

Professional Experience Placement Program Handbook 2004

**LLB 311
Lawyers and Australian Society**

UOW

Faculty of Law

University of Wollongong



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PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM HANDBOOK

This Handbook applies to Placements undertaken as part of the subject LLB 311 *Lawyers and Australian Society*, as from enrolment in the year 2000.

Administration of the Program

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THE PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM (PEPP)

Introduction - The Law in Action

Clinical education programs for law students have been available for many years in some Australian law schools. The objective of such programs is to provide an understanding of the human, social and policy contexts of law and legal practice. At the University of Wollongong, this objective is met through the Professional Experience Placement Program.

Professional experience placements fulfil an important component of both academic and practical education in law. The integration of professional experience into the learning process is highly effective in developing students' understanding of the law in action, as they are able to observe and perceive the relevance and application of theory to practice. Consequently, the program is not simply "work experience" but a significant educational experience.

In a workplace setting, students are exposed to the reality of the practice of law in all its dimensions - the integration of different areas of law, policy issues, the application and development of skills to the analysis and resolution of client concerns, ethical responses to situations which arise unexpectedly and spontaneously, issues of professional responsibility including responsibility to clients and case management, the operations of the court system and government in the legal process.

All law students must complete the placement program within the framework of the subject LLB 311 *Lawyers and Australian Society*. The placement component of the subject is perceived, in terms of its practical approach to learning and in the level of assessment, as a major part of the whole subject. Final results in the subject will be withheld until both placements have been satisfactorily completed, and the assessment requirements have been submitted and passed.

Aims and Objectives of the Placement Program

The practical element is not designed to teach students how to be good lawyers (or how to be lawyers at all) - it takes more than study at University to do that. The objectives of the placement program are

- to expose students to the law in at least two elements of its operation, and in contexts where each student will come to perceive aspects of law which cannot be learned from reading or hearing about it;
- to allow students to perceive ways in which the formal learning they acquire at University may be applied in practice and therefore to develop an appreciation of the practical dimensions of legal principles;
- to enable students to relate the different areas of legal practice to the importance of developing the skills of legal research, communication, drafting, practice management and problem-solving; and
- to enable students to observe and reflect upon the values, ethical standards and conduct of the legal profession in practice, and to develop their own attitudes of professional responsibility.

At the end of the placement program, students should be able

- to appreciate some of the practical aspects and social dimensions of legal problems; and
- to relate the application of different areas of legal principle to the application of the different skills of research, communication, and practice that different types of legal work require.

An additional benefit of the program is that it provides students with an opportunity to observe the way in which law operates in a practical milieu, and so may assist in making future career choices.

Placement Requirements

1. Each student must complete two placements of 20 working days each under the supervision of a lawyer (the placement supervisor) in two different¹ legal environments arranged by or registered with the Faculty. Normally there will be two placements of four weeks each during successive summer sessions.
2. Before each placement each student MUST
 - normally have completed all the course work of the subject
 - sign an acknowledgement of the requirements of confidentiality that apply to all solicitors and barristers
 - prepare a statement of placement objectives and proposed activities, negotiated with their placement supervisor, and acceptable to the placement supervisor and the Faculty.
 - read and acknowledge the University Code of Practice - Placements

An example of a Statement of objectives appears on page 7.
3. During each placement the student is required to maintain a reflective journal. The approach to maintaining the journal may be discussed with the Academic Placement Coordinator before or during each placement. The purpose and assessment of the journal is discussed further at pages 5-6.

Placement Arrangements and Guidelines

The placements will be arranged by the Administrative Placement Co-ordinator.²

Students who will be participating in the program must complete the Professional Experience Placement Form to provide critical information concerning interest areas in law and flexibility in placement locations. It is recommended that you include a copy of your c.v. with the application: this assists the placement supervisor to prepare for your placements.

Each potential placement is assessed in terms of:

- the nature of the legal work environment (ie. Legal Aid, Office of State Revenue, suburban practice, sole practitioner etc) and the work undertaken
- time commitments and staff resources of the particular firm/organisation
- the viability of working to agreed objectives based on the fundamental aims of the program

Arrangement of the placement then becomes a "matchmaking" exercise between the Faculty, the student and the placement supervisor. The critical elements of the placement are settled, and background information is forwarded to each of the participants.

