Legal Practice Experience (LPE) Guidelines

Graduate Diploma of Legal Practice

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2. INTRODUCTION

These Guidelines will help you to complete the Legal Practice Experience (LPE) requirement of the Graduate Diploma of Legal Practice (GDLP) (and the admission to practice courses of your Master of Legal Practice (MLP)).

LPE, within the GDLP/MLP, is an early career legal professional development opportunity. LPE is about developing and practising legal skills in a legal workplace, supervised by an experienced legal practitioner and establishing reflective practice skills to assist you in ongoing learning and professional development.

The purpose of LPE is to provide you with an opportunity:

a) To apply, test and reflect on what you learned during your GDLP coursework while interacting with practising lawyers, other staff, government officers and clients; and

b) To develop an understanding of the nature of legal practice and of your aptitude for engaging in legal practice.

LPE has two components:

a) Completing, in an approved legal workplace or workplaces, one or more placements; and

b) Summarising your workplace experience or experiences in an LPE form.

Please read these Guidelines with the other LPE material and resources available to you through the Placement link in the Legal Practice Program Site in Wattle. You will need to log into Wattle before you can access this site.

If you have questions about your LPE, please contact the LPE Convenor via email lpe.law@anu.edu.au.

3. DEFINITIONS

ANU means the Australian National University.

ANU SLP means the ANU School of Legal Practice.

BAP means LEGW8141 Becoming a Practitioner course.

Concurrent LPE requirement means 15 days of workplace experience that must take place in Australia during your GDLP coursework.

Consecutive days means business days that follow one after another without a gap or interruption.

CRS means the grade of Course Requirements Satisfied.

Days means business days.

GDLP means the Graduate Diploma of Legal Practice.
GDLP coursework means:

a) For the Old LPE Program: BAP, PPC and electives.

b) For the New LPE Program: BAP, PPC, electives and RFP.

LAC means the ANU’s Legal Aid Clinic.

LACC means the Law Admissions Consultative Council.

LPE means the Legal Practice Experience course.

LPE form means:

a) Part A – Placement Details; and

b) Part B – End of Placement Declaration.

SLP means the ANU School of Legal Practice

MLP means Master of Legal Practice.

New LPE Program means the LPE program where completion of the PPC occurred in 2017 or after.

Old LPE Program means the LPE program where completion of the PPC occurred in 2016 or prior.

Past Work Experience means legal workplace experience that meets the Guidelines and that you undertook before you started the GDLP. This includes any workplace experience gained through, or because of a clinical, legal internship or legal placement course taken during an LLB/JD program that meets the requirements set out in these Guidelines.

Placement means workplace experience that meets the requirements set out in these Guidelines.

Portfolio means the Portfolio that applies to those students who enrol in the New LPE Program. The Portfolio is the place where you collect and collate evidence mapping your development against the Professional Formation Pyramid introduced in BAP. You should collect and collate the required information on your preferred electronic platform.

PLT means Practical Legal Training.

Professional Formation Pyramid means

PPC means LEGW8142 Professional Practice Core course.

Prospective LPE means workplace experience that you intend to claim for LPE which has:

a) started but has not finished; or

b) not started

when you submit Part A – Placement Details.

Retrospective LPE means workplace experience that you intend to claim for LPE which has finished when you submit your LPE form.

RFP means LEGW8152 Ready for Practice course.

UoW means the University of Wollongong.

Workplace experience means supervised employment in a legal office or supervised paid or unpaid placement in law or law-related work environment.

4. GDLP PROGRAM CHANGES

We made changes to the GDLP in 2017. Your LPE is affected depending on when you completed (or will be completing) your PPC course.

a) New LPE Program:
   i. 20 days (6 units)
   ii. 50 days (9 units)
   iii. 80 days (12 units)

b) Old LPE Program:
   i. 20 days (3 units)
   ii. 40 days (6 units)
   iii. 60 days (9 units)
   iv. 80 days (12 units)

5. LEARNING OUTCOMES

On completion of LPE, you will have:

a) applied elements of your GDLP coursework in the context of legal practice;

b) experienced supervision by a qualified member of the legal profession in the execution of legal or law-related work;
c) acquired a basic understanding of what a legal practitioner does in the course of legal practice;

d) critically reflected upon significant experiences obtained in the course of the workplace experience and considered how those experiences would influence your future actions.

