



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

COLLEGE OF HUMAN AND SOCIAL FUTURES

**UNIVERSITY OF NEWCASTLE
SCHOOL OF LAW AND JUSTICE**

**LLB & JD
PRACTICE PROGRAM
STUDENT HANDBOOK**

2023

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1. INTRODUCTION

The LLB & JD Practice Program offered by School of Law and Justice at the University of Newcastle is a practical legal training program which is fully integrated with the Bachelor of Law/Juris Doctor studies during the final two years of the degree. The Practice Program commenced in 1995. Students who successfully complete the LLB & JD Practice Program graduate with either a Bachelor of Laws (Hons) and a Diploma of Legal Practice (LLB/DipLegPrac) or the Juris Doctor/Graduate Diploma of Legal Practice.

The LLB & JD Practice Program is accredited by the Legal Profession Admission Board (LPAB) of NSW for the purposes of the Legal Profession Uniform Admission Rules 2015. No further study is required for admission to legal practice in New South Wales, subject to being of good fame and character. The majority of the program's graduating students are admitted to practice in an admission ceremony held during a Newcastle sitting of the Supreme Court of New South Wales in February of each year.

2. LLB & JD PRACTICE PROGRAM

FEATURES OF THE NEWCASTLE LLB & JD PRACTICE PROGRAM

The LLB & JD Practice Program's mix of theory and practice is challenging but rewarding. Students gain self-confidence and exposure to a wide range of legal experiences before entering the profession. The LLB & JD Practice Program has features which distinguish it from practical legal training programs offered elsewhere.

- ***It is run over two consecutive academic years*** - this time frame enables students to learn steadily, build on their skills, develop high standards of professionalism and to reflect on their practical learning and the ethical dimensions of legal practice.
- ***It integrates law theory and legal practice*** - while students are studying substantive areas of law they concurrently undertake clinical training and skills exercises together with legal professional placement.
- ***It embraces experiential and problem based learning*** – students learn to solve clients' legal problems in a realistic context.
- ***It is fully supported by The University of Newcastle Legal Centre (UNLC)*** – the UNLC is a legal centre staffed by lawyers who are both clinical supervisors and members of the law school staff. It provides free legal services to members of the public.
- ***It is centred around working with real clients*** - all LLB & JD Practice Program students are exposed to direct contact with clients through participation in Advice Days at UNLC and working on ongoing case work and public interest cases while on legal professional placement at UNLC.

Real client experience is central to the Newcastle model of clinical legal education. The clinical program at Newcastle is more than just skills training. A passion for social justice, respect for the rule of law, an understanding of ethical and professional responsibilities and a dedication to the interests of clients are fostered. Students are challenged to consider the connections between law in theory and law in practice and are encouraged to reflect upon and critique the practice of lawyering.

AIMS OF THE LLB & JD PRACTICE PROGRAM

The two main aims of the LLB & JD Practice Program are:

1. To enable students to undertake an accredited program that complies with the LPAB *Competency Standards for Entry Level Lawyers* (the Competency Standards);
2. To equip students with the frameworks, concepts, knowledge and skills integral to legal practice together with appropriate ethical and professional values and a professional attitude towards learning.

Competency Standards for Entry-level Lawyers

To be admitted to practice in Australia the Law Admissions Consultative Committee requires that the Applicant must achieve the prescribed competence in the following Skills, Practice Areas and Values:

Skills	Practice Areas	Values
Lawyer’s Skills Problem Solving Work Management and Business Skills Trust and Office Accounting	Civil Litigation Practice Commercial and Corporate Practice Property Law Practice <u>Any two of:</u> Administrative Law Practice Criminal Law Practice Family Law Practice Consumer Law Practice Employment and Industrial Relations Practice Planning & Environmental Law Practice Wills and Succession Practice Banking and Finance	Ethics and Professional Responsibility

Acquisition of Frameworks, Concepts, Knowledge and Skills

The LLB & JD Practice Program seek to equip students with the above by focusing on:

LEGAL PROBLEMS:

