weeks of each session. If you are undertaking 18 credit points of subjects or less, you can seek approval for any work experience undertaken during the session, up to a maximum of 35 hours per week.

For calculation purposes, one day is seven hours of an eight hour day with an hour for lunch. Half days may also be counted with a minimum of 4 working hours constituting a half day. No overtime can be included.

Who can be my supervisor?

Your supervisor must be:

- A legal practitioner with a full practising certificate (generally a full practising certificate is held by a sole practitioner, partner, legal director or solicitor with supervisory responsibility in a corporation or government department) or someone who has held a restricted practising certificate for two or more years.
- A legal practitioner eligible to hold a practising certificate and who is able to satisfy the Committee that he/she can provide appropriate Practical Experience.
- A judge, tribunal member or barrister who has held a practising certificate for at least two years.

Subject to Committee approval, your Practical Experience may be undertaken in a private practice, government, semi-government or corporate legal office or department, employer or employee association, or a community legal service or with any other organisation, department or office where you may undertake appropriate Practical Experience, or with a barrister or judge or other judicial officer, where you may undertake duties such as those undertaken by the judge's associate or the tipstaff.

Can I undertake Practical Experience with more than one supervisor?

You may substitute a new supervisor for your existing supervisor providing:

- The new supervisor is from the same employer/organisation as the existing supervisor;
- He/she fulfils the same requirements as the existing supervisor (and agrees to act as your supervisor);
- You lodge a new Form 1.

In each instance, the supervisor named in the Form 1 who has received Committee approval, **MUST** be the person to sign off on the Practical Experience in Form 2, up to the time when the supervisor was replaced. If there is to be a change of supervisor, then a new Form 1 must be submitted for the approval of the Committee even though the placement remains the same.

Can I undertake Practical Experience at more than one placement?

More than one placement may be undertaken, however, each placement must equate to no less than three weeks (15 days) of full-time Practical Experience.

Can I claim prior work towards Practical Experience?

Yes, if the work completed and your Supervisor fit within the [Practical Experience Rules](#), (specifically rules: 2, 3 and 4) you may be eligible to claim up to 60 days of placement.

Rule 6.3 of the [Practical Experience Rules](#) states **A maximum of 12 weeks (60 days) of work experience may be undertaken in the 2 years prior to the commencement of studies in the session in which the subject Practical Experience (75411) appears as 'enrolled' on the student's study plan. Work undertaken prior to this 2 year period will not be considered. Please note credit cannot be given for any internship placement for which the student has already received academic credit within their degree.**

Example: If you are enrolled into (75411) Practical Experience in Spring Session 2019, you can claim up to 60 days of work prior to the 22 July 2019 (which is the first day of Spring Session 2019). The remaining days to make up the 75-day requirement can be accumulated from the commencement of Spring Session 2019 - 22 July 2019 onwards.

Important: You cannot seek approval for a retrospective placement prior to enrolling in your practical legal training (PLT) course. Once you have enrolled into PLT, please submit a [Form 1](#) to the Practical Experience Committee for assessment.

Can I graduate from my LLB/JD without having completed Practical Experience?

If you are enrolled in the Practical Experience subject within your LLB/JD then you can only graduate from your course after you have completed 15 weeks of Practical Experience placement and have a pass mark recorded for Practical Experience (75411), as well as having met all other course requirements. Some students will complete Practical Experience (75411) external to their LLB/JD as part of a Graduate Certificate. Only these students may graduate from their LLB/JD without having completed Practical Experience (75411).

Please note that the Student Centre is responsible for graduation, not the Faculty. Any questions in regard to graduation, including deadlines and applications, must be directed to the Student Centre.

Can I be admitted to practice as a lawyer before completing Practical Experience?

No. The LPAB requires completion of PLT, including Practical Experience, prior to admission. For further information please refer to the [UTS Law website](#), and the [LPAB's website](#).

Do I need to graduate before applying to the Legal Profession Admission Board for admission to practice law?

You can be admitted through the LPAB prior to graduation. The LPAB requires an academic transcript showing the completion of your law qualification and the Dean's Certificate of PLT Completion, which the Practical Experience Committee issues via UTS Law reception when all the PLT subjects (including 75411 Practical Experience) have been completed and the correct number of credit points for the degree have been attained.

If you have completed all of the Law subjects within your combined degree, but still have subjects from your other discipline outstanding, an application (Internal Course Transfer Graduating) may be made to the

Student Centre to graduate from the Law component of your combined degree and to continue study in your other discipline.

Can I undertake my Practical Experience outside New South Wales?

Yes, providing that the work to be undertaken is **in a common law jurisdiction**. More details concerning the firm, the legal work that is undertaken there, the supervisor, his/her practising certificate and details of where he/she was awarded their LLB are required before the Committee can approve your Form 1. A minimum of 15 days of Practical Experience must be undertaken within Australia concurrently with, or after completing, the programmed course work component.

Is there a due date for my Form 1 and Form 2?

There is no due date for submission of forms. However, as per rule 6.1 of the [Practical Experience Rules](#), **Domestic students** have 2 years to complete all 15 weeks (75 days) of approved Practical Experience from the commencement of the session in which the subject Practical Experience (75411) appears as 'enrolled' on their study plan. **International students** must complete their placement in the session in which the subject Practical Experience (75411) appears as 'enrolled' on their study plan. Failure to do so will result in a fail grade being recorded for the subject. Failure to submit forms within this timeframe will result in you failing Practical Experience (75411).

The Practical Experience Committee Meetings align with the [LPAB's application and admission deadlines](#). If you have a specific LPAB Admission Ceremony in mind, please ensure you have submitted your forms to the Practical Experience Committee Meeting in time to meet your preferred Admission Ceremony date. Practical Experience Committee Meeting dates can be found [here](#).

I am having trouble securing a placement. What can I do?

You can check the [UTS CareerHub website](#), alternatively, placement opportunities may also be advertised on the UTS Online PLT Forum for placement opportunities (students enrolled into any PLT subjects will have access to this forum). If, after consulting these two resources you are still having difficulties obtaining a placement, please email law.pe@uts.edu.au for further advice.


When will I receive my Dean's Certificate?

Practical Experience (75411) can only be recorded as complete at the conclusion of the session in which you are enrolled in the subject. A Dean's Certificate and Academic Transcript will only be issued once you have gained the required number of credit points for your degree.

Once your Dean's Certificate and Academic Transcript are available to collect from Law Reception, you will receive a confirmation email from us. Please allow time for the processing of these documents. We will do our best to have the documents ready for you prior to the next LPAB 'simple' application deadline.

I require a Student Conduct Report for my LPAB application. Where do I request this?

If you have completed Practical Experience and require an academic misconduct report, [under the rules for admission with the LPAB](#), please submit details of your request including your Full Name, Date of Birth and Student Number to Law.PE@uts.edu.au. Keep in mind that you should have also completed your

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degree (and have been allocated all grades) before requesting an academic misconduct report. A conduct report prepared prior to completion will not be satisfactory for the LPAB as it won't speak to the full duration of the degree. Important: please ensure you allow a minimum of ten working days for your misconduct report to be processed.