6. PLACEMENT

6.1. Concurrent LPE Requirement

You are required to complete the concurrent LPE requirement. That is, undertake 15 days’ workplace experience in Australia during your GDLP coursework.

6.2. Placement Days and Electives

The total number of placement days you choose alters the unit value of your LPE course and determines the number of elective courses you will need to complete. The table below illustrates how LPE days and electives fit together.

LPE requirements depend on when you completed or will complete your PPC course.

New LPE Program, that is, if you completed or will complete your PPC course after 1 January 2017 your LPE options are as follows:

<table>
<thead>
<tr>
<th>LPE/Placement length</th>
<th>Number of Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 days (6 units)</td>
<td>4</td>
</tr>
<tr>
<td>50 days (9 units)</td>
<td>3</td>
</tr>
<tr>
<td>80 days (12 units)</td>
<td>2</td>
</tr>
</tbody>
</table>

Old LPE Program, that is, if you completed PPC in 2016 or earlier your LPE options are as follows:

<table>
<thead>
<tr>
<th>LPE/Placement length</th>
<th>Number of Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 days (3 units)</td>
<td>5</td>
</tr>
<tr>
<td>40 days (6 units)</td>
<td>4</td>
</tr>
<tr>
<td>60 days (9 units)</td>
<td>3</td>
</tr>
<tr>
<td>80 days (12 units)</td>
<td>2</td>
</tr>
</tbody>
</table>
6.3. How Many Placements?

You can complete your LPE days in one workplace or several workplaces adding up to the total LPE days you intend to achieve. Each placement must meet the intensity and duration requirements set out in these Guidelines.

6.4. When to undertake placements other than the concurrent LPE requirement to complete LPE?

You may undertake your placement(s) that sit outside the concurrent LPE requirement either:

a) *During or after you commence the GDLP*

You may undertake placements while you are doing GDLP coursework. Many students find that undertaking a placement at the same time as they are undertaking GDLP coursework enhances their PLT, provided they have available time and the ability to manage all those commitments.

OR

b) *Before you commence the GDLP*

Many students have had legal work experience before they start the GDLP. We may approve past work experience towards your LPE that is over and above the concurrent LPE requirement. Approval of past work experience is on the basis that the past work experience meets the requirements set out in these Guidelines.

6.5. Restrictions on when you can complete your LPE

As a result of the ANU’s decision to no longer offer the programs in the School of Legal Practice, you must complete your GDLP – including LPE – by 31 December 2021. If you have any questions about the effect of the ANU’s decision on the management of your GDLP please contact our Student Administration team on enquiries.law@anu.edu.au or +61 2 6125 3483.

**Important Note:** You need to be aware that the Law Admissions Consultative Committee – Model Admission Rules 2015 (the Rules), adopted by the admission boards, create an expiration date for both your LLB/JD or equivalent and GDLP.

We refer to these Rules as the “stale learning clause” or “stale qualifications rule”. If you take five or more years to complete your GDLP, then the admission authorities will consider your LLB/JD or equivalent, to be “stale” and those qualifications will need to be assessed by the admitting authority before your admission.

We cannot approve retrospective placements if the work experience commenced earlier than two years preceding the commencement of your GDLP Program.
We may approve retrospective placements for days over and above the concurrent LPE requirement. This means that the maximum days we can retrospectively approve are as follows:

<table>
<thead>
<tr>
<th>LPE/Placement length</th>
<th>Retrospective Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 days</td>
<td>5 days</td>
</tr>
<tr>
<td>50 days</td>
<td>35 days</td>
</tr>
<tr>
<td>80 days</td>
<td>65 days</td>
</tr>
</tbody>
</table>

If you are under the New Program structure, you are required to undertake RFP. To enrol in RFP, you must have:

a) completed all placement days

b) submitted your LPE form as required by these *Guidelines* no later than 15 business days before the commencement of your preferred RFP course

c) had those placement days approved by the LPE Convenor

d) received a permission code for enrolment in LPE; and

e) enrolled in LPE.

