

GDLP WORKPLACE EXPERIENCE PROTOCOL

Endorsing Protocol	Associate Dean Student Affairs and Service Quality
Contact officer	Student Affairs and Service Quality Manager
Approval authority	Law Executive
Date of Next Review	20 January 2027

1. PURPOSE AND OBJECTIVES

The purpose of this Protocol is to ensure that students in the Graduate Diploma in Legal Practice (GDLP) program gain valuable, supervised Workplace Experience that effectively equips them with practical skills, values and knowledge of legal environments while also complying with the *Practical Legal Training Workplace Experience Standards for Entry-Level Lawyers* as endorsed by the Law Admissions Consultative Committee.

2. AUDIENCE AND APPLICATION

This Protocol applies to students enrolled in the GDLP, Supervisors, the Student Affairs and Service Quality (SASQ) Team, the Career Development Centre (CDC) and the Subject Coordinator of GDLP75-200 Practical Legal Experience.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Student	Responsible for obtaining approval, complying with policies, completing 60 days of supervised experience, and maintaining accurate records.
Supervisor	Responsible for supervising the student throughout the placement and meeting eligibility requirements.
Subject Coordinator	Responsible for approving Workplace Experience before commencement.
Career Development Centre (CDC)	Responsible for supporting students with career development and placement-related requirements, including relevant compliance, and facilitating employer connections.
Student Affairs and Service Quality (SASQ)	Responsible for providing specialised support to law students for program-related matters.
Associate Dean Student Affairs and Service Quality (ADSASQ)	Responsible for protocol variations and any escalated matters.
Law Executive	Approval authority for this protocol.
Student Affairs and Service Quality Manager (SASQM)	Primary contact for queries about the application of this protocol.

4. APPROVAL AND COMMENCEMENT OF WORKPLACE EXPERIENCE

4.1. Students must obtain approval for all Workplace Experience. A student must not, under any circumstance commence a Workplace Experience prior to obtaining approval from the Subject Coordinator of GDLP75-200 Practical Legal Experience. Approval is granted where the student demonstrates that the proposed placement meets the requirements of this Protocol, including adequate supervision and compliance with jurisdictional and operational rules.

4.1.1. An application for approval of Workplace Experience must not be submitted before the student has read and understood the eligibility criteria and student responsibilities set out in the applicable University's placement and conduct policies. The application will be submitted through a Workplace Experience Application Form which must be completed and signed by both the student and their intended Supervisor.

- 4.2.** Any Workplace Experience completed prior to commencing the GDLP will not be counted unless it has been formally approved as Recognised Prior Workplace Experience (RPW) in accordance with this Protocol.
- 4.3.** Only approved Workplace Experience, whether new or recognised as RPW, may be counted toward the required 60 days.
- 4.4.** Unpaid Workplace Experience may only commence once the CDC has completed the required workplace health and safety checks and issued a certificate of currency confirming insurance coverage for the duration of the placement. Students undertaking paid placements are covered under the organisation's own insurance arrangements.
- 4.5.** Applications under this section for approval of Workplace Experience will only be assessed from Week 3 of the student's first semester in the Program.
- 4.6.** Workplace Experience will not be approved where a conflict of interest exists, including placements supervised by a family member, placements within a student's own business, or placements where the Supervisor is a current Bond University staff member or student (excluding the Bond Law Clinic). Additional information about conflicts of interest can be found in the University's placement and conduct policies.
- 4.7.** Students must declare any potential or actual conflicts of interest when applying for Workplace Experience so that the University can assess the suitability of the placement. Failure to disclose a conflict of interest may result in the placement not being approved or not being counted.
- 4.8.** The following variations to an approved Workplace Experience must be submitted for approval through a separate application:
 - Changes to the start and end dates of Workplace Experience.
 - Significant change of duties or tasks during Workplace Experience.
 - A change of Supervisor.
 - Any other substantial change in circumstances (for example, changes affecting supervision arrangements or the nature of legal work performed).
- 4.9.** A variation under this section must be submitted for approval before the variation is proposed to take effect and can only commence once approved.

