



## **SELF-FOUND PLACEMENT APPROVAL FORM**

### **LAW PROFESSIONAL PLACEMENT (LAWS 4021)**

It is a requirement that all self-found placement opportunities are approved by the Course Coordinator, no later than 6 weeks prior to the commencement of the study period.

#### **STUDENT CONTACT DETAILS**

NAME:

STUDENT ID:

UNISA EMAIL ADDRESS:

MOBILE:

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#### **PREPEQUISITES FOR LAWS 4021**

Prior to approaching potential placement providers, please check that you have met the course prerequisite requirements listed below:

- Lawyers, Ethics and Society (LAWS 4006).
- Successful completion of 72 units of undergraduate law study.
- Minimum GPA of 4.0 across UniSA courses.

PREREQUISITES HAVE BEEN COMPLETED

YES      NO

IF YOU ANSWERED NO, PLEASE PROVIDE FURTHER INFORMATION:

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## **DURATION & TIMING**

Students must complete a placement of 15 days full days or part time equivalent during the term. The dates of the 15 placement days are to be negotiated between the student and supervisor. Placements can be spread over the term (1-2 days each week) or undertaken as a block (5 days each week).

STUDY PERIOD & YEAR:

PLACEMENT START DATE:

PLACEMENT END DATE:

PLACEMENT DAYS

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

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## **ORGANISATION DETAILS**

ORGANISATION NAME:

ORGANISATION ABN:

ORGANISATION ADDRESS:

ORGANISATION DESCRIPTION:

## **PLACEMENT SUPERVISOR**

NAME:

POSITION:

BUSINESS PHONE:

EMAIL:

### **CONTACT PERSON** (if different)

NAME:

POSITION:

BUSINESS PHONE:

EMAIL:

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## PLACEMENT TASKS OR PROJECT

Supervisors will need to provide students with tasks that benefit the organisation and the student. The nature of these work tasks are very flexible.

*\* Please note that law students cannot engage in legal practice during their placements without being closely supervised by a legal practitioner with a current unrestricted practising certificate together with five years of post-admission experience. A person must not practise the profession of the law, or hold himself or herself out, or permit another to hold him or her out, as being entitled to practise the profession of the law unless the person is a legal practitioner. This means that, for example, students cannot produce or advise on contracts, provide legal advice or assistance without a legal practitioner overseeing and approving the work the student performs. Practising the profession of law without a practising certificate is a criminal offence.*

EXPECTED WORK TASKS OR PROJECT DETAILS:

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## SCREENING

It is a requirement of the university that all students undertaking a law placement must provide a National Police Check certificate that is less than 12 months old.

If you are keen to undertake a placement that requires an additional DHS - Working With Children Check (WWCC) screening, we ask that you only select this placement option if you are able to apply for the screening as soon as your placement is confirmed. A WWCC screening can take approximately 4 weeks to be processed. All Child Related Employment screenings are handled via the DHS online application process. If required, the School of Law will initiate the WWCC screening application on your behalf.

Any delays in lodging your screening application/s will affect the commencement of your placement. You will not be able to commence your placement until you have provided the screening documents to your host organisation.

DOES THE ORGANISATION REQUIRE A DHS - WORKING WITH CHILDREN CHECK (WWCC)

YES          NO

## PLACEMENT INSURANCE

### UNPAID PLACEMENT

University of South Australia provides insurance for all unpaid placements.

THE INSURANCE FORM HAS BEEN COMPLETED AND SIGNED BY A REPRESENTATIVE OF THE HOST ORGANISATION

YES NO

### PAID PLACEMENT

For paid placements, the host organisation is responsible for providing insurance cover for the full period of the student's placement. Please attach evidence of Public Liability and Professional Indemnity insurance.

EVIDENCE OF PUBLIC LIABILITY AND PROFESSIONAL INDEMNITY INSURANCE ATTACHED

YES NO

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## SUPERVISOR ASSESSMENT & FEEDBACK REQUIREMENTS

Supervisors will need to provide students with tasks that benefit the organisation and the student. The nature of these work tasks is very flexible. We will require assistance from the supervisor with feedback on the placement, assessment of a job application task, and also to liaise with the student regarding three pieces of work that can be provided as evidence of tasks performed during the placement. This can include a letter, memo, email, meeting minutes, research note, or any other written correspondence. The written evidence **must not** include any confidential or privileged information. If all correspondence completed by the student during their placement is confidential or privileged information, the student can provide a detailed description of the work task.

PLACEMENT SUPERVISOR AGREES TO COMPLETE ASSESSMENT & FEEDBACK FORMS

YES NO

We provide interactive marking sheets with checkboxes to streamline the feedback and assessment process. We do not expect detailed written feedback to be provided.

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I agree that all information provided in this form is true and correct.

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STUDENT NAME

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SIGNATURE

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DATE

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I agree with the tasks that the student will be performing during the placement and I will complete the feedback and assessment forms at the conclusion of the placement.

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NAME

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SIGNATURE

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DATE

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**Email the completed and signed form and attachments to [law.placements@unisa.edu.au](mailto:law.placements@unisa.edu.au)**