Real-life client problems encountered in legal practice

FRAMEWORKS:

Theories and models of legal practice

CONCEPTS:

Ideas that explain how lawyers think, work and solve problems

KNOWLEDGE:

What lawyers need to know to practice effectively eg. substantive and procedural law or transactional information

SKILLS:

Practice methods and techniques eg Interviewing, Advice and Letter Writing, Commercial and Pleadings Drafting, Document Analysis, Fact Investigation, Legal Analysis, Negotiation and Advocacy

PROFESSIONAL VALUES:

Ethics in practice

PROFESSIONAL ATTITUDE TO LEARNING:

Throughout the LLB & JD Practice Program students are expected to demonstrate a professional attitude to their learning. This will help students earn the trust and respect of colleagues and others with whom students come into contact during the LLB & JD Practice Program and beyond. This requires:

- Habits of diligence, mental focus and collaboration
- Honesty
- Being courteous and cooperative in all dealings with practitioners, staff and students
- Meeting deadlines for the submission of work
- Attending classes and skills exercises
- Submitting work which is the students' own
- The ability to learn from and evaluate experience
- Effective participation in casework meetings and in classes
- Teamwork

ENTRY TO THE LLB & JD PRACTICE PROGRAM

Before entering the LLB & JD Practice Program, students at the University of Newcastle must complete what is known as the core program. The core program comprises Legal System and Method, Criminal Law and Procedure, Torts and Contracts.

PROGRAM DATES FOR 2021

Summer placement period commences	Monday 16 January 2023
Summer placement period concludes	Friday 17 February 2023
Semester 1 commences	Monday 20 February 2023
Semester 1 recess (includes Easter)	Friday 7 April to Friday 21 April 2023
Semester 1 resumes	Monday 24 April 2023
Semester 1 concludes	Friday 2 June 2023
Queen's Birthday Public Holiday	Monday 12 June 2023
Mid year examinations	Monday 5 June to Saturday 17 June 2023
Mid Year recess	Monday 19 June to Friday 14 July 2023
Semester 2 commences	Monday 17 July 2023
Semester 2 recess	Monday 25 September to Friday 6 October 2023
Semester 2 resumes	Monday 9 October 2023
Semester 2 concludes	Friday 27 October 2023
End of Year Examinations	Monday 30 October to Saturday 11 November 2023

PROGRAM STRUCTURE AND AWARD

Students completing the LLB & JD Practice Program are awarded either a Bachelor of Laws (Hons) and Diploma of Legal Practice (LLB/DipLegPrac) or Juris Doctor/Graduate Diploma of Legal Practice Program.

To successfully complete the LLB & JD Practice Program students must complete additional compulsory courses within the Bachelor of Laws or Juris Doctor and the courses *Legal Practice 1 – Parts A and B*, *Legal Practice 2- Parts A and B*, *LAWS6888 Workplace experience 1* and *LAWS6118 Final Year Workplace experience*.

The following tables set out details of the composition of the LLB & JD Practice Program in 2023 & 2024

	Clinical modules	Academic courses
4 th year/2 nd year Juris Doctor (First Semester) 50 credit points	<i>Legal Practice 1 Part A (LAWS4054A/6014A)</i> <ul style="list-style-type: none"> Professional Skills 	<ul style="list-style-type: none"> Civil Dispute Resolution Professional Conduct Directed Course (x2)
4 th year/2 nd year Juris Doctor (Second Semester) 50 credit points	<i>Legal Practice 1 Part B</i> <ul style="list-style-type: none"> Civil Litigation and Dispute Resolution Trust Accounting <i>Workplace Experience 1 (LAWS6888)- enrolment Semester 2 but placement across the year</i>	<ul style="list-style-type: none"> Property Administrative Law Directed Course (LAWS6888)
5 th year/3 rd year Juris Doctor (First Semester) 50 credit points	<i>Legal Practice 2 Part A</i> <ul style="list-style-type: none"> Conveyancing Practice Corporate and Commercial Practice <i>Final Year Workplace Experience (or Sem 2)</i>	<ul style="list-style-type: none"> Evidence Law Equity and Trusts Directed Courses (x 2 or 1 plus LAWS6118)
5 th year/3 rd year Juris Doctor (Second Semester) 50 credit points	<i>Legal Practice 2 Part B</i> <ul style="list-style-type: none"> Wills and Succession Practice OR Employment Law Practice Criminal Law Practice OR Family Law Practice <i>Final Year Workplace Experience (or Sem 1)</i>	<ul style="list-style-type: none"> Company Law Public International Law Directed courses (x 2 or 1 plus LAWS6118)