Continuing liaison between the 'mentor', the student and the Placement Coordinator is vital and will be conducted within a loose but formal structure of initial meetings and subsequent correspondence. At the end of each placement, both the student and the placement supervisor will be asked to give an evaluation of the professional experience, substantially in the form on page 9.

¹ For Example: (i) public compared to private practice; corporate compared to private practice; or (ii) two distinctly different areas of legal practice. If both placements are in the same workplace, the objectives for each placement must be discussed with the Academic Placement Co-ordinator in advance.

² NOTE: Placements in existing employment or other locations may be arranged directly by students, but such arrangements MUST be notified to the Administrative Placement Co-ordinator at least two weeks in advance, to ensure that University requirements have been met.

Placement guidelines

(a) Locations

While it is recognised that not all law graduates intend to practice as barristers or solicitors, the Professional Experience Placement Program also provides a foundation for, and given credit towards, the University of Wollongong Graduate Diploma in Legal Practice (Practical Legal Training Course), which is a qualification for admission to practice accredited by the Legal Practitioners Admission Board.

Consequently, each professional experience placement should be 'practice-based', enabling students to apply their legal knowledge, and include:

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

Within that context, placements can be undertaken in a wide range of locations, eg

- in a firm of solicitors (large or small, city or suburban or rural; specialist practices)
- in the legal department of a corporation;
- in the legal department of a government department or statutory authority;
- in a government policy department or law reform commission
- in a community legal centre;
- with an employer or employee association;
- with a judicial member of a Court or Tribunal;
- with a barrister;
- with police prosecutors;
- in the Registry of a Court or Tribunal;
- in a law clinic, legal advice and referral service, or other practical law application project established by or operated in association with the Faculty of Law; or
- with other approved persons or organisations able to meet the objectives of the placement program.

The placement may include current employment if it meets these guidelines – see Credit Guidelines at page 10 - 11.

However, law-related environments such as law teaching, legal publishing, and IT support do not qualify for professional experience placements as they are not practice-based.

(b) Work roles

Specific work roles in the placement could include:

- observation of office procedures
- handling and reading files, including documents associated with them
- sitting in on interviews with clients
- sitting in on conferences with Counsel
- attending Court proceedings
- undertaking research
- attending government offices for filing documents etc.
- preparing forms or drafting straightforward documents and letters
- discussions with supervisor about issues arising in cases and files

When may placements commence?

Students may commence a placement during the course work period of the subject LLB 311, subject to the approval of the Academic Co-ordinator, but need to be aware that the objectives of the placement program are based upon the student's acquisition of a conceptual framework derived from

the course work, within which to assess the things they observe during the placement program. Approval will be assessed on the general criteria for the placement program, and upon the opportunity value of the proposed placement.

All students must complete a significant placement requirement *after* they have completed classes and the course work in this subject. This requirement has been established because the objectives of the program require that students form a conceptual framework in which to assess the things they observe during the placement program.

Credit for prior or current experience

Some students may have had significant work experience before undertaking the subject, or may have current regular employment in a legal environment or a summer clerkship, while completing their degree. Credit for this experience may be considered as partial compliance with the placement requirements, for up to 20 days only. Credit must be negotiated with the Academic Co-ordinator. Before making application for credit for prior employment, read the Guidelines at page 10 - 11 .

Students claiming credit for prior experience will still be required to submit a reflective report – see “assessment” below.

All such students will be required to spend the second placement in a different law-related legal environment, undertaken after completing the LLB 311 course work.

University of Wollongong – Code of Practice – Practical Placements

The University *Code of Practice – Practical Placements* - applies to the PEPP, and imposes responsibilities on students, placement supervisors, co-ordinators, and the University. The Code of Practice is set out at pages 12-14.

Confidentiality

Students on placement will be bound by the same requirements of confidentiality of client matters and office matters as all other employees in that employment. Students are required to sign a confidentiality agreement (sample at page 8) as to information obtained during the placement about the office and its clients.

