

**LLB190**  
**Lawyers and Australian Society**

**Professional Experience Program**

**2006 – 2008**

**Student Handbook**

UOW

Faculty of Law

---

University of Wollongong



---

--	--

---

## PROGRAM STAFF

### **Academic Coordinator: John Littrich**

Room: 67.206  
Tel: (02) 4221 3730  
Email: [littrich@uow.edu.au](mailto:littrich@uow.edu.au)

### **Administrative Coordinator: Susan Boyd**

Room: 67.239E  
Tel: (02) 4221 5331  
Email: [sboyd@uow.edu.au](mailto:sboyd@uow.edu.au)

### **Faculty of Law Administration Office:**

Room: 67.239  
Tel: (02) 4221 3456  
Fax: (02) 4221 3188  
Email: [law@uow.edu.au](mailto:law@uow.edu.au)

Postal Address:

Faculty of Law  
University of Wollongong  
NSW 2522

# INTRODUCTION

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 (UOW) this objective is met through the Professional Experience Program (PEP).

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 UOW a practical experience component has been part of the compulsory subject *Lawyers & Australian Society*, and thus of the LLB degree.

As a student enrolled in *LLB190 Lawyers & Australian Society* during the period 2006-2008 (inclusive) you will undertake one professional experience placement of 20 days' duration in an approved legal environment. The objectives, organisation, guidelines, and assessment requirements for this 'Law in Practice' component are described in this booklet.

This 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. The final result for the subject will be withheld until the placement has been satisfactorily completed and the assessment has been submitted and passed.

The placement is undertaken after completion of the coursework 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 other experiences that meet the guidelines may be used to meet the requirements of the program.

As an assessment task the Professional Experience Program will contribute to the development of the ***UOW Graduate Qualities*** as described in the table set out in the subject outline for LLB190 Lawyers & Australian Society.

## AIMS AND OBJECTIVES OF THE PROGRAM

The practical element of the PEP is not designed to teach students how to be a good lawyer (or how to be a lawyer at all) – it takes more than study at University to do that.

The objectives of the 'Law in Practice' component are to:

- Expose you to the law in operation in contexts where you will come to perceive aspects of law which cannot be learned from reading or hearing about it;
- Allow you to perceive ways in which the formal learning you acquire at University may be applied in practice and therefore to develop an appreciation of the practical dimensions of legal principles;
- Enable you 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
- Enable you to observe and reflect upon the values, ethical standards and conduct of the legal profession in practice, and to develop your own attitudes of professional responsibility.

At the end of the Professional Experience Program you should be able to:

- Appreciate some of the practical aspects and social dimensions of legal problems; and
- 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 you with an opportunity to observe the way in which law operates in a practical milieu, and so may assist you in making future career choices.

## IMPORTANT NOTICE FOR ALL STUDENTS:

Please note that under Faculty policy this placement commitment is not an acceptable reason for non-compliance with any compulsory attendance requirements of subjects in which you are enrolled, nor will it be considered grounds for Academic Consideration in relation to any assessment tasks, including class participation.

# PLACEMENT ARRANGEMENTS & GUIDELINES

Each student must satisfactorily complete a placement of 20 working days (140 hours) under the supervision of a legal professional (the placement supervisor) in a location arranged by the Faculty or arranged by the student and approved by the Faculty.

## Pre-Placement Requirements

**Before you can commence a placement you must have:**

- successfully completed all the coursework of the subject ***LLB190 Lawyers & Australian Society*** including Module 1 of ***EO Online***
- completed the appropriate paperwork and lodged it with the Faculty's Placement Coordinator
- read the ***UOW Code of Practice – Practical Placements*** and signed an acknowledgement that you have done so (the acknowledgement is to be lodged with the Faculty); and
- read and signed the ***Confidentiality Agreement*** issued by the Faculty.

## EO Online

The objectives of this program are that by working through the module, you will:

- Learn how to deal with and prevent discrimination and harassment in the workplace;
- Understand your legal rights and responsibilities to achieve a discrimination and harassment free workplace;
- Increase your awareness of equity policies, issues and strategies; and
- Have a reference for dealing with grievances.

