

# PROFESSIONAL EXPERIENCE PROGRAM (PEP) HANDBOOK

This Handbook applies to the Professional Experience Program undertaken as part of the subject LLB 311 *Lawyers and Australian Society*, for students enrolled in those subjects as from the year 2005.

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## THE PROFESSIONAL EXPERIENCE PROGRAM (PEP)

### Administration of the Program

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## 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..

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.

Since the inception of the Faculty of Law at Wollongong, a practical experience component has been part of the compulsory subject *Lawyers & Australian Society*, and thus of the LLB degree. From 1993 until 2004, it consisted of 40 days of professional experience under the supervision of a lawyer, undertaken in two different workplaces arranged by the Faculty, to experience 'the law in action'.

From 2005, the professional experience program will change to accommodate the changing circumstances of students while retaining the essential pedagogical objectives of the original program. Professional experience components are featured in two academic LLB subjects.

In **LLB 311 *Lawyers and Australian Society***, students will undertake two components, as follows:

- **'The Law in Practice'** – a professional experience placement of 20 days' duration in an aspect of law-related practice. The objectives, organization and guidelines, and assessment requirements for this component are described in **Part I** of this Handbook
- **'Law in the community'** - completion of 30 hours of voluntary (pro bono) service with a community legal service or public interest service (not being one in which they completed their 'Law in Practice' component). The objectives, organization and guidelines, and assessment requirements for this component are described in **Part II** of this Handbook

These two components of the subject are perceived, in terms of their 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 components have been satisfactorily completed, and the assessment requirements have been submitted and passed.

Each component is undertaken after completion of the Course work part of the subject, which provides the theoretical knowledge and ethical framework necessary to appreciate the operation of the 'law in action'. No credit is given for prior experience, but current employment or community activism which meets the guidelines, may be utilized to meet the requirements of the program.

**LLB 396 *Advanced Legal Skills*** is a subject offered to final year law students, as an elective for the LLB degree, but is a pre-requisite to enrolment in the Wollongong **Graduate Diploma in Legal Practice** ( an accredited post-graduate practical legal training course, qualifying the graduate for admission to practice in New South Wales). In addition to Conveyancing,

Litigation, and Trial Advocacy components, the subject requires students to undertake a further 'law in practice' placement of 20-days' duration, similar to the format in *Lawyers and Australian Society*. The objectives, organization and guidelines, and assessment requirements for this component are separately described in the Subject Outline for this subject.

The two 'law in practice' professional experience placements ( a total of 40 days) are recognised as part of the professional experience component of the University's practical legal training course.

### **Confidentiality, Insurance, Code of Practice**

These matters apply to **all** components of the Professional Experience Program..

#### **University of Wollongong – Code of Practice – Practical Placements**

The University Code of Practice – Practical Placements - applies to the PEP, and imposes responsibilities on students, placement supervisors, co-ordinators, and the University. The Code of Practice is set out at pages 4-5. All students must read the Code, and sign an acknowledgment that they have done so.

#### **Confidentiality**

Students in all components of the PEP 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 7) as to information obtained during the placement about the office and its clients.

#### **Insurance**

All students in voluntary placements registered as part of the PEP are covered by the University's Public Liability Insurance Policy for claims pertaining to loss or damage caused by negligent act or omission of the student in respect of Personal Injury, Property Damage or Advertising Injury to the Professional Experience/Community Placement provider, where the student is undertaking the placement in a voluntary capacity.

Furthermore, students engaged in registered placement programs are also covered by the University's Student Personal Accident Insurance Policy for any personal injury sustained whilst engaged in such activities.

**To ensure that you are covered by this Insurance, it is essential that all voluntary placements, whether organized by the Faculty or the student, are registered with the Faculty before they commence.**

However, those students actually employed during their professional experience placement 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.



## 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

### Example - Confidentiality Agreement

I..... of .....
name <span style="float: right;">address</span>

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

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

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

## **PART I – ‘THE LAW IN PRACTICE’**

The **aims and objectives** of this component are:

- to expose students to the application of the law in practice, and to perceive how the learning they acquire in law studies is applied in practice, in ways that cannot be learned from reading or hearing about it;
- to enable students to relate different areas of practice to the importance of developing skills of legal research, communication, drafting, practice management and problem solving;
- 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 this part of the 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 satisfactorily complete a professional experience placement of 20 working days under the supervision of a lawyer (the placement supervisor) in a law-practice related environment arranged by the Faculty.
2. Before undertaking the placement each student
  - must have completed all the course work of the subject
  - will be aware of and have satisfied the subject co-ordinator that he or she has a satisfactory knowledge of the requirements of confidentiality that apply to all solicitors and barristers
  - must have read the Student Code of Conduct – Placements and signed an acknowledgement that they have done so
3. At the commencement of the placement, the student will prepare a statement of placement objectives and proposed activities, negotiated with their placement supervisor, and acceptable to the placement supervisor and the Faculty. The format of the Statement of Objectives appears on page 14. It incorporates both the learning objectives of the ‘Law in Practice’ PEP, and any other Objectives which the student wishes to achieve from the experience.
4. During the 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 page 12.