Insurance

All students in voluntary placements are covered by an insurance policy provided by the University of Wollongong, which indemnifies placement workplaces for any claims by the student, and public liability claims arising from the actions of a student, involving personal injury. To ensure this insurance cover is available, the placement arrangements must be registered with and approved by the Faculty, before the placement period commences. Details of the policy appear within the Code of Practice. However, those students actually employed during their professional experience placements will be covered for these and other relevant risks by their employer. Employers and placement offices will be responsible for any professional indemnity claims arising from students' work in the placement.

Maintaining a Reflective Journal

In each placement, you are required to maintain a reflective journal. The journal is not merely a record of your daily activities; you are encouraged to make it a 'reflective process diary' so that you can record and analyse your observations and impressions as they occur during the placement, and while they are fresh in your mind. You may record information about actual cases, to put your impressions in context, although you must take care to ensure that clients are not identified, and their confidentiality is preserved. Your notes of particular incidents or observations will then assist you in assessing your experience and the application of the law in action.

The process of maintaining the journal sharpens your powers of observation and awareness of the ways in which legal system operates, clarifies aspects of theoretical knowledge, and encourages critical thinking³. It also enables you to reflect on and review your own responses to situations where you have to make value choices in professional situations.

Assessment

Each journal must contain at least 4 entries relating to activities, observations and insights occurring in the placement, and a final piece in which you reflect on the achievement of your objectives in the placement, and how the placement has influenced your view and/or your understanding of the law in action. For example, you may wish to make an assessment of the operation of formal rules of law, or of the legal system, or of the roles and behaviours of the legal profession, or on ethical issues.

The journal will be treated confidentially, in that your comments and observations will not be revealed to any third party without your permission⁴.

The journal may be maintained in a book (in legible handwriting) or on typed sheets.

Each journal must have a minimum of 2000 words, and will be marked out of 20% of the total marks for the LLB 311 subject.

The journal must be submitted within 21 days of the completion of the placement, or marks will be deducted. Please attach an assignment sheet to the journal. It may be submitted either to the Faculty Office or to the Placement Administrative Co-ordinator, Susan Boyd. It will be returned to you after it has been marked.

The journal will be marked according to the following criteria:

- The amount of effort which is reflected in the journal, how seriously you have undertaken the task
- The extent to which you have been prepared to explore and discuss issues
- Quality of writing – clarity of expression, creativity and diversity of concepts
- Demonstration of learning from the experience, quality of insight, and conceptual depth
- Proceeding from the descriptive to the critical analysis of the experience
- Making connections between theoretical principles learned at University and your own experience and observations of the real and practical application of the law and lawyers in action.

Reports that are based on prior experience

Some students may have receive credit for partial compliance with the placement requirements, based on significant work experience in a legal environment before undertaking this subject. As prior experience is undertaken without the maintenance of a reflective diary and the setting of objectives, such students should submit a reflective report of 2000 words about that experience, which aim to meet the assessment criteria.

³ R. Ballantyne & J. Packer, *Making Connections*, HERDSA Gold Guide No. 2, HERDSA 1995

⁴ Academic staff will be assumed to have permission to use comments from a journal without identification of the author for legitimate academic purposes such as academic articles or papers on legal education, unless a specific request is made that they not be used.



EXAMPLE

PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

Placement Objectives

[to be completed by student and approved by Supervisor]

Name:

Organisation/Firm: A legal practice with two branches

Placement Supervisor:

Dates of placement:

No. of working days:

Proposed Placement Objectives:

- to obtain an appreciation of the workings of a medium sized legal office spread between two (2) branches of similar size;
- to understand the inter-relationship between branch offices of the one legal practice;
- to obtain some understanding of the practical application of the law to everyday factual circumstances;
- to experience management and administrative systems employed by a medium sized legal practice.

Proposed Work Activities:

- introduction to the office and those persons working at the office with a view to understanding the roles of various persons within the legal practice;
- review completed files of relevant work;
- observe and assist solicitors at sittings at Local Courts and the Family Court;
- observe solicitor/client interviews;
- undertake research to assist in the preparation of hearings or advices;
- observe general and staff management meetings;
- observe and assist in community activities eg mock trial presentations;
- observe at both offices and appreciate the differences in workings of various offices;
- review placement at regular intervals and at conclusion.