7. APPLYING FOR LPE

You apply for LPE after you have enrolled in your first course in the GDLP/MLP (being BAP).

You must have completed your BAP coursework, before commencing the concurrent LPE requirement.

To apply for LPE, you must complete the LPE form. You can find the form on the LPE Placement section of the *Legal Practice Program Site* in Wattle. You will need to log into Wattle before you can access this site.

The LPE Convenor must approve all placements claimed for LPE. If you are doing your LPE at more than one workplace, you need to complete a separate LPE form for each workplace.

The LPE form comprises two parts

a) **PART A - Placement Details**

b) **PART B - End of Placement Declaration**
7.1. Which parts of the LPE form do you need to complete and when?

If you are applying for a PROSPECTIVE placement

- PART A - submit before your placement commences
- PART B - submit at the conclusion of your placement

If you are applying for RETROSPECTIVE placement

- PART A - submit both Parts at the same time
- PART B - submit both Parts at the same time

7.2. Changing the total number of LPE Days you choose

You can change your LPE days at any time before you complete your GDLP. You do this by sending an email to lpe.law@anu.edu.au advising of the change to your intended LPE days.

Changes affect the number of electives you will need to complete. It is your responsibility to ensure that you enrol in and complete the correct number of electives as set out in the tables above (see paragraph 5.2).

8. LPE PLACEMENT REQUIREMENTS

8.1. A working day

A placement ‘working day’ can commence and end at any time of day but must be at least 7 hours long. Therefore, we may consider appropriately supervised evening work, provided you are carrying out legal work. For example, afternoon-to-evening paralegal shifts at a community legal centre under the supervision of a lawyer may be possible. We will not approve weekend or public holiday work unless you can provide evidence of appropriate work and supervision during this time.

SLP does not encourage overly long working days, particularly when you are also studying.

8.2. Intensity and Duration

8.2.1. Intensity

You may do your placement full-time or part-time. A full-time placement is one where you work five days per week for a minimum of seven hours per day. Different requirements apply to part-time placements depending on whether the work experience falls within the non-concurrent LPE period or the concurrent LPE requirement.

**Concurrent LPE**

The minimum intensity requirement for concurrent LPE workplace experience is:

a) two (7 hour) days of workplace experience per week; or
b) four (4-hour sessions) of workplace experience per week.

**Non-concurrent LPE**

A part-time placement must meet the following minimum requirements:

a) one (7 hour) day per week; or

b) two (4-hour sessions) days per week. This part-time work counts as one LPE day.

You must meet the minimum intensity during the whole of the placement.

8.2.2. **Duration**

Each placement must be for a minimum of five days. The minimum ‘intensity and duration’ for LPE would be:

a) Concurrent LPE:
   
   i. 2 x 7 hour days per week; or
   
   ii. 4 x 4 hour days per week

b) Non-Concurrent LPE:
   
   i. 1 x 7 hour day per week; or
   
   ii. 2 x 4 hour days per week

If there is a break, gap or interruption in the days you attend the workplace, then you must ensure that you complete at least:

- two LPE placement days before and after the break during the concurrent LPE period
- one LPE placement day before and after the break during the non-concurrent LPE period.

8.2.3. **Schedule of Days**

If you have attended or anticipate that you will participate at a placement on a range of days per week or some other varying ‘timetable’ we strongly recommend that you keep a diary of your attendance so that you, your supervisor, and SLP can verify the total days at the workplace. In this case, we will ask you to provide a Schedule of Days, which lists the days and hours you attended the placement. For example, one day a week for at least five consecutive weeks during coursework but five days a week during course breaks. Please use a calendar to show the days you worked and the days that you did not. You and your supervisor will need to sign this document.
Here are some examples of different intensities and duration for the non-concurrent LPE requirement -

