UNSW Course Outline

PLTX1040 Values in Practice - 2024

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General Course Information

Course Code : PLTX1040
Year : 2024
Term : Term 3
Teaching Period : T3A
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

Note: This course is scheduled in teaching periods that occur between Orientation week and Week 5 in Terms 1 and 3.

This course focuses on the ethics, values and professional responsibility obligations of lawyers, including the skills and knowledge required to properly maintain trust and general account

records in legal practice. It covers the relevant competencies for ethics and professional responsibility, and for trust and office accounting, prescribed by the Legal Profession Uniform Admission Rules 2015, Schedule 2 (Practical legal training competencies for entry-level lawyers).

This course is a mandatory course for 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 as specified in the Ethics and Professional Responsibility competency and the Trust and Office Accounting competency at Schedule 2 of the Uniform Admission Rules.

The overarching competency requirements, elements for the Ethics and Professional Responsibility competency are as follows:

Acting Ethically (EPR 1)

Knowing when to raise ethical problems with others (EPR 2)

Discharging the legal duties and obligations of legal practitioners (EPR 3)

Complying with professional conduct rules (EPR 4)

Complying with fiduciary duties (EPR 5)

Avoiding conflicts of interest (EPR 6)

Acting courteously (EPR 7)

Complying with rules relating to the charging of fees (EPR 8)

Being aware of the importance of pro bono contributions (EPR 9)

The overarching competency requirements, elements for the Trust and Office Accounting are as follows:

Understand relevant fiduciary and other duties (TOA 1)

Receiving money (TOA 2)

Making Outlays (TOA 3)

Rendering Costs (TOA 4)

Relationship to Other Courses

PLTX 1040 Values in Practice is a pre/co-requisite for all 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 : Act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers. To act ethically includes knowing when to raise ethical problems with others, discharging the legal duties and obligations of legal practitioners, complying with professional conduct rules, and complying with fiduciary duties. (PLO1; PLO2; PLO3; PLO4; PLO5)
CLO2 : Demonstrate sufficient knowledge, skills and values to maintain trust and general account records according to law and good practice, to the extent usually permitted and expected of an employed solicitor. (PLO1; PLO4; PLO5)
CLO3 : Integrate and apply ethical and professional responsibility knowledge, skills, and values in novel fact situations to demonstrate advanced analytical, investigative, problem-solving, decision-making, and communication skills. (PLO1; PLO2; PLO3; PLO5)

Course Learning Outcomes	Assessment Item
CLO1 : Act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers. To act ethically includes knowing when to raise ethical problems with others, discharging the legal duties and obligations of legal practitioners, complying with professional conduct rules, and complying with fiduciary duties. (PLO1; PLO2; PLO3; PLO4; PLO5)	• Practiques • Ethics and Professional Responsibility Workbook (Giving Voice to Values - GVV) • Trust and Office Accounting Workbook and Quiz
CLO2 : Demonstrate sufficient knowledge, skills and values to maintain trust and general account records according to law and good practice, to the extent usually permitted and expected of an employed solicitor. (PLO1; PLO4; PLO5)	• Ethics Quiz • Practiques
CLO3 : Integrate and apply ethical and professional responsibility knowledge, skills, and values in novel fact situations to demonstrate advanced analytical, investigative, problem-solving, decision-making, and communication skills. (PLO1; PLO2; PLO3; PLO5)	• Ethics and Professional Responsibility Workbook (Giving Voice to Values - GVV) • Trust and Office Accounting Workbook and Quiz • Practiques

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 intending to commence in legal practice.

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.

Support for student learning includes:

- Practice area introductions and practiques
- Readings/online resources, primary and secondary materials, subscription services and media
- Quiz/Self-assessment
- Proof-making template, a sample letter of advice, sample contract clauses, sample submissions, and presentation materials and hand outs
- Fact Pattern /problem scenarios
- Mentor interactions (online webinars/conferences, discussion forum, detailed feedback on tasks, and Microsoft Teams messaging)
- Detailed assessment rubrics to identify essential performance criteria.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Practiques Assessment Format: Individual	10%	
Ethics and Professional Responsibility Workbook (Giving Voice to Values - GVV) Assessment Format: Individual	30%	
Ethics Quiz Assessment Format: Individual	30%	
Trust and Office Accounting Workbook and Quiz Assessment Format: Individual	30%	

Assessment Details
Practiques

Assessment Overview

Satisfactory completion of all practiques in accord with the relevant practical legal training competency standards and responses uploaded to the learning experience platform, eg Moodle.

A student must achieve a competent grade on all assessment tasks to be considered competent in this course. A grade of Not Yet Competent (CN) is not acceptable against any assessment item.

Course Learning Outcomes

- CLO1 : Act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers. To act ethically includes knowing when to raise ethical problems with others, discharging the legal duties and

obligations of legal practitioners, complying with professional conduct rules, and complying with fiduciary duties. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CLO2 : Demonstrate sufficient knowledge, skills and values to maintain trust and general account records according to law and good practice, to the extent usually permitted and expected of an employed solicitor. (PLO1; PLO4; PLO5)
- CLO3 : Integrate and apply ethical and professional responsibility knowledge, skills, and values in novel fact situations to demonstrate advanced analytical, investigative, problem-solving, decision-making, and communication skills. (PLO1; PLO2; PLO3; PLO5)

<u>Assignment submission Turnitin type</u>

Not Applicable

<u>Generative AI Permission Level</u>

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

Ethics and Professional Responsibility Workbook (Giving Voice to Values - GVV)

<u>Assessment Overview</u>

Satisfactory completion of the Ethics and Professional Responsibility Workbook in accordance with the relevant competency standards. Attendance at web conference and post web conference reflection is required. The results a student may receive for this assessment are Not Yet Competent (CN), Competent (CO) or Competent with Merit (CM) as graded by the mentor.

