



UNSW Course Outline

PLTX1020 Skills in Practice - 2024

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General Course Information

Course Code : PLTX1020

Year : 2024

Term : Term 1

Teaching Period : T1A

Is a multi-term course? : No

Faculty : Faculty of Law and Justice

Academic Unit : Faculty of Law and Justice

Delivery Mode : Online

Delivery Format : Standard

Delivery Location : Distance Education

Campus : Sydney

Study Level : Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course focuses on the 'lawyering' skills essential to legal practice. It covers the relevant competencies for lawyer's skills, problem solving, work management and business skills, prescribed by the Legal Profession Uniform Admission Rules 2015, Schedule 2 (Practical legal training competencies for entry-level lawyers).

This course begins with a 5-day Immersive of engaging workshops on advocacy, dispute resolution, negotiation, interviewing, legal drafting, letter writing, problem solving, and oral communication skills. It provides students with opportunities to build on and consolidate the lawyering skills acquired during the LLB/JD or equivalent in the context of acting for clients across different areas of legal practice.

Skills in Practice is a mandatory course in the Graduate Diploma in Legal Professional Practice (GDLPP). This course can also be undertaken on a non-award basis.

Course Aims

This course enables students to complete accredited practical legal training for the admission to the legal profession as specified Lawyers Skills, Problem Solving Skills, and Work Management & Business Skills competencies contained in Schedule 2 of the Legal Profession Uniform Admission Rules (Admission Rules).

The overarching competency requirements for Lawyers Skills, Problem Solving Skills, and Work Management & Business Skills are:

Lawyers' Skills

An entry-level lawyer should be able to demonstrate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills.

Problem Solving

An entry-level lawyer should be able to: (a) investigate and analyse facts and law; (b) provide legal advice; and (c) solve legal problems.

Work Management and Business Skills

An entry-level lawyer should be able to manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner.

The purpose of this standard is to assist entry-level lawyers to adopt good work habits in legal practice to ensure that clients do not suffer loss or damage from a lawyer missing deadlines or neglecting matters; clients are kept informed regularly and fully of the progress of their matters; and clients' matters are dealt with in a cost-effective manner.

Relationship to Other Courses

PLTX 1020 Skills in Practice is a pre/co-requisite for all other core and elective courses in the

Graduate Diploma in Legal Professional Practice. The skills learned and practised in this course scaffolds all courses in the GDLPP. This approach is consistent with the Legal Profession Uniform Admission Rules 2015 at Schedule 2, Clause 9.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)
CLO2 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach indifferent practice area contexts. (PLO1; PLO2;PLO3; PLO5)
CLO3 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)
CLO4 : Use a client-focused approach in in litigation practice area contexts to make oral presentations in litigious contexts (including negotiation, dispute resolution, and interviewing contexts) that are legally and factually comprehensive and correct, well-structured and clearly expressed in ways appropriate for the intended purpose, and is persuasive and engages the decision-maker. (PLO1; PLO2; PLO3; PLO4; PLO5)

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)	<ul style="list-style-type: none"> • Attendance and satisfactory participation in the Immersive Skills workshops • Practiques/online modules • Task based and performance based written activity: Demonstration of legal writing skills and associated reflection • Task-based and performance-based written activity: drafting task and associated reflection
CLO2 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach in different practice area contexts. (PLO1; PLO2; PLO3; PLO5)	<ul style="list-style-type: none"> • Attendance and satisfactory participation in the Immersive Skills workshops • Practiques/online modules • Task based and performance based written activity: Demonstration of legal writing skills and associated reflection • Task-based and performance-based written activity: drafting task and associated reflection
CLO3 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)	<ul style="list-style-type: none"> • Attendance and satisfactory participation in the Immersive Skills workshops • Practiques/online modules • Task based and performance based written activity: Demonstration of legal writing skills and associated reflection • Task-based and performance-based written activity: drafting task and associated reflection
CLO4 : Use a client-focused approach in litigation practice area contexts to make oral presentations in litigious contexts (including negotiation, dispute resolution, and interviewing contexts) that are legally and factually comprehensive and correct, well-structured and clearly expressed in ways appropriate for the intended purpose, and is persuasive and engages the decision-maker. (PLO1; PLO2; PLO3; PLO4; PLO5)	<ul style="list-style-type: none"> • Attendance and satisfactory participation in the Immersive Skills workshops

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

Our student-centred approach values participation and is discussion and practice-based, rather than a transmission-based approach in which knowledge is unquestioned. Authentic scenarios are a central part of the learning process.