LEGAL PRACTICE COURSES

Legal Practice 1 and *Legal Practice 2* are divided into Parts A and B to reflect the semester in which they are run. They comprise a number of clinical modules. The classes are scheduled into the timetable but from time to time it may be necessary to run simulated skills exercises at other times which are more convenient to the guest practitioners.

Attendance and participation in all *Legal Practice* classes and exercises is compulsory.

Legal Practice 1 – Parts A and B

The clinical modules in *Legal Practice 1 – Part A* in semester 1 are:

- Professional Skills

The clinical modules in *Legal Practice 1 – Part B* in semester 2 are:

- Civil Litigation Practice
- Trust Accounting

Legal Practice 2 – Parts A and B

The clinical components in *Legal Practice 2 – Part A* in semester 1 are:

- Conveyancing Practice
- Corporate and Commercial Practice

The clinical components in *Legal Practice 2 – Part B* in semester 2 are:

- Wills and Succession Practice OR

- Employment Law Practice;
- Criminal Law Practice OR
- Family Law Practice

Further information about the clinical modules is available in the individual course outlines.

Attendance

Attendance at *Legal Practice* clinical classes is COMPULSORY as indicated in the course outlines. It is understood that from time to time students may be forced to miss a class through illness, bereavement or other serious cause. Work commitments are not considered to be an acceptable excuse to miss a class. Please note that even with an adequate reason for absence make up work may be required to satisfy LPAB requirements. As soon as the student becomes aware that they will be unable to attend a clinical class they should advise the Clinical Lecturer by email with reasons. Any student failing to comply with this policy may receive an unsatisfactory result in *Legal Practice*.

Students will be allocated supplementary work to be completed should they miss a class.

Workplace Experience 1 (LAWS6888)

The 105 hours of clinical placement completed during the first year of the Practice Program are undertaken across the year (all at UNLC), however students are required to enrol in LAWS6888 in Semester 2.

Final-Year Workplace Experience (LAWS6118)

The 180 hours of clinical placement completed during the final year of the Practice Program requires students to enrol in LAWS6118 in either Semester 1 **or** Semester 2.

Assessment

To achieve an ungraded pass in the *Legal Practice* courses you must:

- Attend all classes.
- Complete all clinical exercises to the satisfaction of the clinical lecturer and course coordinator. Supplementary work may be required to be undertaken.
- Display a professional attitude to learning both in classes and on placement.

To achieve an ungraded pass in *Workplace Experience 1* (LAWS6888) you must:

- Complete the required number of placement hours (Minimum 105 hours of professional placement at the UNLC including attendance at 7 legal advice clinics in the 1st year of the program) **submit via UON's SONIA Placement System** <https://sonia.newcastle.edu.au/SoniaOnline/School.aspx> **supporting documentation including:**
 - **Record of Hours Sheets totalling 105 hours**
 - **1000 word reflective statement within one week of the completion of placement or by the end of Semester 2, whichever is sooner.**

To achieve an ungraded pass in *Final-Year Workplace Experience* (LAWS6118) you must:

- Undertake 180hrs of legal professional placement (may commence from when students have completed Semester 2 exams and when they have had their Application to Credit Placement form approved) to be completed by the conclusion of Semester 2 in the final year of the Practice Program
- Upload to **UON's SONIA Placement System** <https://sonia.newcastle.edu.au/SoniaOnline/School.aspx> within one week of the completion of placement or by the end of the semester (whichever is sooner) the following documentation:
 - Record of Hours sheets totaling 180hrs, signed by placement supervisor(s)
 - 1000 word reflective statement regarding placement experiences