<table>
<thead>
<tr>
<th>Placement worked</th>
<th>Counts as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two days/week for 16 weeks</td>
<td>32 days</td>
</tr>
<tr>
<td>Monday - Friday for two weeks at one placement site</td>
<td>10 days</td>
</tr>
<tr>
<td>One full day a week for five weeks at one placement site (non-concurrent LPE)</td>
<td>5 days</td>
</tr>
<tr>
<td>Two full days a week for five weeks at one placement site (concurrent LPE)</td>
<td>10 days</td>
</tr>
<tr>
<td>Half day each week for nine weeks</td>
<td>Nil. Not intense enough</td>
</tr>
<tr>
<td>One day/week for six weeks. Three days at one site &amp; 3 at a different site</td>
<td>Nil. Min. 5 days per placement</td>
</tr>
<tr>
<td>2 x 4-hour day/week for five weeks at one placement site</td>
<td>5 days</td>
</tr>
<tr>
<td>1 x 4-hour day/week for ten weeks</td>
<td>Nil. Not intense enough</td>
</tr>
<tr>
<td>2 x 4 hour days every other week for 10 weeks</td>
<td>Nil. Not intense enough</td>
</tr>
<tr>
<td>1½ days/week for 5 weeks (concurrent LPE)</td>
<td>Nil. Not intense enough</td>
</tr>
</tbody>
</table>

**NOTE:** the intensity requirements that apply to the concurrent LPE requirement differ to those for non-concurrent LPE.

### 8.3. Workplace supervisor

A supervisor (preferably one supervisor) must supervise your placement in its entirety. Your supervisor must be able to attest to the work you will do and/or have carried out and must satisfy one of the following categories:

- a) Holds an unrestricted (or principal) practising certificate as a legal practitioner
- b) Holds, and has held, a restricted - in various jurisdictions, also called a ‘non-principal’ or ‘employee’ or ‘corporate’ or ‘volunteer’- practising certificate as a legal practitioner for at least three years
- c) Is a lawyer of at least three years post admission experience who is employed, by the Commonwealth or an Australian State or Territory or an agency (corporate or not) of one of those, to provide legal services (some government lawyers are not required to hold a practising certificate, but many also have them)
- d) Is a lawyer of at least three years post admission experience who is employed in a corporate capacity or as in-house counsel to provide legal services solely to the employer (practising certificate required)
e) Is a practising barrister of at least three years’ experience

f) Is a judge or magistrate; or

g) Is a tribunal member who is a lawyer and has at least three years’ post admission experience.

We will not approve a placement where the work is not supervised by legal practitioner or person who meets the above supervisor categories.

The supervisor must not have been the subject of an adverse finding by a licensing authority or disciplinary body for lawyers. However, if the proposed supervisor has been the subject of such a finding and makes full disclosure to us about that finding, the LPE Convenor may dispense with this requirement. **If at any time during the placement the supervisor becomes the subject of such an adverse finding you should contact SLP by sending an email to lpe.law@anu.edu.au.**

The supervisor must give you adequate supervision. The supervisor must not concurrently supervise more than three other students (i.e., a total of 4) undertaking placement for SLP’s GDLP or an equivalent course with another PLT provider.

If the approved supervisor is unable to complete supervision of the placement, the new supervisor must comply with the same requirements. Please notify SLP immediately if you have a change of supervisor. You must do this by submitting an updated **Part A – Placement Details.**

These *Guidelines* contain essential placement information for supervisors. This information covers the skill areas we hope you have experienced or will experience and how your workplace supervisor has or will assist in your professional development.

Your workplace supervisor can contact us directly, in the first instance, by sending an email to lpe.law@anu.edu.au to raise any questions, queries or concerns relating to the work or supervision.

