GDLP PROFESSIONAL EXPERIENCE FORM 1

University of Wollongong

Faculty of Law

Professional Legal Training Program

GRADUATE DIPLOMA IN LEGAL PRACTICE
(Professional Legal Training Course)

PROFESSIONAL EXPERIENCE INFORMATION - COURSE ................................

Name ..............................................................................................................

PRE-GDLP PROFESSIONAL EXPERIENCE (PE)

UOW students
- LLB 311/190/197 placement (normally 20 days)
  o Location:
  o Days completed:
  o LLB PE requirements completed?: yes/no (if no, give reason)
- If you seek credit of an additional period (up to 20 days maximum) PE obtained prior
  to the commencement of the GDLP and approved by the Director, note brief details
  here..............................................................................................................

Non-UOW students
If, as a non-UOW student, you seek credit of a period (up to 40 days maximum) of PE
obtained prior to the commencement of the GDLP and approved by the Director, note brief
details here....................................................................................................

REGISTRATION OF GDLP PROFESSIONAL EXPERIENCE COMPONENT

Have you obtained employment or a voluntary placement to meet the PE requirements of
the GDLP?

If yes,

Name of firm or organisation .................................................................

Name of supervisor (attach acknowledgement) .................................

Number of days worked per week .....................................................

If no: when do you plan to undertake PE requirements? .................

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

Note that all PE requirements must normally be completed within 6 months after completion of the
coursework of the GDLP.

To be submitted to the Director before commencing GDLP Professional Experience

IJM 2012/2
GDLP PROFESSIONAL EXPERIENCE FORM 2

Faculty of Law

Professional Legal Training Program

GRADUATE DIPLOMA IN LEGAL PRACTICE
(Professional Legal Training Course)

WORKPLACE SUPERVISOR’S ACKNOWLEDGMENT

Student details

Name ...........................................................................................................

Current employer or Placement Office
...................................................................................................................

Location ....................................................................................................
...................................................................................................................

Workplace Supervisor’s acknowledgment

- I am aware that this student is enrolled in the University of Wollongong Professional Legal Training Course.
- I certify that the professional experience which the applicant will obtain in his/her employment or placement meets the criteria for law-related employment or placement, and that the student will be actively engaged in legal work under appropriate supervision.
- I also confirm that I have an appreciation of the objectives, structure and workload of the Course, and of the professional experience guidelines, and that I will support the student as may be appropriate in the workplace to enable him/her to satisfactorily complete the Course.
- I am prepared to report on the student’s progress (if required) as part of an evaluation of the student’s achievement of the standards of competency in the Course.
- I was admitted to practice as a solicitor/ barrister/legal practitioner in ................... and have practised for at least 3 years. I hold or am entitled to hold a current practising certificate.

NAME: (please print) .....................................................................................

FIRM NAME OR WORKPLACE ........................................................................

Signature: ..............................................................Date: ....................

NOTE: Where the Professional Experience is undertaken in more than one location, the workplace supervisor of each such location must provide this certificate for the relevant period of time.

To be submitted to the Director before commencing GDLP Professional Experience

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Faculty of Law
Professional Legal Training Program

GRADUATE DIPLOMA IN LEGAL PRACTICE
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PROFESSIONAL EXPERIENCE RECORD

Student: .............................................................. Student No. .................

Employment/Placement Location .................................................................

Workplace/Placement Supervisor .................................................................

CERTIFICATE OF WORKPLACE SUPERVISOR

I certify that the abovenamed student has satisfactorily completed a total of … …days attendance and professional experience between the following dates:

* (for commencing date, see note 1 below) …………………….. and ……………………..

Signed (Supervisor) ……………………………………………….. Date ………………………

NOTES:

1. Professional experience for the purpose of the course in which the student is enrolled commences on 1 January (Autumn session course) or 1 June (Spring session course).

2. A student is required to complete a total of 80 days professional experience, of which any days completed as part of the LLB subjects LLB 311/190 Lawyers and Australian Society, may be included. This certificate records only those days worked in excess of the LLB experience, from the commencement date (note 1).

3. If the professional experience is undertaken in more than one location, the workplace supervisor should complete this record only in respect to the period in which the student has worked in that location.

To be submitted to the Director on completion of the Professional Experience component of the GDLP (submit a Certificate for each separate Professional Experience placement, if you had more than one)