**To fulfil the PEP requirements you can choose to either:**

- A. Lodge an application with the Faculty's Administrative Placement Coordinator who will arrange an experience for you; or
- B. Use your current employment (paid or unpaid); or
- C. Use an upcoming clerkship or internship experience; or
- D. Organise your own voluntary or paid practical experience of 20 days

Please note that the 20 day placement must be undertaken with one firm or organisation - it is not possible to split the time between two or more placement providers.

If problems or concerns arise during the placement, either the student or the placement supervisor is encouraged to contact the Placement Coordinator.

## **A - Placements arranged and registered by the Faculty**

Students who are in the final two years of their degree program (ie: years 3 to 4 of the four year LLB or years 4 to 5 of a double degree) are eligible to participate in the Professional Experience Program.

The majority of students will complete the experience during a four week block period over the Summer or Winter recess. Occasionally placements may be completed in two blocks of two weeks or in other approved attendance patterns (eg: part-time) depending on the preferences of the placement provider or the needs of the student.

You will need to indicate your contact details, availability, areas of interest and locality preferences on the application form provided. You will also be asked to email a copy of your current CV to the Administrative Placement Coordinator.

Copies of the form are available on the PEP website and in hardcopy outside the Faculty Administration Office during the first four weeks of each session. The forms will be updated at the beginning of each academic session for the upcoming recess period. Application deadlines are posted outside the Faculty Administration Office, on the Faculty noticeboard and on the website: <http://www.uow.edu.au/law/adminstaff/UOW014120.html>

Some placement providers require additional application documentation– the Coordinator will let you know if this applies to any of the firms or organisations you are interested in.

Arrangement of the placement then becomes a 'matchmaking' exercise between the Faculty, the placement provider and the student. Firms or organisations are contacted to discuss the suitability of each proposed student, the placement dates/times and any other relevant issues such as security and confidentiality.

Once the placement details have been finalised a formal confirmation letter is sent to both you and the placement supervisor.

You will be advised to contact your placement supervisor one week prior to the placement to confirm that it is proceeding and to make arrangements for reporting on the first day.

## B, C & D - Organising your own placement

If you who wish to organise your own placement you **must seek approval** from the Faculty and liaise with the Administrative Placement Coordinator to properly register the details of the proposed placement a minimum of two weeks before commencing the experience.

**FAILURE TO DO SO MAY DELAY and/or INVALIDATE YOUR PLACEMENT PLANS.**

You will need to contact the Administrative Placement Coordinator who will email you the appropriate approval/registration procedures, application form and supporting documentation.

Essentially, together with your application form, the Faculty requires a brief letter from your proposed placement supervisor, on the letterhead of the firm/organisation confirming that:

- the placement period will be of 20 days (140 hours) duration (indicating the exact dates of the placement period); and
- the placement will meet the program requirements as set out in the *Guidelines for Supervisors* booklet.

The Faculty asks that students are supervised by a person who currently holds and has held a practising certificate in the jurisdiction where the placement will be undertaken for at least three years, or who can provide comparable supervision. This requirement does not prevent work being carried out in association with other staff. It is important that you undertake a range of activities including those with client contact.

Confirmation of placement arrangements and requirements is always made in writing prior to the commencement of the placement.

## ABSENCES FROM THE PLACEMENT

You are required to report all changes from the agreed placement attendance schedule or absences from the placement to the Administrative Placement Coordinator - additional time on the placement is generally required.

Please provide a medical certificate for absences of two or more days to the placement supervisor and the Faculty.

## CRIMINAL RECORD DISCLOSURE

If your placement provider is a law firm or government entity they may require you to lodge a criminal record disclosure. If so, your placement provider will explain the requirements to you. You should make a full and frank disclosure as failure to do so may impact on any plans you have for admission to the profession in the future.

## PEP WEBSITE AND NOTICEBOARD

<http://www.uow.edu.au/law/acastaff/UOW014115.html>

## PLACEMENT LOCATIONS

While it is recognised that not all law graduates intend to practice as solicitors or barristers, the PEP also provides a foundation for, and is given credit towards, the University of Wollongong Graduate Diploma in Legal Practice (Professional Legal Training course). Consequently, the 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 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; and
- Experience in the process of becoming a professional.