3. LEGAL PROFESSIONAL PLACEMENT

INTRODUCTION

Legal Professional Placement is an invaluable component of the LLB & JD Practice Program. From a learning perspective, it will allow students to have regular contact with a supervising lawyer where they will have the opportunity to ask questions and analyse and reflect on the work that they are doing; work that is in a real life legal context. From a career perspective, each placement should be treated as if it were a potential employment opportunity. Supervisors may be assessing students as a potential employee (either for that organisation or another) and students will be laying the groundwork for their reputation as a future lawyer. Students should always act in a professional manner and strive to obtain the respect and trust of all people with whom they come into contact on placement. Students are encouraged to take responsibility for their learning and to use their initiative to seek out work and ask for clarification if necessary.

THE EDUCATIONAL AIMS OF LEGAL PROFESSIONAL PLACEMENT

The purpose of your practical legal training at UNLC is in part to meet the LACC Practical Legal Training Competency Standards for Entry Level Lawyers. This can be found at: https://www.lawcouncil.asn.au/files/web-pdf/LACC%20docs/224336988_10_LACC%20-%20PLT.pdf

LEGAL PROFESSIONAL PLACEMENT – STUDENT CODE OF PRACTICE

Students on placement must abide by the following:

1. The requirements of the Student Professional Experience Policy <https://policies.newcastle.edu.au/document/view-current.php?id=30&version=2>
2. Attend placement regularly as arranged and be punctual.
3. Be courteous and polite to all people with whom they come into contact when on placement.
4. Be honest, diligent and act with integrity so as to earn the trust and respect of those with whom students are working.
5. Provide a copy of the signed *Confidentiality Agreement* to the supervisor.
6. Complete assigned tasks and return them to the supervisor within agreed time frames.
7. Use initiative to seek out work where necessary, and to be certain of what is expected.
8. Take the opportunity to ask questions when appropriate.
9. Maintain an accurate *Record of Hours* signed by the supervising solicitor within a reasonable time of task completion.
10. Bring to the immediate attention of the UNLC Director or Placement Officer any concerns about placement. These concerns might include issues regarding poor supervision, lack of allocated work, harassment or discrimination issues, threats to your health and safety at the placement, and any other issue which negatively impacts the placement experience.
11. **Within one week of the end of the placement period upload to UON's SONIA Placement System <https://sonia.newcastle.edu.au/SoniaOnline/School.aspx> scanned copies of the following documents:**
 - *Record of Hours* (Appendix 5 *Guidelines for Supervising Lawyer's* and Appendix 3 *LLB & JD Practice Program Student Handbook*) form duly completed and signed.
 - *Supervising Lawyer's Certification* duly completed (external placement only)
 - *Supervisor's Evaluation of Student* (external placement only - if available)
 - *A 1000 word report reflecting on your placements. It should:*
 - Address the educational aims of placement and how placement has contributed to the acquisition of the Competency Standards;

- Critically reflect upon any significant experiences you have had in the course of workplace experiences; and
- Consider how those experiences will influence your future actions, and how placement has impacted and shaped your values

PLACEMENT REQUIREMENTS

In order to complete the LLB & JD Practice Program course *Legal Practice 1* students must undertake a minimum of 105 hours of placement at the UNLC and be enrolled in LAWS6888 in Semester 2.

Students enrolled in *Legal Practice 2* must also undertake **180 hours** of further legal professional placement and be enrolled in LAWS6118 Final-Year Workplace Experience (in either Semester 1 or 2). Students in their first year of the program may commence counting their placement hours for LAWS6118 upon completing their semester 2 exams in mid-November, as long as their Application to Credit Placement form has been submitted to the UNLC placement officer.

The first 105 hours of student placement during their first year in the program must be undertaken at the UNLC on a 2 day a week basis on the dates provided to students on Induction day. Students in the first year of the program are required to participate in a minimum of 7 UNLC advice clinics throughout the year. Due to the LPAB requirement that placement be for a minimum of 2 days per week, if students miss a day of placement or an advice clinic, they **may be required to provide a medical certificate** to explain their absence.

