



LLAW7001 Practical Legal Training: Legal Practice Management Placement Agency Information Form

Completed form to be uploaded to InPlace at least 4 weeks prior to proposed commencement date

Student Details

Student ID:		Student Name:	
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I declare that I am fit to undertake this placement.

I agree to be bound by the Conditions of Placement overleaf

Student Signature		Date	
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Proposed Placement Details

Legal Office (Placement Provider)			
Contact Person for Placement			
Placement Address			
Suburb		Postcode	
Email Address			
Telephone			
Placement Schedule Attached		Hours Per Week	

Must not be less than 15 hours per week, and no more than 37.5 hours per week, with a maximum of 7.5 hours per day

Will the student receive remuneration? (information required for insurance purposes)	
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**The Legal Office (Placement Provider) agrees to provide the student with this placement
in accordance with the Conditions of Placement overleaf.**

Proposed Nominated Placement Supervisor's Details (*Supervisor to complete*)

Supervisor's Name:		
Position/Title in this Legal Office:		
Email Address		
Phone Number		
Mobile Number		
Do you hold a current unrestricted Practising Certificate?		
Have you held a Practising Certificate for at least 5 years?		
Are you an immediate family member of the student?		

I agree to supervise the student with this placement in accordance with the Conditions of Placement overleaf

Supervisor Signature		Date	
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The Legal Office (Placement Provider) must**1. Placement**

- have the capacity to provide a legal office placement as described in the Flinders University Placement Supervisor's Handbook.
- bear all expenses incurred by it in connection with providing the legal office placement including all its costs of providing supervision, facilities and resources in respect of the placement.

2. Supervision

- provide appropriate supervision as described in the Flinders University Placement Supervisor's Handbook, including by:
- nominating a qualified placement supervisor;
- not permitting a student to hold themselves out, or allow anyone else to hold the student out as a solicitor;
- not permitting a student to provide legal advice or to draw a document, except under the direct supervision of a legal practitioner who takes the ultimate responsibility for the student's actions.

3. Work Health and Safety

- provide the student with a safe workplace, including by:
- taking reasonable precautions in respect of the health, safety and welfare of the student in a non-discriminatory and harassment free work environment;
- ensuring the student is informed of relevant occupational health and safety requirements and procedures;
- contacting the Work Integrated Learning Coordinator, College of Business, Government and Law by email (lawplacements@flinders.edu.au) or by telephone (08 8201 9860) in the event of a student having an accident, sustaining an injury or being involved in a safety incident whilst on placement.

4. Insurance

- have adequate public liability insurance cover in relation to loss, damage or injury suffered by the student and/or University staff as a result of acts or omissions by the Placement Provider, its employees or third parties.

The Nominated Placement Supervisor must:

- hold a current unrestricted practising certificate issued in an Australian State or Territory and have held a practising certificate for a minimum of five years OR be a current member of the judiciary.
- provide appropriate legal office placement experiences for the student, including enabling the student to complete required placement tasks.
- discuss with the student professional conduct, confidentiality and privacy obligations and appropriate professional behaviour.
- make the student aware of any Placement Provider policies or procedures with which they are expected to comply.
- agree and document with the student appropriate confidentiality and intellectual property ownership arrangements.
- provide reasonable supervision of the student during the placement including signing the Placement Participation Record weekly.
- complete the Placement Supervisor's Verification in the placement handbook.
- communicate with the Dean of Law by email (lawplacements@flinders.edu.au, Attention: Dean of Law) or by telephone (08 8201 3300), in relation to any problems or concerns about the placement.

The University must**5. Placement**

- provide advice to the Placement Provider and the student as to the requirements of the placement including the provision of all applicable placement information, declarations, consents, checks and certifications required to enable the University to approve a placement for academic credit.
- provide advice to the student as to student responsibilities in the workplace including expected standards of behaviour and performance, compliance with Placement Provider policies and procedures and reasonable and lawful Placement Provider directions.
- provide adequate support to the student before, during and after placement.
- advise the student as to provisions for suspension or withdrawal from placement.
- review and be satisfied with the placement details contained on the Placement Agency Information Form. The University shall be bound by these Legal Practice Management Conditions of Placement upon receipt of a duly completed and fully executed copy of the Placement Agency Information Form.