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

For example:

- In a firm of solicitors (large or small; city, 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 program.

The placement may include summer clerkships, internships or current employment if the proposed experience meets the program guidelines.

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

## WORK ROLES

### **Specific work roles in the placement could include:**

- observing 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;
- preparing forms or drafting straightforward documents and letters;
- discussions with supervisor about issues arising in cases and files.

# PLACEMENT REQUIREMENTS

## Identify Learning Objectives

Students are asked to identify learning objectives and work activities for the period of their placement. This requires some consultation with their supervisor either before the placement begins or on the first day. The statement incorporates both the learning objectives of the Professional Experience Program and any other specific objectives which the student wishes to achieve from the placement. The idea of developing the objectives is to give you some specific goals to achieve during the placement along with setting the direction and scope of the role you will be undertaking on placement, having regard to the nature of the environment in which you are working. This statement must be co-signed by your placement supervisor and be lodged with the Faculty for approval within the first three days of the placement experience.

A proforma for the placement objectives and an example of some objectives are included in the appendices.

## Maintain a Journal

All students on placement 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 a journal sharpens your powers of observation and awareness of the ways in which the legal system operates, clarifies aspects of theoretical knowledge, and encourages critical thinking<sup>1</sup>. This process also enables you to reflect on and review your own responses to situations where you have to make value choices in professional situations.

The approach to maintaining the journal may be discussed with the Academic Placement Coordinator before or during the placement.

Your journal must contain at least 4 journal 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 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.

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

The journal must be submitted within 21 days of the completion of the placement. The journal will be treated confidentially, in that comments and observations will not be revealed to any third party without permission<sup>2</sup>.

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

## Assessment

The journal must be of 2000–3000 words, and will be assessed on a pass/fail basis. Keep in mind that the journal must be completed to a satisfactory standard in order to complete the subject LLB190, and hence the Bachelor of Laws program.

**The journal will be marked according to the following criteria:**

- the amount of effort which is reflected in the journal;
- the extent to which students 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;
- the journal moves from the descriptive to the critical analysis of the experience;
- making connections between theoretical principles learned at University and their own experience and observations of the real and practical application of the law and lawyers in action.

## Placement Evaluation Reports

At the conclusion of the placement, both the student (compulsory) and the placement supervisor (optional) 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 initial objectives were met. A proforma for the report is included in the appendices of this handbook.

<sup>2</sup> 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.

## Lodging Your Journal/Evaluation Report

- Use the assignment cover sheet supplied in this handbook when submitting your journal.
- Lodge the journal in the assignment box outside the Faculty Administration Office.
- You will be notified via email (SOLS) when your journal has been marked and is available for collection.

## 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 University of Wollongong confidentiality agreement as to information obtained during the placement about the office and its clients. The signed confidentiality agreement must be presented to the placement supervisor on the first day of placement. A copy of the confidentiality agreement is provided in the appendices.

## Insurance

All students in voluntary placements are covered the University's Public Liability Insurance Policy for claims pertaining to loss or damage caused by the negligent act or omission of the student in respect of Personal Injury, Property Damage or Advertising Injury to the Work Experience/ Community Placement Provider.

**The policy specifies that such a student must not be employed by that entity, nor should it receive remuneration in respect of his/her participation in the placement program.**

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

More information about the University's insurance policies can be provided upon request.

**Please contact the Faculty immediately if any insurance issues or concerns arise:**

Susan Boyd  
Placement Coordinator (Administrative)  
Faculty of Law  
Tel: (02) 4221 5331 or (02) 4221 3456  
Fax: (02) 4221 3188  
Email: [sboyd@uow.edu.au](mailto:sboyd@uow.edu.au)

## MAKING THE MOST OF YOUR PLACEMENT

A professional experience placement can play an important role in your personal and career development. Your placement can provide opportunities to:

- develop contacts in the industry where you plan to make your career
- put theory into practice and identify the relevance of what you have learnt in your undergraduate studies to the workplace
- achieve some workplace competencies and experience (such as gaining knowledge, skills and attitudes relevant to your career) before you enter the competitive job market
- ease the transition from student to graduate professional
- learn to act autonomously, responsibly and appropriately
- learn to work with others and understand working relationships
- gain confidence in thinking critically
- broaden your horizons through exposure to new ideas, cultures and career paths
- enhance your knowledge of the ethical and business demands and responsibilities in the legal workplace

You should bear these opportunities in mind when on your placement and make the most of them. Good communication with your supervisor is important.