**9. WHERE CAN YOU DO A PLACEMENT?**

**9.1. Examples of Legal Workplaces**

Legal workplaces in which you could undertake an LPE placement are:

a) Private law offices (firm, incorporated or statutory legal practice or multidisciplinary practice)

b) An in-house government or corporate legal office

c) A community legal centre or public interest legal service

d) A legal aid service

e) A state or Commonwealth prosecuting authority

f) With a judge or magistrate
g) With a Tribunal member (who is a lawyer)

h) Barrister’s Chambers

i) SLP’s LAC Program, or

j) Any other legal workplace, which the LPE Convenor is satisfied, provides an appropriate legal professional experience.

We will not usually approve a placement, which does not take place in a physical workplace office. Placements are your primary opportunity to experience legal practice in the way that most legal practice still occurs – face to face, in a physical environment.

9.2. Placements without payment

The legal profession encourages members to regularly participate in pro bono (volunteer, without pay) legal services. Most practising and nonpractising lawyers undertake legal work pro bono, often in community legal centres or public interest law services.

It is clear from the applications we receive for LPE placements that many students undertake unpaid work, including where the law office, which is the site of the placement, is not itself a pro bono or legal aid service. This is not what we mean by pro bono legal work.

9.2.1. Insurance for placements without payment

The ANU provides insurance for students of the ANU who undertake unpaid approved workplace experience/internship with an external organisation. To ensure that the ANU covers you for the unpaid approved placement, please send an email to lpe.law@anu.edu.au that includes a:

a) request for written confirmation of the insurance coverage; and

b) completed Part A Placement Details LPE form.

Important note: All prospective placements are subject to insurance requirements imposed by the ANU Insurance Office. If, for whatever reason, the ANU Insurance Office advises that it cannot not provide insurance cover then we cannot approve that work experience for LPE.

10. LEGAL AID CLINIC, CLINICAL PROGRAMS, LEGAL CLERKSHIPS AND INTERNSHIPS

10.1. Legal Aid Clinic (LAC)

ACT Legal Aid in Canberra offers a hands-on placement program based at the ACT Legal Aid office and run by SLP staff.

You will receive a credit of days worked in the LAC program towards your LPE.

If you wish to apply for LAC, please go to the ANU SLP current students web page for information.
If you want to, in consultation with the LAC Convenor, Peter Sutherland (peter.sutherland@anu.edu.au), may arrange a further ten days of placement with the ACT Civil and Administrative Tribunal in Canberra. You must submit an LPE form for any additional work experience that does not form part of the LAC program.

If you completed LAC during the LLB/JD program (and that LAC experience meets all other LPE requirements), please send an email to lpe.law@anu.edu.au and provide a copy of your Certificate of Completion to have your LAC days formally recognised for LPE.

10.2. Clinical legal education experience

These Guidelines apply to on-site legal practice experience that is part of an undergraduate LLB or graduate LLB/JD clinical legal education program, internship unit, or course.

Please note that in all respects any clinical program, legal clerkship or internship must meet the requirements for LPE as set out in these Guidelines.

10.3. ANU SLP approved LLB/JD degree clinical or internship experiences

You are not required to provide an LPE Form for the approved undergraduate or JD clinical or internship programs at ANU or UoW. Please see below for the list of approved undergraduate or JD clinical or internship programs. You need to provide evidence (i.e., a university transcript) of successful completion of the ANU or UoW program to the LPE Convenor by email to lpe.law@anu.edu.au.

The approved courses are:

a) ANU

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Number of LPE Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Law Clinical Program – LAWS4268</td>
<td>12</td>
</tr>
<tr>
<td>Indigenous Community Legal Clinic – LAWS4278</td>
<td>12</td>
</tr>
<tr>
<td>Clinical Youth Law program – LAWS4267</td>
<td>12</td>
</tr>
<tr>
<td>Public Interest Law Clinical Program – LAWS4284</td>
<td>12</td>
</tr>
<tr>
<td>Environmental Law Clinical Program – LAWS4281</td>
<td>12</td>
</tr>
</tbody>
</table>

b) UoW

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Number of LPE Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Internship - LLB397</td>
<td>20</td>
</tr>
</tbody>
</table>