5. SUPERVISORS

- 5.1.** Students undertaking Workplace Experience must be supervised for the entirety of their placement by an approved Supervisor.
- 5.2.** A person may be a Supervisor if they meet the following:
 - 5.2.1.** Have held a practicing certificate as a legal practitioner for at least the last 2 years, or hold comparable relevant qualifications or experience (e.g. Judges or Tribunal members, lawyers employed in government legal departments, and barristers), and
 - 5.2.2.** are fit to practice, and are not the subject of any adverse finding under the law governing the legal profession in any Australian or overseas jurisdiction (or, if so, they make full disclosure to the ADSASQ (or Delegate), who is satisfied that the disclosed adverse finding should not preclude the person from being a Supervisor), and
 - 5.2.3.** do not concurrently supervise more than two students undertaking Workplace Experience, unless approved by the ADSASQ (or Delegate).
- 5.3.** Supervisors must carry out their supervisory responsibilities in accordance with the GDLP Workplace Experience Supervisors' Information published by the Faculty of Law, including expectations regarding supervision, communication, student performance monitoring, and required reporting of concerns.

6. CALCULATION OF WORKPLACE EXPERIENCE

- 6.1.** GDLP75-200 Practical Legal Experience is a compulsory subject in the GDLP Program and requires students to complete 60 days of approved Workplace Experience.
- 6.2.** A minimum of 15 days' Workplace Experience must be undertaken in Australia while enrolled in the program.
- 6.3.** Up to 45 days of Workplace Experience can be undertaken using a combination of Recognised Prior Workplace Experience (RPW), and/or additional Workplace Experience days, and/or practical legal training activities. Please see the RPW section for information related to RPW.
- 6.4.** Public holidays, weekends, personal or other leave days, or meal breaks, cannot be included in the calculation of days or working hours.

- 6.5. One (1) day comprises a maximum of 7 working hours. If more than 7 hours are worked on a particular day, the excess hours cannot be counted towards additional Workplace Experience days.
- 6.6. Workplace Experience may be undertaken on a part-time basis if the Workplace Experience is undertaken not less than 2 full days per week or 4 x 4-hour sessions per week.
- 6.7. Students are responsible for maintaining an accurate Timesheet (using the provided template) and submitting it upon completion of their Workplace Experience, in line with subject instructions and the directions in the GDLP75-200 iLearn site, and for obtaining the Supervisor's signature.

7. RECOGNITION OF PRIOR WORKPLACE EXPERIENCE (RPW)

- 7.1. A student may seek approval for RPW for up to 45 days of Workplace Experience, provided:
 - 7.1.1. it was obtained while enrolled in a law degree or after completion of a law degree; and
 - 7.1.2. it was undertaken and completed within two (2) years prior to the date of commencing the GDLP Program (Monday Week 1); and
 - 7.1.3. where it was undertaken in a legal environment outside Australia (if relevant), the law practised in that legal environment was based on the common law system.
- 7.2. Applications for RPW will only be assessed from Week 3 of the student's first semester in the Program. Students must submit RPW applications in accordance with the timelines and instructions published on subject iLearn sites.
- 7.3. Approved RPW days are counted towards the 45-day requirement in accordance with this Protocol.
- 7.4. RPW will not be approved for Workplace Experience completed as part of a subject in a prior academic program, such as the work experience hours completed in LAWS13/77-493 Law Internship.

8. WORKPLACE EXPERIENCE – JURISDICTIONAL AND OPERATIONAL REQUIREMENTS

- 8.1. Workplace Experience may be undertaken in any Australian jurisdiction.
- 8.2. A minimum of 15 days' Workplace Experience must be undertaken in Australia, however Workplace Experience may be approved to be undertaken outside Australia upon application.
- 8.3. Remote Work may only be undertaken during a Workplace Experience that is paid and where the Supervisor has confirmed adequate supervision. This restriction is for insurance purposes and does not apply to Workplace Experience claimed in an RPW application.

9. STUDENT CONDUCT AND SUPPORT

- 9.1. While undertaking Workplace Experience, students are expected to comply with the policies and procedures of both Bond University and their Supervisor's organisation, as well as any external regulatory requirements.
- 9.2. A student must immediately notify the ADSASQ (or Delegate) if they have been, or are, convicted of a "serious offence" either before, or during, their enrolment in the GDLP. A "serious offence" is defined in the *Legal Profession Act 2007* (Qld), Schedule 2, to mean:

"an offence whether committed in or outside this jurisdiction that is –

(a) an indictable offence against a law of the Commonwealth or any jurisdiction, whether or not the offence is or may be dealt with summarily; or

(b) an offence against a law of another jurisdiction that would be an indictable offence against a law of this jurisdiction if committed in this jurisdiction, whether or not the offence could be dealt with summarily if committed in this jurisdiction; or

(c) an offence against a law of a foreign country that would be an indictable offence against a law of the Commonwealth or this jurisdiction if committed in this jurisdiction, whether or not the offence could be dealt with summarily if committed in this jurisdiction."