## APPENDICES

1. UOW Code of Practice – Practical Placements
2. Faculty of Law Confidentiality Agreement
3. Statement of Placement Objectives - Pro Forma
4. Statement of Placement Objectives – Example
5. Placement Evaluation Form – Student (Compulsory)
6. Placement Evaluation Form – Supervisor (Optional)
7. Readings (from LLB190 *Subject Outline* – Spring 2008)
8. Assignment Cover Sheet

# UOW CODE OF PRACTICE – PRACTICAL PLACEMENTS

[http://www.uow.edu.au/handbook/codesofprac/cop\\_pracplace.html](http://www.uow.edu.au/handbook/codesofprac/cop_pracplace.html)

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.

*\* NOT APPLICABLE*

## 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.

*\* NOT APPLICABLE*

## Responsibilities of the Placement Co-ordinator & 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:** February 8, 2006

# PLACEMENT OBJECTIVES - PROFORMA

---

University of Wollongong



Faculty of Law

---

## PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

### Placement Objectives

[to be completed by student and approved by Supervisor]

**Name of Student:**

**Organisation/Firm:**

**Placement Supervisor:**

**Dates of Placement:**

**No. of working days:**

**Proposed Placement Objectives:**

**Proposed Work Activities:**

.....  
Signature of Student

.....  
Signature of Placement Supervisor

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

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

# PLACEMENT OBJECTIVES - EXAMPLE



## PROFESSIONAL EXPERIENCE PLACEMENT PROGRAM

### Placement Objectives

**Name of Student:**

**Organisation/Firm:**

**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

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

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



**Faculty of Law - Confidentiality Agreement**

I .....
(Full Name)
of .....
(Address)

**acknowledge that I should keep in mind the following principles:**

- legal professionals must keep their clients' affairs confidential and must ensure that their employees also do so. Any information that I learn about a client whilst on placement with this firm/organisation cannot be told to anyone however tempting it may be to do so.
- Clients' confidential information belongs to them and not to their legal professionals. It is not the legal professionals' 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 legal professional's clients or any person who is mentioned in the client's matter because the supervisor 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 legal professional'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/organisation. Furthermore, I should never mention to clients outside the office any details of their matters, even after I cease my placement with this firm/organisation, because this may cause the clients to worry that this firm/organisation 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/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 courtroom unless the court is closed to the public for any reason.

.....  
Signature of Student

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

.....  
Signature of Placement Supervisor

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



---

**PROFESSIONAL EXPERIENCE PROGRAM - PLACEMENT EVALUATION FORM**  
**STUDENT (Compulsory)**

**Name of Student**

**Organisation/Firm:**

**Placement Supervisor:**

**Period of Placement:**

Comment on specific aspects of your activity during the period of placement.

Please attach the *objectives* developed at the start of the placement, and comment specifically on whether the placement achieved the aims identified, and say why.

**Other Comments:**

.....  
Signature of Student

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



---

**PROFESSIONAL EXPERIENCE PROGRAM - PLACEMENT EVALUATION FORM**

**SUPERVISOR (Optional)**

**Name of Student**

**Organisation/Firm:**

**Placement Supervisor:**

**Period of Placement:**

Please attach the *objectives* developed at the start of the placement, and comment specifically on whether the student's placement achieved the objectives identified in addition to the overall aims of the program.

