

LEGAL PRACTICE EXPERIENCE APPLICATION FORM



About DCLS

Darwin Community Legal Service is on Larrakia land. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands, waterways and seas throughout Australia. We pay our respects to Elders past, present and emerging.

DCLS is a free confidential, multi-disciplinary, Community Legal Service that provides legal help, support and advocacy to help people know their rights. Some of our services are focused on Darwin or the Top End and some are Territory-wide.

With over 60 volunteers contributing via our event and Saturday free legal advice services, over 25 staff and 30 years of operation, DCLS has a long history of striving for positive change. Our legal help and support teams, which consist of the General Legal Service (GLS), Tenants' Advice Service (TAS) and Seniors and Disability Rights Service (SDRS), work together to enable integrated client support.

In all we do, we work to empower diverse communities to access services and exercise their rights. We promote awareness and understanding, and we advocate for changes that promote fairness and justice.

Legal Practice Experience (LPE) with DCLS

DCLS welcomes applications from students to undertake Legal Practice Experience with us. We strongly encourage applications from Aboriginal and Torres Strait Islander law students. We will also give priority to proposals:

- for longer periods of Legal Practice Experience,
- from students based in the NT, and
- from students interested in working in the NT after their admission to legal practice.

LEGAL PRACTICE EXPERIENCE APPLICATION FORM



About your LPE

Use this application for the following kinds of Legal Practice Experience (LPE) with DCLS:

- A. GDLP LPE:** LPE towards the LPE requirement to complete your Graduate Diploma of Legal Practice for admission to legal practice ('GDLP LPE'). You need to identify the GDLP LPE rules for your current or intended program. GDLP LPE undertaken before enrolment may be counted by some programs, you need to identify if this applies to you. If you undertake GDLP LPE with DCLS the work will be of a legal practice nature and your primary supervisor will be an experienced lawyer with an unrestricted legal practising certificate.
- B. Coursework LPE:** LPE for course credit as part of a legal clinical, law internship, legal research or other programs. You need to identify the rules for your intended program and provide a copy. DCLS will consider if the program requirements are a match. If so, the kind of work and supervision will achieve the match.
- C. Volunteer LPE:** LPE as a volunteer to develop experience and/or contribute where you aren't seeking to count this as GDLP LPE or Coursework LPE. Your work is likely to be varied, enabling you to contribute to client assistance and administrative essentials.
- D. Volunteer Advice Service LPE:** LPE as a volunteer in the DCLS Volunteer Advice Service which operates in Darwin, Casuarina, Palmerston. ***Please see the separate application form.***

How to apply

If you have any questions or wish to complete the application with your supporting material, please email Lawstudent.apply@dcls.org.au

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



APPLICATION

I, _____
(print full name)

am applying to undertake unpaid Legal Practice Experience ('LPE') with Darwin Community Legal Service (DCLS).

Personal details			
Have you been known by any other name(s)? Please provide details:			
Date of birth			
Address			
Postal address (if different from above)			
Phone	H	M	W
Email			
Current university or other education providers			
Are you of Aboriginal or Torres Strait Islander origin?	Yes <input type="radio"/>	No <input type="radio"/>	Prefer not to say <input type="radio"/>
Any further details you would like to give:			

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Why you are applying and what you would like to achieve? (200-character max)

Vaccination, police check and working with children check attached?		
Your COVID vaccination verification	Yes <input type="radio"/>	No <input type="radio"/>
Your flu shot verification (recommended, and required for some outreach visits)	Yes <input type="radio"/>	No <input type="radio"/>
Your National Police check, current within the last 6 months	Yes <input type="radio"/>	No <input type="radio"/>
Your NT Ochre Card (working with vulnerable children), current within the last 6 months	Yes <input type="radio"/>	No <input type="radio"/>
If you answered No to any of the above, please outline why:		

Your CV, academic transcripts and 2 current referees		
Your CV is attached?	Yes <input type="radio"/>	No <input type="radio"/>
Your academic transcripts are attached?	Yes <input type="radio"/>	No <input type="radio"/>
Names and contacts of 2 personal or professional referees attached?	Yes <input type="radio"/>	No <input type="radio"/>
When and where do you expect to be admitted to legal practice?		
Location		Date

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 1 - GDLP LPE

Applying to undertake GDLP LPE with DCLS?

- Yes** Please complete Section 1
No Please go to Section 2

1. Name of your GDLP course, or intended GDLP course		
2. What are the proposed dates of your GDLP LPE with DCLS, time frame and options? (please outline)		
3. How many GDLP LPE days would you like to undertake with DCLS?		
4. Outline the proposed patterns (e.g. full time / part-time, any breaks)?	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Breaks anticipated:		
5. What are the GDLP LPE requirements you need to meet (e.g. give a hyperlink)?		
6. Would your proposed GDLP LPE at DCLS meet those requirements to be counted towards as LPE towards your GDLP?	Yes <input type="radio"/>	No <input type="radio"/>
7. If DCLS can't offer you GDLP LPE immediately would you like to go onto the waiting list?	Yes <input type="radio"/>	No <input type="radio"/>

If you have completed Section 1, next complete Sections 4-7.

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 2 - Coursework LPE

Coursework LPE: LPE for course credit as part of a legal clinical, law internship, legal research or another program. You need to identify the rules for your intended program and provide a copy. DCLS will consider if the program requirements are a match. If so, the kind of work and supervision will achieve the match.

Applying to undertake Coursework LPE with DCLS?