.....
Signature of Student
.../.../....

.....
Signature of Placement Supervisor
.../.../....

Example - Confidentiality Agreement

I	Of
name	address

acknowledge that I should keep in mind the following principles:

- solicitors must keep their clients' affairs confidential and must ensure that their employees also do so. That means that any information which I learn about a client whilst on placement with this firm cannot be told to anyone however tempting it may be to do so.
- Clients' confidential information belongs to them and not to their solicitors. It is not the solicitors' to deal with as they wish without the approval of the clients.
- I should immediately tell my placement supervisor if I personally know any of the solicitor's clients or any person who is mentioned in the client's matter because you might prefer not to give me any access to information about that client's matter in the circumstances.
- I am only to look at papers relating to client's matters when it is necessary and am not to look through files or papers without the solicitor's permission. Nor should I make photocopies of any documents for study purposes without the permission of my placement supervisor.
- I should not discuss any client's matters with anyone not associated with this firm. Furthermore, I should never mention to clients outside the office any details of their matters, even after I cease my placement with this firm, because this may cause the clients to worry that this firm has not kept their affairs confidential.
- Generally, I may discuss a client's matter in broad terms without identifying the client or giving any information which will allow the client to be identified and I must exercise great care in doing so. There is nothing wrong with discussing an abstract point as long as doing so will not enable ready identification of the client.
- Possible consequences of wrongly disclosing client information:
 - A person or company may suffer financial loss or have their feelings and/or family hurt.
 - A client could take legal action against the solicitor or the person who revealed the information.
 - Obvious embarrassment.
 - Others may then misuse the information for their gains.
- I understand that if I attend court there is nothing to stop me discussing what I have observed in a public court room unless the court is closed to the public for any reason.

.....
Signature of Student

...../...../.....

.....
Signature of Placement Supervisor

...../...../.....

**FACULTY OF LAW
UNIVERSITY OF WOLLONGONG**

PLACEMENT PROGRAM

Placement Evaluation Form
[to be completed by Placement Supervisor]

Name of Student

Organisation/Firm:

Placement Supervisor:

Period of placement:

No. of working days:

Please comment on specific aspects of the student's activity during the period of placement.

The proposed program of activity submitted prior to the placement is attached for your reference. Please comment specifically on whether the student's placement achieved the aims of the proposed program.

Any other comments:

PLACEMENT PROGRAM

Placement Evaluation Form
[to be completed by the Student]

Name of Student

Organisation/Firm:

Placement Supervisor:

Period of placement:

No. of working days:

Please comment on specific aspects of your activity during the period of placement.

The proposed program of activity submitted prior to the placement is attached for your reference. Please comment specifically on whether the student's placement achieved the aims of the proposed program, and say why.

Any other comments:

GUIDELINES FOR GRANTING CREDIT TOWARDS THE PROFESSIONAL EXPERIENCE PLACEMENT REQUIREMENT

1. There are no exemptions from the Professional Experience component of the subject, but students with prior professional experience, summer clerkships or current employment in a legal work may apply for credit for a placement if they meet the placement guidelines.
2. In all cases, at least 20 days of Professional Experience placement, arranged by the Faculty, must be undertaken after the completion of the coursework requirements of the subject LLB 311 *Lawyers and Australian Society* and whilst enrolled for the LLB degree.

Prior professional experience

3. Students may have worked in some capacity in a legal environment prior to their studies in this subject. If so, they may make application for credit for that experience for one placement only.
4. Applications for credit for prior professional experience should not be made until the student is enrolled in the subject.
5. Normally, credit will only be given where:
 - the student has undertaken work of a legal nature and not where the student has been employed in a non-legal role in a legal environment
 - the student has worked at least 12 months in that environment
 - the work has been undertaken within 12 months of the application for credit being made.
6. The application must:
 - be in writing;
 - give full details of the type of work undertaken during the relevant employment
 - be accompanied by a letter from the employer/supervisor confirming the length and nature of the employment.
7. The application for credit will be considered by the Academic Co-ordinator of LLB 311 *Lawyers and Australian Society*, and the Placement Co-ordinator.
8. Credit, if granted, will be made on the following conditions:
 - for a maximum of 20 days placement
 - that the student submit a reflective essay or report relating how some element of their experience illustrates the relationship between the theory and the practice of law, or a similar theme.