10.4. Other LLB/JD clinical or internship experiences

If you have completed a clinical or placement unit/course/program as part of an LLB or JD at a university other than ANU or UoW and you want to apply for approval of placement
days under the program, please contact SLP by sending an email to lpe.law@anu.edu.au and provide the following:

a) The course name and code

b) The semester that you completed it

c) The assessment requirements. You will need to provide a copy of the course handbook or a link to the online details

d) A copy of your transcript

e) The name of the course convenor

f) The name of the organisation where you did your placement days

g) The name of your placement supervisor and her/his admission status and the number of years admitted and a copy of any report that the supervisor made to the course convenor as part of the requirements

h) The total number of days you attended the placement

i) The number of days per week you attended the placement; and

j) The total LPE days you intend to complete as part of your GDLP.

11. OVERSEAS PLACEMENTS

The overriding requirement in respect of overseas placements is that the work experience is comparable to experience in one of the many kinds of legal practice in Australia.

We do not approve for LPE, work experience undertaken in overseas Community Legal Centres.

The LPE Convenor may approve overseas placements for LPE if the placement meets the requirements of these Guidelines, and:

a) The placement has occurred or will occur in a common law jurisdiction, using the English language, or

b) You worked or will be working in English on common law matters and, when so doing, that work was or will be supervised by a lawyer admitted to practice in a common law jurisdiction, who has at least five years’ post admission experience.

SLP has approved placements in international public organisations (e.g., UN established international criminal tribunals). If you are considering seeking approval for legal work experience in such offices you should think how such a placement would assist you in finding legal professional work in the future. You should also search the legal bases for the particular office, the legal rules under which the office operates and the qualifications and experience of the legal supervisor. You need to provide this information on your completed the LPE Form Part A – Placement Details.
Where you are seeking approval for an overseas placement, you must be able to provide the LPE Convenor with current contact details for your placement supervisor, who must be able to speak and write in English.

In summary, an overseas placement must meet the following requirements:

a) The placement must occur in a common law jurisdiction or must involve work on common law matters

b) The supervisor must have a minimum of 5 years’ experience and hold a current practising certificate or equivalent

c) The work must be conducted in English

d) The legal services provided in overseas placements must involve the delivery of legal services that are comparable to those offered in Australia.

12. WHAT SORT OF WORK SHOULD YOU EXPERIENCE?

The placement must involve you in legal work, exercising legal skills in a legal environment (in contrast to a legal assistant, administrative, financial or research/academic work).

Ideally, you will:

a) Be exposed to and, to some extent, actively experience the systems, procedures and work commonly found in legal practice work

b) Have contact with, and responsibility to, clients (which includes government and corporate clients)

c) Be exposed to the professional responsibilities of an admitted lawyer.

Most placements include some administrative or research tasks, as do all legal professional roles. In this situation, provided the work you have done or will do is predominantly legal work, we will approve the placement.

Some placements are in offices where there is a mix of professional and other work expectations. An example may be work required of a commerce/law graduate in an office, which gives accounting or tax advice and provides legal services such as contract drafting and commercial law advice. Another example is paralegal work that involves administrative tasks and works on legal files for clients.

In such circumstances, you should keep a daily log of work undertaken, either for the entire placement or a specified period, e.g., one typical week. This is so we can determine what percentage of the placement involves legal work, and calculate equivalent days accordingly.

Examples of mixed work

a) You work as a paralegal for a firm. You keep a daily log for one typical week of your duties. Based on that record, 25% of your work is administrative and not legal work.
You will have to add 25% more on to your 80-day placement (another 20 days). This means that your placement period will take place over 100 working days.

b) You work as a graduate employee doing 50% financial work and 50% legal work and wish to complete a total of 80 days of LPE. You will have to be at that placement for 160 working days.

Examples of legal work environment activities, include, but are not limited to:

a) Interacting with legal professional and support staff
b) Interacting with other legal service providers such as solicitors in other law offices, barristers, or with expert witnesses
c) Legal research and legal factual analysis
d) Preparing draft legal documents such as contracts and court documents
e) Preparing draft correspondence of a legal nature and draft legal advices
f) Taking instructions from clients
g) Communicating with clients
h) Attending conferences
i) Managing matter timetabling and court schedules
j) Using necessary management, financial, and accounting systems.