## Placement Arrangements and Guidelines

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

Students participating in the program must complete the Professional Experience Application Form at the end of this section 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. The application and the c.v may be submitted electronically to sboyd@uow.edu.au

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 format on page 15.

Students may organize their own placement, but it must be approved by the Academic Placement Co-ordinator and registered with the Faculty before you start – a minimum of 2 weeks notice is required, so that the Administrative Placement Co-ordinator has adequate time to complete the necessary registration and to contact your supervisor to confirm the arrangements. Further, to ensure that you are covered by Insurance, it is essential that all voluntary placements, whether organized by the Faculty or the student, are registered with the Faculty before they commence.

## Placement guidelines

### (a) Locations

While it is recognised that not all law graduates intend to practice as barristers or solicitors, the 'Law in Practice' component of the Program also provides a foundation for, and gives 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 a judicial member of a Court or Tribunal;
- with a barrister;
- with police prosecutors;
- in the Registry of a Court or Tribunal; or
- with other approved persons or organisations able to meet the objectives of this component of the professional experience program.

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

### **Current employment qualifying for the 'Law in Practice' component of the PEP**

The placement may include current employment if it meets these guidelines. There is no credit for past experience.

If you are applying for your current employment to meet this requirement, you must submit Form 2- Application for Approval of Current Employment as a placement, together with a letter from your employer confirming your employment, the name of your supervisor, and that the work activities you are undertaking meets these guidelines. These documents must be submitted at least 2 weeks in advance of the commencing date of the nominated 'placement' period, so that the Administrative Placement Co-ordinator has adequate time to complete the necessary registration and to contact your supervisor to confirm the arrangements.

### **Setting objectives**

The PEP has some generic learning objectives and you are asked to also identify some personal learning objectives for your placement. The purpose is to give the student some specific learning goals to achieve during the placement, having regard to the nature of the environment in which they are working, and the work activities they will be undertaking. This requires some consultation with your supervisor before or at the time the placement commences. A sample of the format of this requirement is on p. 14 and the format can be downloaded from the Faculty website. These objectives must be attached to the Program Evaluation Report (see further p.15 ) to be submitted at the end of 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 thinking<sup>1</sup>. 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 and observations occurring in the placement, and a final piece in which you reflect on how the placement has influenced your view and/or your understanding of the law in practice when compared to the theory of law. 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 permission<sup>2</sup>.

The journal may be maintained in a book (in legible handwriting) or on typed sheets. The journal must be of 2000 – 3000 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. 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.

Use the Assignment Cover Sheet at the end of this Handbook when submitting your journal.

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<sup>1</sup> R. Ballantyne & J. Packer, *Making Connections*, HERDSA Gold Guide No. 2, HERDSA 1995

<sup>2</sup> Academic staff will be assumed to have permission to use comments from a journal with acknowledgment but 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.

**Evaluation of the Program**

At the conclusion of the placement, both the supervisor and the student will be asked to give an evaluation of the professional experience. This report need not be long, but should give an indication of the success or otherwise of the placement, particularly in relation to whether the placement objectives were met. A pro forma for these reports is at p. 15 : the forms can be downloaded from the Faculty PEP website.

**OBJECTIVES PRO FORMA**

University of Wollongong



Faculty of Law

**Professional Experience Program - 'The Law in Practice' Placement Objectives**

**Name of student:**

**Organisation/Firm**

**Placement Supervisor:**

**Dates of Placement:**

**No. of Working days:**

**Program Objectives:**

1. To appreciate some of the practical aspects and social dimensions of legal problems;
2. 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.
3. To observe and reflect upon the values, ethical standards and conduct of the legal profession in practice, and to develop my own attitudes of professional responsibility.

**Personal objectives** (list personal learning objectives based on proposed activities)

**Proposed work activities** (list agreed work activities during the placement period)

.....

.....

**Date :** .....

.....



**Faculty of Law**

**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 the achievement of your placement objectives during the period of placement. (attach a copy to this form)

Please comment specifically on whether the student's placement achieved the aims of the proposed program, and say why.