Summer clerkships and current employment

9. If a student wishes to have a summer clerkship or current employment taken into account as a placement, it can be arranged with the approval of both the Faculty and the employer, but this must be negotiated with the Placement Co-ordinator before the summer clerkship is commenced, or the current employment is approved as a placement.

This is so that the placement dates and objectives can be set, and so that the placement supervisor is notified of the supervision guidelines and other University requirements are met, before the placement period is commenced.

The work must be of a legal nature and not where the student is employed in a non-legal role in a legal environment.

10. Applications for credit based on a summer clerkship or current employment will be processed by the Placement Co-ordinator as part of her organisation of current placements. The period for which credit is given will not pre-date the application.

Types of employment

11. The employment for which credit is sought must meet the location and experience criteria for practical experience placements specified on page 4.

In particular, the experience should have enabled students to apply their legal knowledge and include:

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

Students wishing to clarify whether their previous or current employment meets these criteria are invited to discuss the matter with the Academic Co-ordinator for the subject.



CODE OF PRACTICE - PRACTICAL PLACEMENTS

The Code of Practice- Practical Placements sets out the current policies and practices relating to the workplace experience and other practical training requirements which comprise the whole or part of subjects offered at the University of Wollongong. Its purpose is to make clear what is expected from students, supervisors and the University, and to minimise difficulties caused by misunderstanding or poor communication. The Code does NOT apply in its entirety to placements or work experience, such as professional experience requirements not formally assessed, but which students must complete before becoming eligible for the award of a degree. However, academic units responsible for such placements or experience should apply those parts of the code that are appropriate.

A practical placement is a learning experience which enables students to develop their knowledge and skills. Where students have a disability or personal difficulty which may affect their capacity to undertake the placement, the University will discuss the nature of the problem, but where it cannot be accommodated the University will assist the student in exploring alternatives.

Definitions

In this Code of Practice:

'placement' includes any element of work, observation and experience in a workplace outside the University which is a requirement of any [course or] subject offered by the University;

'placement co-ordinator' means the member of the staff of the University responsible for supervision of the experience or placement;

'supervisor' means the person in the workplace responsible for the direction of the student during the placement.

'client' means any person or persons to whom a service is being provided.

Responsibilities of the Student

Students will:

- behave ethically and in a manner which upholds the good name of the University of Wollongong;
- adhere to the professional ethics and codes of conduct appropriate to their discipline;
- be familiar with the goals and requirements of the practicum;
- sign a document acknowledging that they have read and agreed with the Code of Practice- Practical Placements;
- advise the placement co-ordinator of any fact which may affect their capacity to undertake the placement, such as a disability or personal difficulty. Students should be aware that the Disability Liaison Officer is legally obliged to disclose to the Placements Co-ordinator any disability that could place the student or the public at risk during a placement;
- keep information gained about clients from any sources in strictest confidence;
- actively participate in the management of their placement program;
- contact placement site prior to their first day on placement and introduce themselves to the supervisor;
- consult with supervisor with regard to accommodation and arrange own accommodation and travel.
- Students must meet the costs of these arrangements;
- ensure that all documentation on progress is made available to supervisors on progressive placement sites;
- provide any assessment forms and make them available to supervisors as necessary;
- ensure that the work or function is completed in a timely manner to satisfy assessment requirements of the university and supervisors;

- be punctual and inform their supervisor and Department if they will be late or cannot attend the placement for any reason;
- work the hours specified by the supervisor (or by a specialist if the student has a disability). If there is no specific agreement, students will work the normal hours of other staff in that workplace. Where more than 8 hours is worked on any one day, students are entitled to take time in lieu for the additional time, at a time negotiated with the supervisor;
- provide a medical certificate for absences of 2 or more days to the supervisor and the Department;
- report all absences to the Placement Coordinator. If significant absence affects progress of the student, then additional time on the placement may be required;
- adhere to policies and procedures of the placement site;
- use resources available at the placement site for the purposes they are intended;
- take responsibility for one's own health status and, if necessary, take appropriate action/care to protect the well being of clients.

