



# UNSW Law & Justice / Graduate Diploma in Legal Professional Practice

## APPLICATION FOR APPROVAL OF WORKPLACE EXPERIENCE PLACEMENT

### INSTRUCTIONS

Use this form for ALL work placements associated with the Graduate Diploma in Legal Professional Practice (GDLPP) for courses:

- PLTX1300 Workplace Experience 1
- PLTX2020 Workplace Experience 2.

Complete a separate Student Declaration form for EACH work placement (if your work experience is made up of placements at different workplaces or you had more than 1 placement at the same workplace).

#### Submission of form

If you are enrolled in the relevant course (PLTX1300 or PLTX2020), you can lodge this form in the associated Moodle site. If you are not enrolled, please send the form to [plt@unsw.edu.au](mailto:plt@unsw.edu.au).

#### When to submit a form

For placements commencing after starting the PLT coursework  
Complete this form for approval **before** you start your placement.

For placements undertaken prior to commencing PLT coursework

... Tick this box if you are applying for recognition of a prior placement

7 Y F Q X L M W J S and Submit X following post-placement documents E J X I V J S Y V T P E G I Q I R X  
L E W J M R M W L I H:

- Student Declaration
- Supervisor Declaration
- Placement Log Record (either the UNSW PLT version or a document of your own design)

#### Approval of a placement

If approval is given for your placement, you will receive the following documents:

- Approval

## STUDENT INFORMATION

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

Name: \_\_\_\_\_

Contact phone/mobile: \_\_\_\_\_

PLT Commencement Term: \_\_\_\_\_

## DECLARATION INFORMATION

This placement declaration is for workplace experience for:

The total number of days this placement declaration is for: \_\_\_\_\_

## PLACEMENT INFORMATION

Firm/organisation: \_\_\_\_\_

Address of placement: \_\_\_\_\_

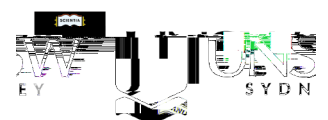
Supervisor's name: \_\_\_\_\_

Supervisor's phone/mobile: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

Start date of placement: \_\_\_\_\_

End date of placement: \_\_\_\_\_



## PLACEMENT ATTENDANCE

FILL ONE OF THE TWO BOXES BELOW

For placements commencing after starting the PLT coursework

How many days per week do you intend to do in this placement: \_\_\_\_\_

How many hours per day do you intend to do in this placement: \_\_\_\_\_

Please advise of the mode of this placement:

Please note that if you will be working remotely in your placement, you need

## UNSW PLTWORKPLACE EXPERIENCE CHECKLIST 2021

Due to the pandemic, further flexibility has been introduced into the Workplace Experience Rules. We believe it is important to undertake at least 15 days of WE 1 during or after your PLT coursework (as per the Workplace Experience Rules, we recognise that current circumstances make that difficult for some).

Please contact us at [plt@unsw.edu.au](mailto:plt@unsw.edu.au) to obtain further assistance.