Subsequent placements after the first 105 hours are completed are not required to be at a minimum of 2 days per week.

The Practice Program requires students to complete the program over two consecutive years and this includes the workplace experience requirement.

WHERE CAN YOU DO PLACEMENT?

Placement can only be undertaken with legal firms or organisations where you are under the supervision of a lawyer admitted to practice in the State of New South Wales who holds a current practising certificate. Other placements, including placements with appropriate government agencies or outside New South Wales or Australia, will be individually examined for approval by the Director, UNLC.

THE UNIVERSITY OF NEWCASTLE LEGAL CENTRE

The University of Newcastle Legal Centre (UNLC) is the centerpiece of the LLB & JD Practice Program. It was established as an initiative of the then Faculty of Law, opening in December 1994.

Functioning as both a legal practice and a teaching facility, UNLC provides an intensive clinical placement site for students. By working with UNLC's solicitors and dealing with real clients with actual legal problems, students gain skills and experience in the practice of law.

UNLC operates as a community legal centre providing free legal advice and assistance to members of the community in the Hunter region. The operations of UNLC are directed to the provision of legal assistance to disadvantaged members of the community, focusing on people with limited financial means or on matters in the public interest.

Students new to the LLB & JD Practice Program participate in a mandatory UNLC Induction day conducted by UNLC staff.

UNLC Objectives

UNLC has the following aims and objectives:

- to provide quality legal education to law students
- to provide a quality legal service based on ethical practice to members of the community who would not otherwise be able to afford legal services

- to undertake legal matters which are in the public interest
- to enhance legal services throughout the Newcastle region and, in particular, to expand the work already done by the other legal services in the private and public sector
- to give students an appreciation of the practice of law and a fuller understanding of the legal and social issues which provide a context for the practice of law.

PLACEMENT

- **Placement at UNLC over Summer Period**

Each year students entering the LLB & JD Practice Program are invited to apply to undertake their first set of placement hours at the UNLC during January/February. As limited places are available, a ballot is held when necessary to allocate positions for this period. Summer placement students are also required to attend 2 further Mondays of legal placement and a further 2 Legal Advice days. These 4 placement days are undertaken over a two week period during Semester 2.

- **Placement at UNLC during Semester 1 and 2**

Those students entering the program who do not undertake placement during the Summer placement period attend the UNLC on designated Mondays and Wednesdays during semesters 1 and 2 to complete their 105 hours of placement. Students are notified of the dates they are required to attend the UNLC on Induction Day.

- **Placement arranged by UNLC Placement Officer**

Prior to the commencement of Semester 1, the mid year break and Semester 2, the UNLC Placement Officer will contact final year LLB & JD Practice Program students to enquire if they require assistance in arranging a placement. Students completing their 1st year of the Practice Program will be given an opportunity to apply for placement over the Summer break. Where possible students will be placed based upon their personal preferences.

- **Placement at a firm or organisation arranged by you**

You may seek to arrange placement with a firm or organisation of your choice **ONLY** if you have a contact at that firm who is known to you or your family personally. Do not cold call firms where you have no specific contact. The Placement Officer is in regular contact with law firms and is aware of those that are either willing to participate or unable to accept students. The School of Law and Justice wishes to maintain existing goodwill with placement firms by ensuring that they are not inundated with student requests.

Where you do have a contact to approach, please provide the firm with a copy of the *Guidelines for Supervising Lawyers* as the focus of discussion regarding what is required of supervisors.

- **Procedure Regarding Placement at an External Firm**

1. An *Application to Credit Placement* form (Appendix 1 see attached) must be completed and approved by UNLC **before you commence** the placement. NB: This is not a requirement for placements arranged by the UNLC Placement Officer
2. Once approved, your supervising lawyer will receive email correspondence from the UNLC confirming the placement, together with a copy of *Guidelines for Supervising Lawyers*.
3. Students must enrol in LAWS6118 Final-Year Workplace Experience in Semester 1 or 2.