Examples of skills to be practiced and developed, include, but a not limited to:

a) **Professional communication skills**: oral and written, and to different audiences, e.g., clients, colleagues, and other lawyers.

b) **Legal drafting and writing skills**: including drafting documents, using precedents, drafting letters and advice, practising the use of plain English, and getting the balance right between succinctness and covering necessary issues.

c) **Advocacy skills**: the skill of being persuasive, which doesn’t only take place in the courtroom or have to be done orally.

d) **Negotiation skills**: strategy, approach, techniques.

e) **Problem-solving skills**: analysis of issues, possible solutions, a range of methods.

f) **Legal research and analysis**: developing and refining your techniques including efficiency, processes to manage multiple issues, the ability to articulate your research findings and analysis.

g) **Professional skills**: understanding the professional and ethical requirements of being a lawyer.

h) **Interpersonal skills**: working as part of a team with both lawyers and others, managing clients, managing expectations, seeking feedback.
i) **Work management skills**: prioritising, keeping track of deadlines, assessing and reviewing your workload, using a file management system, accountability, file notes and billing records.

j) **Reflective practice skills**: learn from what you do well, and what you don’t!

### 13. INFORMATION FOR SUPERVISORS

The role of the supervisor is to provide an environment to expose students to the duties and work a lawyer does in their day-to-day work.

The supervisor should provide an engaging and dynamic experience where students are not only exposed to tasks but are also required to interact and have responsibilities to clients.

#### 13.1. Legal Skills

In the period of placement, it is unlikely that a student will have had the opportunity to experience all the skills a legal practitioner needs. The list below is indicative of the skills students should develop from a combination of their workplace learning and their learning in the GDLP.

a) **Communication skills**: both oral and written, and to different audiences, e.g., with clients, colleagues, other lawyers.

b) **Legal writing and drafting skills**: using precedents, writing letters and advices, practicing the use of plain English, getting the balance right between brevity and covering the necessary issues; drafting commercial and court documents.

c) **Advocacy skills**: the skill of being persuasive, mainly orally, but also in writing.

d) **Negotiation skills**: goal, strategy, approach, language, timing, stance.

e) **Problem-solving skills**: issues and situation analyses, solutions development, approach.

f) **Legal Research and analysis**: the student is likely to have quite well developed legal research skills, so the focus in placement should be on analysis and the output of that research, e.g., advice to a senior partner, to a client or instructor, to enable drafting of, for example, a statement of claim.

g) **Professional skills**: understanding the professional and ethical requirements of being a legal practitioner.

h) **Interpersonal skills**: working as part of a team, with both lawyers and others, managing clients, managing expectations, seeking feedback, being professionally confident and appropriately assertive but respectful of others.

i) **Work management skills**: prioritising, keeping track of deadlines, assessing and reviewing workload, accountability – file notes and billing records.

j) **Reflective practice skills**: sound self-appraisal, learning from experience.
13.2. Workplace Learning

Tell me, and I’ll forget, show me, and I may remember, involve me, and I’ll understand.

Below, for your information and consideration, are SLP’s suggestions to students to enhance their workplace learning. We would expect that past legal experience would involve these skills to be approved to count as LPE.

a) Doing: Make the phone call, draft the document or letter, speak in the meeting or client interview under the supervision of your workplace supervisor. Try to get timely feedback on your work and encourage constructive comment on what you could have improved.

b) Curiosity and pro-activity: Ask questions about why things are done a particular way, why specific choices are made, what informs a particular approach, why a document or letter is drafted in a certain way. Follow up work colleagues for feedback on tasks they have assigned you, make sure you see the finished version of documents you have worked on, ask to be included in client meetings or court events if you have worked on the file.

c) Reflection: Be self-critical. Read your first draft of anything critically. Think about what you did well, what you could improve on any task you undertake. Apply this also to what you observe. What did others do well? Would you have done anything differently?

d) Practice: Drafting is a good example here, but it applies to all skills. Use explanation and feedback so that each time you practice a skill you are improving and developing.