Students demonstrate learning progress in this course by engaging with practice-based real-life scenarios that require them to retrieve, comprehend, analyse, and utilise knowledge, skills, and values across the information, mental and physical procedures learning domains. The activities require students to engage in higher-level cognitive processes such as problem-solving, decision-making, investigation, and experimentation.

Students are assisted by content, materials, tools and interactions based on a practitioner mentoring model to learn processes and literacies appropriate for entry-level lawyers.

Online learning modules - practiques

These unique and innovative online learning modules created for each competency utilise current learning technologies, enabling activities to be completed asynchronously on any digital device. The practiques introduce students to the resources and support available to develop their competency and confidence in the relevant practice area of law. The practiques also assist students to identify gaps in their knowledge with interactive problem scenarios based on a simulated client file and contemporaneous feedback. The completion of the required practiques and engagement with the resources and webinars significantly enhance quality of engagement of GDLPP students with their assessments.

Weekly webinars

Online interaction is supported by weekly webinars with experienced practitioner mentors to clarify and support learning by reflecting on the areas of difficulty students experienced in the online learning modules. The webinars extend students' knowledge and support them in understanding how to approach their assessable client files. Examples of webinar content in the GDLPP include onsite/online guest presentations from the legal profession and relevant stakeholders and groups; and online webinars and workshops.

The GDLPP utilises the collaborative technology of Microsoft Teams for webinars and for all communications with students. To accommodate work, family commitments, webinars are generally repeated so students have a choice of times.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Attendance and satisfactory participation in the Immersive Skills workshops Assessment Format: Individual	20%	
Practiques/online modules Assessment Format: Individual	10%	
Task based and performance based written activity: Demonstration of legal writing skills and associated reflection Assessment Format: Individual	35%	
Task-based and performance-based written activity: drafting task and associated reflection Assessment Format: Individual	35%	

Assessment Details

Attendance and satisfactory participation in the Immersive Skills workshops

Assessment Overview

This assessment is an introduction to all competencies.

This assessment requires you to attend and satisfactorily participate in all performative-based tasks and workshops during the Immersive. Students can only receive a result of Not Yet Competent (CN) or Competent (CO) as determined by attendance, observation and participation at the onsite/online activities facilitated by experienced mentors.

Course Learning Outcomes

- CL01 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CL02 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach indifferent practice area contexts. (PLO1; PLO2;PLO3; PLO5)
- CL03 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)
- CL04 : Use a client-focused approach in in litigation practice area contexts to make oral presentations in litigious contexts (including negotiation, dispute resolution, and interviewing contexts) that are legally and factually comprehensive and correct, well-structured and clearly expressed in ways appropriate for the intended purpose, and is persuasive and engages the decision-maker. (PLO1; PLO2; PLO3; PLO4; PLO5)

Practiques/online modules

Assessment Overview

Satisfactory completion of all practiques and Mindarma modules in accordance with the relevant practical legal training competency standards. Eighteen competencies are covered over 10 practiques.

Students can only receive a result of Not Yet Competent (CN) or Competent (CO) for this assessment. To receive a Competent (CO) result, all practiques must be completed and responses uploaded to the learning management system, eg Moodle.

Course Learning Outcomes

- CL01 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CL02 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach indifferent practice area contexts. (PLO1; PLO2;PLO3; PLO5)
- CL03 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)

Task based and performance based written activity: Demonstration of legal writing skills and associated reflection

Assessment Overview

This task requires you to demonstrate your legal writing in a manner that meets the needs of the client and to complete the reflective tasks identified in the Immersive workshops.

If you do not achieve at least the required Competent rating on this item/task, you will be provided with another opportunity to submit in response to the feedback received.

Course Learning Outcomes

- CL01 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CL02 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach indifferent practice area contexts. (PLO1; PLO2;PLO3; PLO5)
- CL03 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)

Task-based and performance-based written activity: drafting task and associated reflection

Assessment Overview

This task requires you to demonstrate your drafting in a manner that meets the needs of the client.

If you do not achieve at least the required Competent rating on this item/task, you will be provided with another opportunity to submit in response to the feedback received.

Course Learning Outcomes

- CLO1 : Demonstrate and critically self-evaluate oral communication, legal interviewing, advocacy, negotiation, dispute resolution, letter-writing and drafting skills in different practice area contexts and using a client-focused approach. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CLO2 : Investigate and analyse facts and law; provide legal advice; and solve legal problems using a client-focused approach indifferent practice area contexts. (PLO1; PLO2;PLO3; PLO5)
- CLO3 : Manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner, with a client-focused approach in different practice area contexts. (PLO1; PLO3; PLO4; PLO5)

General Assessment Information

Task-based and performance-based outputs for formative and summative assessments are graded on a competency basis (competent/not yet competent/competent with merit).