**Other Comments:**

.....  
Signature of Placement Supervisor

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

# READINGS

## FROM LLB190 *SUBJECT OUTLINE* – SPRING 2008

### Essential Readings

- Prescribed texts (Students are expected to have a copy of both textbooks):
  - ✓ Ainslie Lamb and John Littrich, "*Lawyers in Australia*" (2007)
  - ✓ Ysaiah Ross and Peter MacFarlane, "*Lawyers' Responsibility & Accountability: Cases, Problems & Commentary*" (3<sup>rd</sup> ed. 2007)
- *Legal Profession Act 2004* (NSW)
- *Legal Profession Regulation 2005* (NSW)
- *Legal Profession Admission Rules 2005* (NSW)
- *Professional Conduct & Practice Rules* (NSW)

### Recommended Readings

These readings are recommended and are not intended to be exhaustive. Students are encouraged to use the Library catalogue and databases to locate additional resources.

- GE Dal Pont (ed), *Riley's Solicitors' Manual*, (Lexisnexis) (formerly the *NSW Solicitor's Manual*) loose-leaf manual, also available through Lexisnexis Online database via the UOW library – click onto Law databases, then onto Lexisnexis Online, then on to Practice Library
- S. Ross, *Ethics in Law – Lawyers' Responsibility and Accountability in Australia*, (3<sup>rd</sup> ed. 2001)
- G. Lewis, E. Kyrou, A Dinelli, *Handy Hints on Legal Practice*, (3<sup>rd</sup> ed, 2004) – although a Victorian text, it's general themes on ethical and professional legal practice are the same as in New South Wales.

### Other General Reference Works

For journal articles, professional organisations' policy documents and other publications, judicial speeches, etc:

- Law Society of New South Wales, Law Society Journal (published monthly). You should access this site via the "Journal Search" on the Library Homepage.
- Law Society of NSW website at <http://www.lawsociety.com.au/>. To access this site directly you need the UOW password which is "activ8".
- Bar Association of NSW website at <http://www.nswbar.asn.au/>
- Law and Justice Agencies in NSW – go to <http://www.lawlink.nsw.gov.au> –from there you will have links to many other sites, including Court sites.
- Law Council of Australia website at [www.lawcouncil.asn.au](http://www.lawcouncil.asn.au)
- The Law Report. This can be heard on radio national at 8:30 am and 8 pm on Tuesdays and also accessed at [www.abc.net.au/rn/lawreport/default.htm](http://www.abc.net.au/rn/lawreport/default.htm). It deals with current legal matters.

Also see:

- Australian Law Reform Commission, Report No. 89, *Managing Justice* (2000)
- *A Just Society: What access to justice means to twelve Australians*, Victorian Law Foundation, (1999)
- R. Cranston, *How Law Works: The Machinery and Impact of Civil Justice*, (2006)
- R.J. Desiatnik, *Legal Professional Privilege in Australia*, (2005)
- A. Evans and C. Parker, *Inside Lawyers' Ethics*, (2007). (This book is on order. Students should check the library catalogue for availability)
- *International Journal of the Legal Profession*
- G. Monahan, *Essential Professional Conduct: Legal Ethics*, (2<sup>nd</sup> ed. 2005) (This book is on order. Students should check the library catalogue for availability)
- M. Perry, *Disqualification of judges : Practice and Procedures : Discussion Paper*, Australian Institute of Judicial Administration (2001)
- D. Rhode, *Access to Justice*, (2004) (This book is on order. Students should check the library catalogue for availability)
- R. Sackville (Chair), Access to Justice Advisory Commission, *Access to Justice – An Action Plan*, AGPS, (1994)
- A. Sarat and S. Scheingold, *Cause lawyers and social movements*, Stanford Law and Politics, (2006) (This book is on order. Students should check the library catalogue for availability)
- Trade Practices Commission, *The Professions – Legal*, AGPS, 1994

# NOTES



Student Number: \_\_\_\_\_

### ASSIGNMENT COVER SHEET

**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:**  **LLB 190**

**Tutorial Day And Time:** .....

**Tutor's Name:** .....

**Assignment Topic:** **Professional Experience Program**

**Placement Location:**  
.....

**Date Submitted:** .....

**Date Due:** .....  
(Complete only if submitting before or after the due date)

**Estimated Word/Page Length:** .....

**OFFICE USE ONLY**