

PRACTICAL EXPERIENCE (75411) FREQUENTLY ASKED QUESTIONS FOR STUDENTS ENROLLED IN 75411 FROM AUTUMN 2016 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 legal work must include:

- ✓ Experience in the routines, procedures and dynamics commonly found in offices in which legal services are provided;
- ✓ Contact with and responsibility to the clients (broadly defined) of the office or organisation in which the Practical Experience is undertaken;
- ✓ Experience in or observation of the provision of legal services;
- ✓ Experience of the process of becoming a professional in the context of the delivery of legal services.

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 excludes public holidays, periods of leave or sick days, and is based on a maximum Monday to Friday, 35 hour week. No overtime or weekend work will be acknowledged.

WHEN CAN I UNDERTAKE PRACTICAL EXPERIENCE?

You may accumulate up to 10 weeks (50 days) of Practical Experience in the 18 months 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 and a half 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](#). Further details are also available via our [PLT Information Session slide set](#).

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). 2016 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.

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 two days (14 hours) of Practical Experience per week during the session, as well as the Orientation and Preparation week immediately preceding week 1 of each session. You may work full time (35 hours a week, Monday to Friday) during the Review Week and Stuvac and at the conclusion of your end of semester examinations or final assessments. If you are undertaking 18 credit points of subjects or less, you are permitted to undertake Practical Experience full-time (35 hours a week, Monday to Friday).

For calculation purposes, one day is seven hours of an eight hour day with an hour off for lunch. Half days may also be counted with a minimum of 3.5 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 four weeks (20 days) of full-time Practical Experience.

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.

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.