After completion of the PLT coursework and as part of the workplace experience or practicum components, students collate and submit their reflective tasks from this course with a final guided reflection as their last assessment in the program.

Grading Basis

Competency

Requirements to pass course

1. Attendance and satisfactory participation in the Immersive Skills workshops; and
2. Demonstrated competency in all summative assessment tasks; and
3. Satisfactory completion of all formative assessment tasks
4. Achievement of a competent grade on all assessment tasks/items to be considered competent in this course.

Course Schedule

Attendance Requirements

Online attendance and participation in the five day synchronous Immersive held at the beginning of this course.(Students have the option to attend in person for Advocacy activities which are held on the last two days of the Immersive).

Online attendance and participation in webinars.

General Schedule Information

This course is scheduled in T1A and T3A. The five day Immersive at the beginning of this course is scheduled from Wednesday to Sunday in O'Week.

Course Resources

Prescribed Resources

Students are provided with resources developed by subject matter experts in each area and jurisdiction, including up-to-date practical text guides for each competency. These guides provide students with a practical framework for approaching their work in practice and introduces them to the most relevant resources for currency, to support their ability to manage their professional development. Resources for this course are provided through the learning management system, Moodle. Students also have access to all materials in the UNSW Library.

Course Evaluation and Development

Opportunities to provide feedback are provided both informally through direct communication and formally through anonymous course and program level surveys. Feedback received is prioritised, analysed and implemented as part of the GDLPP's cycle of continuous improvement to enhance the student learning experience.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Vedna Jivan					Yes	No
Convenor	Pamela Taylor-Barnett					Yes	Yes

Other Useful Information

Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

UNSW Law & Justice Assessment Policy

It is essential that all students undertaking this course read and abide by the [UNSW Law & Justice Assessment Policy & Student Information](#). This document includes information on Class Attendance, Late Work, Word Limits, Marking, Special Consideration, Workload, and Academic Misconduct & Plagiarism. More information can also be found at [Assessment & Exam Information](#).

Information regarding Course Outlines are subject to change and students are advised to check updates. If there is a discrepancy between the information posted here and the handbook or the UNSW Law & Justice website, please contact [Student Services via The Nucleus Hub](#) for advice. UNSW Law & Justice reserves the right to discontinue or vary such courses or staff allocations at any time. If your course is not here, please visit [Handbook](#) for information.

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

Before submitting assessment items all students must read and abide by the [UNSW Law & Justice Assessment Policy & Student Information](#).

Special consideration

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Feedback

UNSW Law & Justice appreciates the need for students to have feedback on their progress prior to the last date for withdrawal without failure. All courses will therefore provide feedback to students prior to this date, as well as throughout the course. However, students should note that feedback does not take the form only of formal grades and written comments on written assessments. Rather, formative feedback, which helps students to self-assess, to identify misunderstandings, and to identify areas requiring further work, will occur during class and possibly online. For example, where a teacher asks the class a question, all students should think about how they might answer. Even though not all students will necessarily be able to respond orally, everyone can reflect on their tentative answer in light of the teacher's response and subsequent class discussion. If you are struggling to understand what is being asked in class, or if your tentative answers prove incorrect and subsequent discussion does not clear things up, then you should continue to ask questions (of yourself, your peers or your teacher). Similarly, you can get a sense of your ability in a course through peer feedback during group work, your teacher's responses to your in-class contributions, and your own response to in-class problems and examples (whether or not you are called on to relay your answer to the class) and also your online activities and responses by others to those activities. Students enrolled in this course may check their Moodle course page for details on the specific feedback used in this course.

Faculty-specific Information

Additional support for students

- Student support: <https://www.student.unsw.edu.au/support>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- Student Wellbeing, Health and Safety: <https://student.unsw.edu.au/wellbeing>
- Equitable Learning Services: <https://student.unsw.edu.au/els>
- UNSW IT Service Centre: <https://www.myit.unsw.edu.au>

Course improvement

Student feedback is very important to continual course improvement. This is demonstrated within the Faculty of Law & Justice by the implementation of the UNSW online student survey myExperience, which allows students to evaluate their learning experiences in an anonymous way. myExperience survey reports are produced from each survey. They are released to staff after all student assessment results are finalised and released to students. Course convenors will use the feedback to make ongoing improvements to the course. Students enrolled in this course may check their Moodle course page for details on the actions taken in response to evaluation feedback in Student Survey.

School Contact Information

Contact [Nucleus Student Hub](#) for all enquiries