4. Within one week of the end of the placement period upload to UON's SONIA Placement System <https://sonia.newcastle.edu.au/SoniaOnline/School.aspx> scanned copies of the following documents:
- *Record of Hours* (Appendix 5 *Guidelines for Supervising Lawyer's* and Appendix 3 *LLB & JD Practice Program Student Handbook*) form duly completed and signed.
 - *Supervising Lawyer's Certification* duly completed (external placement only)
 - *Supervisor's Evaluation of Student* (external placement only - if available)
 - *A 1000 word report reflecting on your placement(s). It should:*
 - Address the educational aims of placement and how placement has contributed to the acquisition of the Competency Standards and the above skills under Assessment;
 - Include a discussion of how you have met the learning outcomes referred to in the LACC Standards for PLT Workplace experience https://www.lawcouncil.asn.au/files/web-pdf/LACC%20docs/240769433_9_Standards%20for%20PLT%20Workplace%20Experience.pdf
 - Critically reflect upon any significant experiences you have had in the course of workplace experience(s); and
 - Consider how those experiences will influence your future actions, and how placement has impacted and shaped your values

Please note that if you do not comply with the above steps your hours may not be credited towards placement.

PLACEMENT AT UNLC DURING THE ACADEMIC YEAR

Mondays and Wednesdays are timetabled for placement with your UNLC supervisor. Wednesday mornings are timetabled for Legal Advice at the UNLC. The dates students are required to attend at the UNLC are provided to each placement group on Induction Day.

ADVICE DAYS AT UNLC

As part of the LLB & JD Practice Program, all students in their first year of the Practice Program must participate in UNLC Advice Days held on Wednesdays. UNLC advice sessions are held on Wednesdays during Semester from 9:00am to 1:00pm (clients are asked to arrive between 9:00am and 12:00pm) or 9:30am to 2.30pm at Law on the Beach. You must be at the UNLC no later than 9:00am for any (non Law on the Beach) Wednesday advice sessions you are scheduled to take part in. Law on the Beach and Wednesday morning advice sessions are a drop in service, so no appointments can be made.

On Induction Day students are provided with a schedule of dates stipulating when they are required to attend the Legal Centre for placement throughout the year. This includes students who undertake the bulk of their placement hours during Law on the Beach.

During University semesters free legal advice is also available on Wednesday evenings by appointment. This service is provided by students and one of the Legal Centre solicitors together with local volunteer solicitors. Final year students may count evening advice hours towards their placement hours.

The UNLC can be contacted on 4921 8666 or at legalcentre@newcastle.edu.au. Please note that the UNLC does not usually provide telephone advice.

REPRESENTATION

As well as providing face to face advice the University of Newcastle Legal Centre may act on behalf of clients. To become eligible for representation a matter must meet the Client Selection Criteria and the Centre have sufficient resources available to be able to act.

Case Selection Criteria

1. **Means Test**

The UNLC adopts the Legal Aid NSW means test (income and assets) policies as an important criterion for determining whether it can assist and act for a person (or a community group) in their legal matter.

2. **Merit Test**

In determining whether the UNLC will assist and/or act in a legal matter it will assess whether it is reasonable in all the circumstances to do so. It will take into account the nature and extent of any benefit that the person might expect to gain by the UNLC assisting and acting or any disadvantage which might result if the UNLC does not assist or act. Further, the UNLC will consider whether the person has reasonable prospects of success in their legal matter.

3. **Resources**

The UNLC will only assist and act for the person if there are sufficient resources available.

4. **Further Optional Considerations:**

- a) Does the matter reveal a real possibility of a miscarriage of justice or other serious failure in the administration of justice or a serious wrong which is unlikely to be properly addressed by the legal system without public interest advocacy?
- b) Can students be engaged effectively in the case in ways likely to engender deep learning about the law, enhance lawyering skills and promote good lawyering values?
- c) Is the case likely to support student and/or staff theoretical or applied research?
- d) Is the person eligible for a grant of legal aid and have they made an application to Legal Aid? Has the application been determined?

