

## INTRODUCTION FOR PRACTITIONER SUPERVISORS

The UTS Law Faculty is grateful for your interest in supervising a Practical Experience placement for one of our students. Your role as a Supervisor will be an important element in this student's learning and professional development.

### Overview

As part of the UTS Practical Legal Training program, students are required to complete either 20 or 65 days' Practical Experience in an approved work placement. In order to meet this requirement, students must enrol in either:

- 75411 Practical Experience – 65 Days, or
- 75426 Practical Experience – 20 Days.

A student's subject selection is determined by their chosen PLT program, more information on these streams can be found via the [Practical Legal Training webpages](#).

Both subjects are accredited by the NSW Legal Profession Admission Board (LPAB), and; regulated by the Law Faculty's Practical Experience Rule Committee (PERC) in accordance with the relevant [Practical Experience Rules](#).

### Application Process

Students must seek approval for their placement through CareerHub. CareerHub is a digital platform which tracks student's progress through internships, placements, and volunteering programs. Once a student inputs data to seek approval for their placement with their supervisor, the supervisor is emailed. This acts as a verification step where the supervisor will be required to "Conditionally Accept" or "Decline" the information a student has inputted. This form will require information about a supervisor's practising certificate and limitations which the student should seek out. Students are approved for placements through CareerHub, and are notified via email. Supervisors do not need to log into CareerHub or create a profile. All verification is completed via email.

As detailed in the Practical Experience Rules, the main focus of this supervised placement is to ensure that students have the opportunity to experience 'work which includes the application of legal knowledge and skills to legal problems' (Practical Experience Rule 1.1 refers). Whilst the nature of legal services will differ according to the nature of the practice or other workplace setting; the following is offered as a guide to all Supervisors:

Legal services are delivered within a lawyer/client relationship when any of the following functions are performed:

- the giving of advice;
- interpreting and applying laws and legal principles;
- authenticating and assuring title to property of any type;
- representing the rights and interests of clients, particularly in situations of conflict; or
- planning and designing structures, strategies and arrangements which regulate legal rights between parties.

A lawyer / client relationship is one that invokes in a lawyer the professional responsibilities of competence, diligence and confidentiality. A lawyer/client relationship may occur in the context of:

- an individual client;
- a semi-government office;
- a government department;
- a corporation;
- an employer or employee association; or
- a community legal centre

In order to satisfy the requirements of Practical Experience, the student needs to experience / be involved in the following elements of legal practice:

- Significant interaction with external or in-house clients;
- Drafting documents;
- Legal research, and;
- Using a file management system.

## **Verification Process**

At the conclusion of the student's placement you will be asked to verify that the student has successfully completed the placement period. Again, this verification will occur via email. You will be sent an email outlining your student's placement details which you will be asked to "Conditionally Approve" or "Decline". Once this stage is complete the Practical Experience Team will complete final internal approvals.

## **Completion of Practical Experience**

Upon completion of the Practical Experience component, the student will complete a reflective journal on their final placement. The journal should outline activities undertaken during practical experience in which the student has applied elements of their PLT coursework. As part of this process the student is expected to reflect on the activities undertaken during the placement and describe how these experiences have impacted on

their perceptions of legal practice, and how this may impact their approach to legal duties in the future.

### **Further Contact**

If you have any questions regarding the roles and responsibilities of being a supervisor, or should you wish to discuss any aspect of the student's performance (good or bad), please do not hesitate to contact me.

Yours sincerely,

### **Associate Professor Maxine Evers**

Director of Professional Programs

UTS Faculty of Law

E: [Maxine.Evers@uts.edu.au](mailto:Maxine.Evers@uts.edu.au)