A student must achieve a competent grade on all assessment tasks to be considered competent in this course. A grade of Not Yet Competent (CN) is not acceptable against any assessment item.

<u>Course Learning Outcomes</u>

- CLO1 : Act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers. To act ethically includes knowing when to raise ethical problems with others, discharging the legal duties and obligations of legal practitioners, complying with professional conduct rules, and complying with fiduciary duties. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CLO3 : Integrate and apply ethical and professional responsibility knowledge, skills, and values in novel fact situations to demonstrate advanced analytical, investigative, problem-solving, decision-making, and communication skills. (PLO1; PLO2; PLO3; PLO5)

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

<u>Generative AI Permission Level</u>

Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.
If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.
For more information on Generative AI and permitted use please see here.

Please refer to Assessment instructions for more detailed information.

Ethics Quiz

<u>Assessment Overview</u>

Online learning modules support the Professional Responsibility competency. The Ethics Quiz tests a student's knowledge of and ability to apply the Australian Solicitors Conduct Rules. This approach scaffolds the learning required to complete the Professional Responsibility components of the coursework in the Skills in Practice, Litigation Practice, Transactional Practice, and Elective Practice Area courses.

A student must achieve a competent grade on all assessment tasks to be considered competent in this course. A grade of Not Yet Competent (CN) is not acceptable against any assessment item.

<u>Course Learning Outcomes</u>

- CLO2 : Demonstrate sufficient knowledge, skills and values to maintain trust and general account records according to law and good practice, to the extent usually permitted and expected of an employed solicitor. (PLO1; PLO4; PLO5)

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

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Trust and Office Accounting Workbook and Quiz

Assessment Overview

Completion of workbook demonstrating the ability to identify trust money and account for it in accordance with the legislation and good practice. The results a student may receive for this assessment are Not Yet Competent (CN), Competent (CO) or Competent with Merit (CM) as graded by the mentor.

A student must achieve a competent grade on all assessment tasks to be considered competent in this course. A grade of Not Yet Competent (CN) is not acceptable against any assessment item.

Course Learning Outcomes

- CLO1 : Act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers. To act ethically includes knowing when to raise ethical problems with others, discharging the legal duties and obligations of legal practitioners, complying with professional conduct rules, and complying with fiduciary duties. (PLO1; PLO2; PLO3; PLO4; PLO5)
- CLO3 : Integrate and apply ethical and professional responsibility knowledge, skills, and values in novel fact situations to demonstrate advanced analytical, investigative, problem-solving, decision-making, and communication skills. (PLO1; PLO2; PLO3; PLO5)

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate

information or answers.

For more information on Generative AI and permitted use please see [here](#).

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.

For further information on generative AI use in the Faculty of Law & Justice, please review the section titled 'Academic Honesty and Plagiarism' under the 'Other Useful Information' tab.

Grading Basis

Competancy

Requirements to pass course

1. Demonstrated competency in all summative assessment tasks; and
2. Satisfactory completion of all formative assessment tasks by the scheduled due dates and
3. 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 webinars.

General Schedule Information

This course is scheduled in teaching periods 1A and T3A that occur between Orientation week and week 5 in terms 1 and 3.

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
	Pamela Taylor-Barnett					Yes	Yes
Convenor	Anneka Ferguson					No	No

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 Plagarism

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.

Generative AI

Using generative AI to conduct research or to organise your argument is not prohibited but is not encouraged. We note that the output from generative AI tools is often incorrect and almost always more superficial than is required to achieve a passing grade. Moreover, any substantive errors in the assessment, such as inappropriate references or incorrect statements, will be regarded negatively by the marker, just as they would if not generated by AI. You should limit your use of AI to simple editorial assistance, such as standard editing and referencing functions in word processing software in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not. If your marker or Turnitin identify the wrongful use of generative AI in the text of your assessment submission, including the use of paraphrasing software, your assessment may be referred to the Student Integrity team for investigation. Please go to the link for further information

about [referencing and acknowledging the use of artificial intelligence tools](#).

Prohibition on use of translation apps

With limited exceptions for language study, the course of study and assessment in Australian universities must be in English (Higher Education Standard Framework (Threshold Standards) 2021 1.5 6(c)).

In Law & Justice many classes have assessable class participation. This must be in English. **Use of a translation device to assist with contributions to class discussion is not allowed.** Marks for class participation may be reduced where use of translation devices is detected. Similar prohibitions apply to use of any other generative text app that is not specifically permitted by the class teacher. However, use of translation software to assist a student to understand material outside of class, or to assist with preparation for assessment is generally permitted.

Further considerations apply to LLB and JD students. International lawyers who seek to be admitted in NSW must satisfy an English proficiency test. That test is expressed as equivalent to IELTS scores of 7.0 -8.0 across the tests. It is assumed that UNSW graduates are at or above those levels of English proficiency. Use of translation apps can impede the attainment of that level of proficiency. Students should avoid behaviours that put them at risk of breach of legal requirements which can have significant consequences, including potential consequences for your admission as a lawyer.

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