Yes Please complete Section 2

No Please go to Section 3

1. Name of the course, course number and session (e.g. semester 1, summer)		
2. What are the proposed dates of your Coursework LPE with DCLS, time frame and options? (please outline)		
3. How many Coursework LPE days would you like to undertake with DCLS?		
4. Outline the proposed patterns (e.g. full time / part-time, any breaks)?	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Breaks anticipated:		
5. What are the Coursework LPE requirements and other course requirements you need to meet (e.g. give a hyperlink)?		
6. Would your proposed Coursework LPE at DCLS meet those requirements for your course?	Yes <input type="radio"/>	No <input type="radio"/>
7. If DCLS can't offer you Coursework LPE immediately would you like to go onto the waiting list?	Yes <input type="radio"/>	No <input type="radio"/>

If you have completed Section 2, next complete Sections 4-7.

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 3 - Volunteer LPE

LPE as a volunteer to develop experience and/or contribute where you aren't seeking to count this as GDLP LPE or Coursework LPE.

Applying to undertake Volunteer LPE with DCLS?

Yes Please complete Section 3

No Please go to Section 4

1. What are the proposed dates of your Volunteer LPE with DCLS, time frame and options? (please outline)		
2. How many Volunteer LPE days would you like to undertake with DCLS?		
3. Outline the proposed patterns (e.g. full time / part-time, any breaks)?	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Breaks anticipated:		
4. Briefly let us know what are your key objectives for this Volunteer LPE?		
5. If DCLS can't offer you Volunteer LPE immediately would you like to go onto the waiting list?	Yes <input type="radio"/>	No <input type="radio"/>

If you have completed Section 3, next complete Sections 4-7.

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 4: Conflict of interest

We need to determine whether undertaking LPE with DCLS may create an actual or perceived conflict of interest. We value the experience students bring from other contexts. The following questions point to things that may need to be discussed. If the answer to any of these questions is 'yes' that doesn't mean that there is necessarily a conflict or an issue that can't be managed. The first thing is to explain and then the Principal Solicitor will discuss it with you.

1. Do you have a work, or work experience connection, with an agency or entity involved in DCLS client matters or advocacy (e.g. a Court or Tribunal, a government agency such as the Police, DPP, Centrelink, National Disability Insurance Agency, Department of Housing, Ombudsman's office, etc, law firm, business), other entity? Please outline:	Yes <input type="radio"/>	No <input type="radio"/>
2. Have you or a close associate (friend, family member, partner etc.) been a DCLS client? If 'Yes', please provide their name:	Yes <input type="radio"/>	No <input type="radio"/>
3. Briefly outline any matters or questions about conflict of interest you would like to discuss with the Principal Solicitor:		
4. Do you agree to immediately disclose any actual or perceived conflict of interest to your DCLS supervisor if an issue of conflict of interest arises during your LPE with DCLS?	Yes <input type="radio"/>	No <input type="radio"/>

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 5: Confidentiality

1. I understand that if I undertake LPE with DCLS that my legal practice experience will be supervised by the Principal Solicitor and other DCLS lawyers and workers as advised to me by the Principal Solicitor.
2. I understand that my LPE with DCLS will or may bring me into contact with confidential information relating to DCLS clients and other kinds of confidential or sensitive information relating to DCLS business.
3. I agree to keep confidential DCLS client and other DCLS information. This includes but is not limited to the information which is:
 - a) confidential or private as a result of ethical, contractual or statutory requirements relating to the practice and operation of DCLS;
 - b) internal, confidential or sensitive relating to DCLS management and/or operations.
4. I understand this obligation of confidentiality applies from the time I accept my offer of LPE with DCLS and that it is a continuing obligation, i.e. it continues after I finish my LPE with DCLS.
5. I understand that the obligation of confidentiality is subject to legal obligations to report or disclose certain information. I agree to immediately notify the Principal Solicitor if I believe that an obligation to report or disclose confidential information exists.
6. I agree to accept this obligation of confidentiality and to immediately notify the Principal Solicitor if I think a breach may have occurred.

LEGAL PRACTICE EXPERIENCE
APPLICATION FORM



Section 6: Professional conduct

1. I agree to:
 - a) accept supervision and direction from the DCLS Principal Solicitor and other designated DCLS workers.
 - b) be professional, reliable and diligent while undertaking LPE with DCLS,
 - c) be respectful, courteous and culturally sensitive towards DCLS clients and workers.

2. I outline matters below, relevant to my suitability to undertake LPE with DCLS, and I agree to make immediate disclosure to DCLS if any such matters arise while I am undertaking LPE (e.g. I am charged with a criminal offence)

(a) Criminal history and orders: Outline any matters relating to criminal convictions, pending criminal charges, civil orders or applications, which may be relevant to DCLS considering your suitability to undertake LPE with DCLS (e.g. honesty, integrity, personal conduct, public confidence)?

(b) Ethics history: Outline any allegations or findings regarding your ethical or professional conduct made to a complaints body of any kind and the outcomes):

(c) Suitability check: Have you ever been unsuccessful in obtaining a Working with Children, a Police check or similar? If 'Yes' please outline:

Yes

No

(d) Any other matter: Please outline any other matter DCLS should be aware of regarding your suitability to undertake LPE with DCLS.

**LEGAL PRACTICE EXPERIENCE
APPLICATION FORM**



Section 7: Declaration

I declare that the statements contained in this Application are true and that I have made full and frank disclosure of any factors affecting my suitability for LPE with DCLS.

Your signature:	
Date	

<i>Official Use only - Principal Solicitor</i>				
1. Offer?				
GDLP LPE	Yes <input type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	
Other course LPE - Specify course:				
Volunteer LPE	Yes <input type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	
2. If offer:				
Duration:	Start date:		Finish date:	
Intensity		Days in attendance		
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	
		Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	
		Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	
3. Supervisor/s will be:				
4. Other notes or comments:				
Signature:				
Date:				