e) Diversity: Sometimes projects or cases can be long-running and you might only be involved in part of it. Try to get an overview of a file or project by looking at similar files or projects so you can see a beginning, middle and end.

f) Shadowing: Informal learning is compelling. Sitting in on discussions, meetings, conferences, negotiations, court hearings, etc.

g) Resources: Your most useful resource is probably going to be the people you are working with so make use of them. Experienced lawyers are often good role models, so observe what they do and how they do it. You may feel more comfortable asking questions of more junior lawyers, who have more recently trodden the same path you are on now. Precedent documents, advices, letters are also useful.

14. GUIDELINES FOR ATTENDING COURT AS AN OBSERVER

Should you attend court as an observer as part of your LPE placement, it is important to be respectful to the Court in your conduct. We advise you familiarise yourself with requirements set out in the attached Guidelines “Attachment A”.

15. ENROLMENT AND RESULTS

Completing LPE means reaching the grade of CRS. We provide you with a grade of CRS when you have satisfactorily completed the total number of placement days you have chosen and that you have met the requirements under these Guidelines.
15.1. Enrolling in an LPE course

We will advise you when you have met the CRS requirements. At that time, the LPE Convenor will provide a permission code to allow you to enrol in the relevant course code on ISIS.

We will publish your grade of CRS on ISIS.

You must enrol in LPE on ISIS to enrol in RFP and receive a letter of completion.

16. CONTACT DETAILS

The LPE Convenor (an SLP lecturer and lawyer - lpe.law@anu.edu.au), administers and assesses LPE requests and forms.

16.1. ANU email address

The ANU sends all email correspondence to your ANU email address.

You may arrange to forward your ANU Email to an email address you check daily, but emails sent TO ANU must be from your ANU email address, not your non-ANU address.

16.2. Who to contact

<table>
<thead>
<tr>
<th>LPE specific issues</th>
<th>LPE Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>questions about your placement</td>
<td><a href="mailto:lpe.law@anu.edu.au">lpe.law@anu.edu.au</a></td>
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<tr>
<td>questions about these Guidelines</td>
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<td>LPE assessment &amp; grade</td>
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<tr>
<td>questions about the program</td>
<td>Student Administration Team</td>
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<td>enrolment issues</td>
<td><a href="mailto:enquiries.law@anu.edu.au">enquiries.law@anu.edu.au</a></td>
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<tr>
<td>information about other courses</td>
<td>+61 2 6125 3483</td>
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<td>graduation etc</td>
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<td>ISIS &amp; Wattle</td>
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GUIDELINES FOR ATTENDING COURTS AS AN OBSERVER

Most Courts are open to the public and we encourage students to attend hearings to observe the process and the advocacy. You will find seating in the public gallery which is usually at the back of the courtroom. Hearings will only be closed to the public when there are special circumstances.

When visiting a courtroom as a student observer, you should:

- enter and leave quietly (do not disrupt proceedings)
- bow your head to the judge/magistrate when you enter and before you leave, as a sign of respect to the Court
- stand and bow your head when a judge/magistrate enters or leaves the courtroom, as a sign of respect to the Court
- dress appropriately. You should be adequately and neatly dressed, including footwear (no hats or sunglasses)
- avoid talking inside the courtroom and in the area immediately outside
- avoid taking infants and very young children into the Court
- avoid taking newspapers or other documents that might cause a disruptive rustling into the Court
- not eat or drink in the Court
- not smoke in the Court
- avoid taking backpacks and large bags into the Court
- turn off mobile phones and any other electronic equipment
  - you may have to hand in phones and other electronic equipment before being allowed into the Court
- not talk to, attempt to talk to, or contact in any way, any jury members at any time
- not talk to, attempt to talk to, or contact in any way, any witnesses at any time.

Should a student wish to speak with lawyers and / or Court staff, you must first introduce yourself to the Court Attendant or Associate as an ANU law student. It is up to the Court to respond as it wishes. You should not directly contact lawyers or other Court staff.