**Any other comments:**

## PART II - 'THE LAW IN THE COMMUNITY'

### Aims and Objectives of this component of the Program

The aims of this component of the Professional Experience Program are

- to develop students' appreciation of the concepts of "access to justice"; and
- to enhance their understanding of the obligations of professional responsibility as lawyers to "assist in the adequate distribution of legal services in our society"<sup>3</sup>

The legal profession has a long tradition of providing 'pro bono' legal services, generally defined as

" services that involve the exercise of professional legal skills, and are services provided on a free or substantially reduced basis. They are services that are provided for: people who can demonstrate a need for legal assistance but cannot afford the full cost of a lawyer's services; non-profit services which work on behalf of members of the community who are disadvantaged or marginalised, or which work for the public good; and public interest matters, being matters of broad community concern which would otherwise not be pursued"<sup>4</sup>.

The Australian Law Reform Commission Report *Managing Justice*<sup>5</sup>, noted that "pro bono work is consistent with the service ideal of the legal profession, ... an ideal which must not be lost sight of if lawyers are to retain a professional ethos and identity", and its *Recommendation 38* stated:

"In order to enhance appreciation of ethical standards and professional responsibility, law students should be encouraged and provided opportunity to undertake pro bono work as part of their academic or practical legal training requirements."

From an educational perspective, this component of the subject LLB 311 *Lawyers & Australian Society* aims to promote the service ideal, and to provide students with the opportunity of contributing to "access to justice" through pro bono (voluntary) activity as part of their academic studies.

### Placement requirements and arrangements

1. Each student is required to contribute 30 hours of pro bono activity, undertaken after the LLB 311 Course work component has been completed. There is no credit for prior experience.
2. Students are required to make their own arrangements to complete this requirement – to locate a source and to negotiate with that source what activities will be undertaken. When making those arrangements, please give to the person with whom you are making these arrangements a copy of the PEP Part II – *Law In the Community – Information and Guidelines for Supervisors* – which you can download from the Faculty website, so that the organization is aware of the requirements of the program.
3. Activities should be limited to one location, but the 30 hours need not be completed in a block. The location(s) need not be confined to New South Wales. The academic co-ordinator of LLB 311 will be happy to discuss your proposals, if you need to clarify that they meet the program guidelines.

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<sup>3</sup> T. P. Terrell and J. H. Wildman, *ReThinking Professionalism*, (1992) 41 Emory L.J. 403

<sup>4</sup> Law Foundation Report, *Future Directions for Pro Bono Services in NSW*, 2000

<sup>5</sup> ALRC Report No. 89, *Managing Justice*, 2000, Paras 5.12 – 5.20, pp. 304 - 308

4. Before you commence the placement, you must register your pro bono activities with the Faculty. To register the placement, you need to submit the following:
- a. Application for registration of Community Law Placement
  - b. A Letter of confirmation from the placement supervisor, in the format on p. 19, to the Administrative Placement Co-ordinator, at least 2 weeks in advance of the commencement of the placement.

This is to ensure that (a) we have a record of your proposed activity, and (b) the University's insurance policies for voluntary placements applies to you.

### Some suggested Locations

There are several locations, and several ways in which pro bono work can be completed: the program is flexible in the type of activities by which the requirement can be met. Some of these locations and activities are set out below.

Note however, that if you completed your 4 – week 'law in practice' placement in one of the locations suggested for this component (eg a particular community legal centre or branch of the Legal Aid Commission), you must choose a different location for this component.

- Community legal centres - there is a wide range of general and special interest centres – see listings at
  - <http://liac.sl.nsw.gov.au/advice/subject.cfm> or
  - links from the Law Society website [www.lawsocnsw.com.au](http://www.lawsocnsw.com.au) > Information for the Public > Find a Lawyer
- Legal Aid Commission
  - See listings <http://legalaid.nsw.gov.au> including Outreach Programs
  - Aboriginal Legal Services – see Law Society website ( as above) or contact the Sydney Regional Aboriginal Corporation Legal Service ( 02 9318 2122) or [www.sracls.org](http://www.sracls.org)
- Projects established by or operated in association with the Faculty of Law (eg the *Start Out Right* community legal education project)
- Amnesty International
- Australian Red Cross (legal section)
- Public Interest Law Clearing House\*
- Public Interest Advocacy Centre\*
- Refugee Advice and Casework Service
- NSW Council for Civil Liberties
- Many legal firms conduct pro bono activities, including public interest litigation, information sessions, court duty solicitor schemes, divorce classes, research for non-profit community organizations, etc. : if you are in such a firm, ask to participate for 30 hours over and above your usual employment.
- Or contact the Law Society Pro Bono Scheme manager (02 9926 0364 ) for suggested contacts (note that the Law Society cannot offer specific placement opportunities)

\* Not undertaken as part of any other LLB subject.