INTERPRETERS

The Legal Centre cannot provide interpreters due to budget constraints.

CONFIDENTIALITY

It is of the utmost importance to maintain the confidentiality of all clients. At the beginning of each year it is a **student's responsibility** to read and sign a *Confidentiality Agreement* (Appendix 2). Students should give the signed form to the Placement or Administrative Officer. Students should not commence placement until they have signed this agreement.

DRESS CODE

Objective: As students undertake clinical legal education it is crucial to recognise that their behaviour and presentation contribute to their professional identity. A legal practitioner (or law

student) should dress and act in a manner consistent with the central focus being the provision of a quality legal service.

General Dress and Conduct Guidelines: The expectation is that students will always dress and behave in a professional manner. As a guide,

- Clothing should be clean and tidy.
- Avoid low cut shirts and dresses and spaghetti/thin straps.
- Tank tops, bare mid riffs and active wear are not acceptable.
- Dresses and skirts should be to the knee when standing.
- If attending Court, a jacket should be worn with appropriate office attire.
- For Law on the Beach advice days casual clothing may be worn (footwear and some type of shirt/singlet are required)

COURT VISITS AND SECURITY

Students will be required to attend various courts in the course of legal professional placement. Also, some advocacy exercises in the LLB & JD Practice Program are conducted in Newcastle Courthouses. When at court, students should ensure that they respect the needs of other court users and that they conduct themselves in a professional manner.

The Courts have very tight security – similar to that of airports - to ensure the safety of everyone at Court. When attending these Courts you should ensure that you do not have any sharp (or potentially sharp) implements in your bag, for example, Swiss army knives and perfume bottles. They will be confiscated and you risk being fined if they are taken onto the premises. Bags should also be kept close to you at all times and not left unattended.

Security officers are located in the foyer of these courts. Please ensure you are polite and co-operate with security.

SUPERVISOR'S EVALUATION OF PERFORMANCE

Towards the end of your placement at the UNLC you are required to complete a 'Students Evaluation of Legal Professional Placement' form on SONIA. Once this has been completed you will have a review meeting with your clinical supervisor.

ASSESSMENT

Assessment on placement at UNLC will be based on:

1. Participation to a satisfactory standard in casework meetings.
2. Participation and a professional attitude to learning demonstrated at meetings with UNLC clinical supervisor and end of placement review.
3. Satisfactory acquisition and demonstration of skills in:
 - Legal research
 - Statutory interpretation
 - Critical analysis
 - Drafting
 - Problem solving
 - Communication, both written and oral
 - Professional responsibility and ethical standards
 - Interviewing;
4. Submission of a reflective 1000 word report (referred to above) about your placement within **one week** of completion of your required hours of placement.
5. Awareness of ethics and professional responsibilities as assessed within casework meetings and during meetings with supervisor (formative assessment) and in reflective reports (summative assessment).

4. CAREERS AND SUMMER CLERKSHIPS

For information regarding NSW admission to legal practice please refer to

<http://www.lpab.justice.nsw.gov.au/Pages/admission-lawyer/admission-lawyer.aspx>

SUMMER CLERKSHIP AND GRADUATE EMPLOYMENT SCHEME

Most major Sydney law firms and some Newcastle firms participate in the Summer Clerkship and Graduate Employment Program in association with Australian law schools. Students are eligible to apply for a summer clerkship if they are in their penultimate year of study and for graduate employment if they are in their final year of study.

Application dates are usually:

Graduate Employment

Applications open	March
Closing date	April

Summer Clerkship

Applications open	June
Closing date	July
Interviews commence	August
Final offers accepted by	September

Most firms make their graduate offers to summer clerks. If you are likely to be seeking work with a large law firm you should apply for a summer clerkship. More information is available about this program and careers generally in publications by the University of Newcastle Law Students Association and the Australian Law Students Association. They are available in Law Reserve. Information is also available from the Law Society of New South Wales <https://www.lawsociety.com.au>

CAREER FAIRS

Law firms and agencies attend the University's Career Fair. Information about University of Newcastle Careers Fairs can be obtained from the Student Careers Office. Information will also be sent out to students via the regular e-mail bulletin and from the University of Newcastle Law Student's Association (UNLSA).