6. Supervision

- provide the student and Placement Provider with the contact details of staff members responsible for the co-ordination of the placement and University supervision of the student.
- in consultation with the Nominated Placement Supervisor, provide appropriate supervision in relation to the student on placement.

7. Work Health and Safety

- provide the student with appropriate general work health and safety preparation before placement.

8. Insurance

- have adequate public liability and professional indemnity insurance for the student.

The student must:**1. Placement**

- sign a declaration as to their fitness to undertake the placement and agree to give any Placement Consent required by the University.
- conduct themselves in accordance with the Australian Solicitors' Conduct Rules.
- communicate with the Dean of Law by email (lawplacements@flinders.edu.au, Attention: Dean of Law) or by telephone (08 8201 3300) in relation to any problems or concerns about the placement, including if circumstances exist or arise which may affect the good standing and professional reputation of the student, the Placement Provider and/or the University.

2. Supervision

- act in accordance with:
 - the instructions of the Nominated Placement Supervisor;
 - the policies and procedures of the Placement Provider; and
 - the principles of professional responsibility;
- not hold themselves out, or allow anyone else to hold them out, as a solicitor.
- not provide legal advice or draw a document except under the direct supervision of a legal practitioner who takes the ultimate responsibility for their actions.
- ensure that the tasks and placement participation records are signed each week as required, and that final verification signatures are obtained from the Nominated Placement Supervisor.

3. Work Health and Safety

- participate in pre-placement training required by the University which includes general work health and safety training.
- comply with any reasonable safety instructions, rules or procedures of the legal office (Placement Provider).
- notify the Placement Provider and the Work Integrated Learning Coordinator, College of Business, Government and Law by email (lawplacements@flinders.edu.au) or by telephone (08 7421 9860) in the event of having an accident, sustaining an injury or being involved in a safety incident whilst on placement.



LLAW7001 Practical Legal Training: Legal Practice Management COVID19 Measures for Placements

During the COVID19 pandemic, LLAW7001 workplace experience placements may be undertaken either

- **remotely** in accordance with the Legal Practitioners Education and Admission Council guidelines re [Remote Supervision of PLT Students During Covid-19 restrictions](#),
or
- **physically** in accordance with the information available on the Australian Government Department of Health [website](#) regarding important steps that should be taken to help reduce the spread of coronavirus (COVID19) and to protect yourself and those who are most at risk.

These steps include [good hygiene](#), [social distancing](#), [limits on public gatherings](#) and [self isolation](#)

The Department of Health [website](#) sets out the following 'Steps for social distancing in the workplace':

- stop shaking hands to greet others
- consider cancelling non-essential meetings. If needed, hold meetings via video conferencing or phone call
- put off large meetings to a later date
- hold essential meetings outside in the open air if possible
- promote good hand, sneeze and cough hygiene
- provide alcohol-based hand rub for all staff
- eat lunch at your desk or outside rather than in the lunch room
- regularly clean and disinfect surfaces that many people touch
- open windows or adjust air conditioning for more ventilation
- limit food handling and sharing of food in the workplace
- avoid non-essential travel
- promote strict hygiene among food preparation (canteen) staff and their close contacts

Students may undertake some hours of their placement remotely and some hours of their placement physically.

The following information must be provided before approval can be given to commence placement during the COVID19 pandemic.

COVID19 Measures for Placements

Student ID		Student Name		
Legal Office/ Placement Provider				
Contact person for Placement				
Supervisor				
Placement is to be undertaken				

For placements to be carried out either entirely or partially remotely:

I have read and agree to comply with the LPEAC Guidelines re [Remote Supervision of PLT Students During Covid-19 restrictions](#),

Signature of student		Date	
Signature of supervisor		Date	

For placements to be carried out either entirely or partially physically:

I have read and agree to comply with the advice from the Australian Government Department of Health [website](#) regarding important steps that should be taken to help reduce the spread of coronavirus (COVID19)

Signature of student		Date	
Signature of supervisor		Date	