Responsibilities of the Supervisor

The supervisor will:

- ensure that students read the Code of Practice-Practical Placements;
- act as a role model introducing students to acceptable professional behaviour;
- adopt the role of helper and facilitator of learning;
- provide a positive learning environment;
- provide a variety of learning experiences in keeping with the placement requirements;
- clarify aims and expected outcomes of the placement with the student;
- assist the student in identifying resources;
- arrange regular and sufficient interviews with the student to discuss progress or difficulties;
- where necessary, investigate accommodation options for students and assist them in arranging accommodation and travel;
- arrange and provide a safe work environment;
- arrange and provide adequate work space;
- orient students on the first day of the placement to reduce the student's anxiety about working in an unfamiliar environment;
- make adequate observations of the student's work and provide continuing feedback, both verbal and written, to ensure learning progress. Where appropriate, documents provided by the University should be used for this purpose;
- report on student progress using documentation provided and notify the Placement Coordinator as soon it becomes apparent that the student is having difficulties meeting the placement objectives;
- evaluate the supervision process with students.

Responsibilities of the Placement Co-ordinator and the University

The Placement Coordinator will:

- organise and plan the placement program with students and supervisors and negotiate on aspects of student progress and assessment;
- facilitate placement contracts with sites where necessary or desired;
- be in regular contact with placement sites and approve each site as appropriate
- be accessible by telephone for communication on placement issues;
- if necessary, mediate between supervisors and students on placement issues;
- provide information on placement requirements. This may be in the form of a 'Supervisor's Practical Placement Manual' and a 'Student Practical Placement Manual' or other written guidelines;
- evaluate the placement component and report to the appropriate Faculty or Departmental Committee of the University on progress and developments;

- report to the university on any relevant assessment of students in this subject where the practicum is an assessable component of the course;

The University will:

- insure students to cover them against injury while on practical placement;
- advise students enrolled for programs in Health of the State Government requirement for criminal record checks to be conducted by the New South Wales Police Service prior to any clinical, practical or employment placement in the New South Wales Health Care System;
- advise students enrolled for programs in Education of the State Government requirement for criminal record checks to be conducted by the New South Wales Police Service on all prospective employees/individuals who will access schools on a regular basis once eligible for employment.

Last revised: 14 March 2001

Comments & questions to Secretariat



**PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM
APPLICATION FOR FIRST PLACEMENT**

FAMILY NAME:

OTHER NAMES: **STUDENT NO:**

ADDRESS: (for correspondence regarding placements)

.....

..... **Post Code:**

EMAIL ADDRESS:

MOBILE TELEPHONE:.....

Home: **Business:**.....

COURSE: (eg BA/LLB)

Major/s (if appropriate):

Completed LLB311 classes in: (session)(year)

Anticipated course completion in:(session) (year)

PREVIOUS DEGREE: (if any)

OTHER RELEVANT WORK EXPERIENCE: (eg law clerk; associate to judge; voluntary work in a legal organisation etc - give brief details)

.....

.....

.....

Please attach a copy of your current CV and academic transcript to this application.

Tick one of the following:

Please fax/send my CV and transcript to placement providers if requested.

DO NOT fax/send my CV/Transcript to any placement providers.

Please turn over...

AREAS OF INTEREST: (please give brief descriptions of the areas of law in which you are interested eg criminal law; commercial law; **and/or** the type of legal work which interests you eg; solicitor; community lawyer; **and/or** a firm or organisation in which you are interested)

First preference:

Second preference:

Third preference:

LOGISTICAL FACTORS: (please list any factors which may influence the location of a placement eg access to transport; preferred locations; availability of accommodation outside Wollongong or Sydney)

.....
.....
.....
.....

TIMING: (availability to undertake placements) **A standard placement = 20 day block.**

Do you anticipate being available over the entire summer recess (December to February) in 2004/2005? Yes/No

Specify dates of availability or outline other factors that will affect your availability for a block placement:

.....
.....
.....