5. QUESTIONS AND CONTACTS

Any questions you have about the LLB & JD Practice Program can be directed to:

Legalcentre@newcastle.edu.au



APPLICATION TO CREDIT PLACEMENT

NB: ALL DETAILS MUST BE COMPLETED AND THE APPLICATION SUBMITTED TO THE UNLC DIRECTOR AND APPROVAL RECEIVED BEFORE PLACEMENT COMMENCES

Student Name:	Student No:
Mobile:	
Email:	

NOMINATED PROFESSIONAL PLACEMENT INFORMATION

Name of Firm	Contact/Supervising Legal Practitioner	Accepting Signature of Supervising Lawyer (External only)
Firm Address:		
Firm Telephone:		
Supervisor's Email:		
Nature of Placement: (Please tick ✓)	Unpaid <input type="checkbox"/>	Paid <input type="checkbox"/> Clerkship <input type="checkbox"/>
Period(s) of Proposed Placement:	From:	To:
Proposed Total Hours to be completed:		HRS



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

THE UNIVERSITY OF NEWCASTLE, SCHOOL OF LAW AND JUSTICE

CONFIDENTIALITY AGREEMENT - STUDENT AGREEMENT TO KEEP INFORMATION CONFIDENTIAL

I,
(name)

.....
(address)

acknowledge that in spending time on Professional Placement in legal offices and at the University of Newcastle Legal Centre I must adhere to the following principles:

1) *I acknowledge that:*

- a) Lawyers have a legal duty to keep their clients' affairs confidential. They must also ensure that any other person under their supervision also keeps their clients affairs confidential.
- b) Client's confidential information belongs to the client and not their lawyer or any other person. It is not the property of any person other than the client and no one has the right to deal with it as they wish.

2) *I understand that:*

- a) If information was revealed a person, who is a client of the legal practice or of the University of Newcastle Legal Centre, might lose money or might have their feelings, or their family's feelings, hurt. I also understand that legal action might be taken against the legal practice or the University of Newcastle Legal Centre or the lawyer or the person who revealed the information.
- b) Any information which I learn during my professional placement at a legal office or at the University of Newcastle Legal Centre which might identify particular clients may not be told to anyone, no matter how tempting it may be to do so.

3) *I undertake to:*

- a) Immediately tell the Director, the Administrative Officer or my supervising lawyer if I personally know any of the clients or any person mentioned in a client's matter, (because it may not be appropriate for me to have access to that client's information in those circumstances)
- b) Only look at papers relating to clients matters when it is necessary and not to look through files or papers without permission. Not to make photocopies of any documents without permission.
- c) Not discuss any legal matter with any client outside the legal office and never mention the matter to that client outside of the legal office, (because it may put the client in an embarrassing position or make him or her worry that his or her confidentiality has been breached).
- d) Keep all client/clients' information confidential.

4) Generally I may discuss a client's matter in broad terms without identifying the client or giving any information which might allow the client to be identified but 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 identification of the client.

I acknowledge that I have read and understand this Confidentiality Agreement and that I had the opportunity to ask questions and have them satisfactorily answered before signing this agreement.

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



RECORD OF HOURS FOR LEGAL PROFESSIONAL PLACEMENT

STUDENT NAME: _____

SUPERVISOR'S NAME:		FIRM NAME:						
Date	Brief Description of Activity and Practice Area (refer to list of Legal Professional Experiences on the <i>Supervising Legal Practitioner's Certification</i>, if applicable)	Time Commenced	Lunch		Time Finished	Hours Completed		Supervisor Signature
			From	To		Hours	Minutes (only 15, 30 or 45)	
TOTAL HOURS								

NOTE: Record of hours to be uploaded to SONIA within one week of the completion of the placement period. .Please aim to keep records in date order.

UNLC Supervisor's Signature: _____	Date: / /	Student's Signature: _____
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