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# Supervised workplace training: did you know?

**1. Did you know that** you need to submit your academic transcript to the Board of Examiners as soon as you begin your traineeship? You should contact your university and apply for a copy of your transcript to be sent directly to the Board office.

**2. Did you know that** your traineeship documents (including the training plan, Schedule 4 affidavit and supervisor's affidavit) **must** be personally delivered to the Board of Examiners at 451 Little Bourke Street, Melbourne within a month of commencing SWT? Regional and country applicants should contact the Board for permission to post their traineeship documents.

**3. Did you know that** the Board of Examiners expects that the employer will take on a trainee for 12 months? They do not recommend a probationary period take place in a traineeship contract. However, the terms of employment are at the discretion of the employer and the employee. An employer and trainee must both agree to these terms.

**4. Did you know that** if you are completing multiple rotations within a firm you can still work under the direction of one supervisor? However, if during your traineeship year you are going to complete secondment you will need to nominate an additional supervisor from the firm where you will be completing additional training and make note of the additional supervisor in your training plan.

**5. Did you know that** a person completing their traineeship is no longer referred to as an articulated clerk? Rather they are now referred to as a legal trainee. It can also be up to the individual firm to come up with a name that they feel is relevant. Some firms may simply choose to call them graduates or trainees.

**6. Did you know that** you do not need to graduate before commencing your traineeship as your academic transcript will show that you have successfully completed your degree? You must, however, graduate before being admitted to practice.

**7. Did you know that** each element of lawyers' skills and the risk management element of "work management and business skills" must be completed through a practical legal training (PLT) provider, but may be conducted internally if the employer has sought prior approval of the Board (see r3.09(1)(d)(iv) and Schedule 3). The Board of Examiners should be contacted for more information and trainees are encouraged to read *Practice Direction 2 of 2009*.

**8. Did you know that** under particular circumstances trainees may need to re-lodge their training plan with the Board of Examiners? During the course of a SWT where substantial changes have been made to the training plan the Board will need to be notified and an amended training plan submitted. These changes should be set out in the final "Affidavit of compliance with training plan" (Schedule 7 of the *Legal Profession (Admission) Rules 2008*).



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**9. Did you know that** the *Rules* provide that the ethics and professional responsibility component must be completed through a course of instruction and program of assessment conducted by a PLT provider?

**10. Did you know that** if you haven't received an offer for a traineeship there are still alternative ways in which you can gain admission to practice? You can also gain admission to practice in Victoria by completing a PLT course. Both the College of Law and the Leo Cussen Institute offer accredited courses which include a practical placement component.

**Want to know more?** Refer to the Careers in Law website [www.careers.liv.asn.au](http://www.careers.liv.asn.au). ■