### Some suggested activities

- Accompanying and assisting lawyers in duty lawyer activities
- Researching public interest issues
- Preparing information materials (eg leaflets, websites, powerpoint presentations, etc) for community legal education
- Researching to assist lawyers engaged in the organisation

- Assisting in the conduct of community information or advice sessions

### **Assessment**

You should keep a log or journal of your pro bono activities, and at the conclusion of them submit to the Academic Co-ordinator the following:

- Certificate of Service, signed by the supervisor(s) of your activities
- Your log book
- A reflection of approx 1000 words on your views, formed as a result of your experience in this program, on the role of the lawyer in the community, and/or the concept of "Access to Justice".

Your participation in the program, as evidenced by your logbook and reflective report, will be marked out of 10, as part of your final mark for the subject LLB 311.

Use the Assignment Cover Sheet at the end of this Handbook when submitting your journal.

Note - This component of the PEP does not count towards the professional experience component of the Wollongong Practical Legal Training Course

**PRO FORMA – CONFIRMATION OF ‘LAW IN THE COMMUNITY’  
PLACEMENT ARRANGEMENTS**

**[ to be submitted on Organisation Letterhead]**

**Certificate of Acceptance of Student for Voluntary Service**

**Name of Supervisor .....**

**Name of Student .....**

**Student No. ....**

I confirm that:

1. The student has given to me a copy of the *Supervisor’s Information and Guidelines for the Professional Experience Program - ‘Law in the Community’*.
2. This organization accepts the student for a period of 30 hours of voluntary service in this Organisation as part of the University of Wollongong – Faculty of Law – Professional Experience Program – ‘Law in the Community’

Commencing on (date) .....

Dated ..... Signed .....

Supervisor

**PRO FORMA – CERTIFICATE OF COMPLETION OF VOLUNTARY SERVICE**

**[ to be submitted on Organisation Letterhead]**

**Certificate of Satisfactory Completion of Voluntary Service**

**Name of Supervisor .....**

**Name of Student .....**

**Student No. ....**

I Certify that the abovenamed student has satisfactorily completed 30 hours of Voluntary service in this Organisation as part of the University of Wollongong – Faculty of Law – Professional Experience Program – ‘Law in the Community ‘ between.....(commencing date) and ..... (concluding date).

Comments (if any) .....  
.....  
.....  
.....  
.....

Dated ..... Signed .....

Supervisor



**PROFESSIONAL EXPERIENCE PROGRAM - Part II Law in the Community**

**ASSIGNMENT COVER SHEET**

**STUDENT No.** .....

**Declaration:**

By submitting this assignment I am certifying that this is entirely my own work, except where I have given fully documented references to the work of others, and that the material contained in this assignment has not previously been submitted for assessment in any formal course of study.

**SUBJECT NAME:** LLB 311 LAWYERS & AUSTRALIAN SOCIETY

**SESSION/ YEAR OF ENROLMENT IN THE SUBJECT** .....

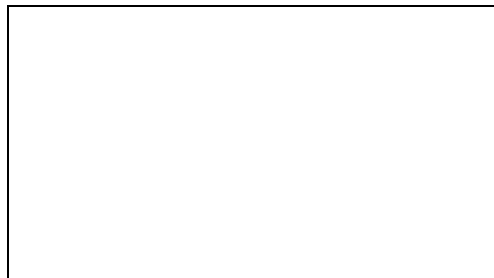
**LOCATION OF PLACEMENT** .....

.....

**Attachments:**

- 1. Log Book
- 2. Supervisor's Certificate of Service
- 3. Reflective Report

**DATE SUBMITTED:** .....



Date Assignment Removed from Box  
Please place stamp here



**PROFESSIONAL EXPERIENCE PROGRAM - Part I - The Law in Practice**

**ASSIGNMENT COVER SHEET**

**STUDENT No.** .....

**Declaration:**

By submitting this assignment I am certifying that this is entirely my own work, except where I have given fully documented references to the work of others, and that the material contained in this assignment has not previously been submitted for assessment in any formal course of study.

**SUBJECT NAME:** LLB 311 LAWYERS & AUSTRALIAN SOCIETY

**SESSION/ YEAR OF ENROLMENT IN THE SUBJECT** .....

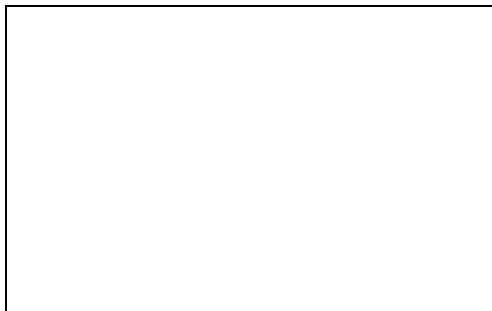
**LOCATION OF PLACEMENT** .....

.....

**Attachments:**

- 1. Reflective Journal
- 2. Student's Program Evaluation Report
- 3. Objectives

**DATE SUBMITTED:** .....



Date Assignment Removed from Box  
Please place stamp here