If you are NOT available for a block period during Summer you must make an appointment to see the Placement Coordinator (Administrative) to discuss whether arrangements can be made to accommodate your other commitments - please bring this form.

NOTES:

.....
.....
.....

SIGNATURE:

DATE:



**PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM
APPLICATION FOR SECOND PLACEMENT**

FAMILY NAME:

OTHER NAMES: **STUDENT NO:**

ADDRESS: (for correspondence regarding placements)

.....

..... **Post Code:**

EMAIL ADDRESS:

MOBILE TELEPHONE:.....

Home: **Business:**.....

COURSE: (eg BA/LLB)

Major/s (if appropriate).....

Completed LLB311 classes in: (session) (year)

Anticipated course completion in:(session) (year)

PREVIOUS DEGREE: (if any)

OTHER RELEVANT WORK EXPERIENCE: (eg law clerk; associate to judge; voluntary work in a legal organisation etc - give brief details)

.....

.....

.....

**Please attach a copy of your current CV and academic transcript to this application.
Tick one of the following:**

- Please fax/send my CV and transcript to placement providers if requested.
- DO NOT fax/send my CV/Transcript to any placement providers.

Please turn over

AREAS OF INTEREST: (please give brief descriptions of the areas of law in which you are interested eg criminal law; commercial law; **and/or** the type of legal work which interests you eg solicitor; community lawyer; **and/or** a firm or organisation in which you are interested)

First preference:

Second preference:

Third preference:

PREVIOUS PLACEMENT:
.....

LOGISTICAL FACTORS: (please list any factors which may influence the location of a placement eg access to transport; preferred locations; availability of accommodation outside Wollongong or Sydney)
.....
.....
.....
.....

TIMING: (availability to undertake placements) **A standard placement = 20 day block.**

Do you anticipate being available over the entire summer recess (December to February) in 2004/2005? Yes/No

Specify dates of availability or outline other factors that will affect your availability for a block placement:
.....
.....
.....

If you are NOT available for a block period during Summer you must make an appointment to see the Placement Coordinator (Administrative) to discuss whether arrangements can be made to accommodate your other commitments - please bring this form.

NOTES:
.....
.....
.....

SIGNATURE: **DATE:**



PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

APPLICATION FOR CREDIT

FAMILY NAME:

OTHER NAMES: **STUDENT NO:**

ADDRESS: (for correspondence regarding placements)

.....

..... **Post Code:**

EMAIL ADDRESS:

MOBILE TELEPHONE:

Home: **Business:**

COURSE: (eg BA/LLB)

Major/s (if appropriate):

Completed LLB311 classes in: (session)(year)

Anticipated course completion in:(session) (year)

PREVIOUS DEGREE: (if any) **major**

WORK & OTHER EXPERIENCES WHICH FORM THE BASIS OF YOUR CLAIM FOR CREDIT FROM PART OF THE PLACEMENT REQUIREMENT:

Name of employer:

.....

.....

PERIOD OF EMPLOYMENT (including time, hours, duration eg 1 x 8 hour day per week for 48 weeks from January to December 2003):

.....

.....

BASIS OF EMPLOYMENT (eg paid employee, voluntary worker, etc):

.....
.....
.....
.....

Nature of experiences (include tasks undertaken, level of responsibility, etc) and relationship of experiences to objectives of the Placement Program:

.....
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.....

ANY OTHER INFORMATION:

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.....
.....
.....
.....

Please attach letter from employer corroborating the details of the employment for which placement credit is claimed

Signature: Date:



PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

ASSIGNMENT COVER SHEET

1. Unless otherwise indicated by way of footnote or reference, this report is entirely my own work.
2. The material contained in this assignment has not previously been submitted for assessment in any formal course of study.

STUDENT No.

SUBJECT NAME: LLB 311 LAWYERS & AUSTRALIAN SOCIETY

YEAR OF ENROLMENT IN THE SUBJECT

PLACEMENT REPORT No.

LOCATION OF PLACEMENT

.....

DATE SUBMITTED:

ESTIMATED LENGTH (in words)



PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

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