- 9.3. A student must notify the ADSASQ (or Delegate) of any prior adverse disciplinary findings made by the University or another institution, including academic misconduct or general misconduct, that may be relevant to their suitability for Workplace Experience.
- 9.4. Students experiencing wellbeing concerns while undertaking Workplace Experience may access support provided by the University's Wellbeing Services and may also seek assistance from the Subject Coordinator or SASQ as required.
- 9.5. Students must promptly notify the Subject Coordinator or SASQ if they experience any concerns regarding their Workplace Experience, including issues relating to supervision, duties assigned,

conduct, safety, workplace expectations, or the suitability of the placement environment. Early reporting enables the University to provide appropriate support or intervention.

- 9.6. Supervisors must notify the Subject Coordinator or SASQ as soon as possible if they have concerns about a student's performance, conduct, engagement, or suitability to continue their Workplace Experience. The University will assess concerns raised and provide guidance, support, or intervention as required.
- 9.7. Students must complete any mandatory University compliance requirements associated with Workplace Experience before commencing their placement.

10. COMPLETION OF WORKPLACE EXPERIENCE

- 10.1. Workplace Experience is a requirement of the GDLP75-200 Practical Legal Experience subject. Upon completion of the required 60 days of Workplace Experience, the student must submit a completed and signed Completion Form. The student completes the form, and the Supervisor signs it. Students must also comply with any other procedural requirements for the subject, which may include submitting additional documentation, as published in the GDLP75-200 iLearn site.

11. VARIATION TO PROTOCOL

- 11.1. The ADSASQ (or their Delegate) may waive any part of this Protocol if the non-compliance is minor, does not undermine its intent, or if strict application would cause undue hardship.

12. DEFINITIONS, TERMS, ACRONYMS

Approved Workplace Experience	Workplace Experience approved by the Subject Coordinator in accordance with this Protocol.
Associate Dean Student Affairs and Service Quality (ADSASQ)	The Associate Dean responsible for Student Affairs and Service Quality in the Faculty of Law; may exercise discretions specified in this Protocol or delegate them.
Career Development Centre (CDC)	A University service that supports students with career development and placement-related requirements.
First semester in the Program	The semester in which the student first enrols in the GDLP Program.
Organisation	The workplace or legal entity at which the student undertakes Workplace Experience.
Paid Workplace Experience	Workplace Experience for which the student receives wages or remuneration beyond reimbursement of expenses.
Recognised Prior Workplace Experience (RPW)	Workplace Experience completed by the student before commencing the GDLP that satisfies the requirements set out in the RPW section of this Protocol.
Remote Work	A work arrangement where the student performs their Workplace Experience duties outside of the Organisation's premises, typically from home or another location, using digital tools and internet connectivity to communicate and collaborate with their Supervisor and colleagues.
Student Affairs and Service Quality (SASQ)	A faculty service that provides specialised support to law students for program-related assistance.

Subject Coordinator	The academic responsible for GDLP75-200 Practical Legal Experience.
Supervisor	A person who meets the eligibility requirements set out under the “Supervisors” section of this Protocol.
Variation	Any change to an already-approved Workplace Experience arrangement that requires approval under this Protocol.
Workplace Experience	<p>A supervised placement in a legal office, or a law-related work environment, that may include legal work for:</p> <ul style="list-style-type: none"> ▪ a law firm or a solicitor in private practice; ▪ a barrister; ▪ a judge as a judge’s associate; ▪ a Tribunal; ▪ a government department or semi-government organisation; ▪ a corporate or in-house legal department; ▪ a Community Legal Centre; or ▪ any other approved legal office.

13. RELATED DOCUMENTS

[Student Industry Placement Policy TL 3.5.3](#)

[Student Code of Conduct Policy SS 5.2.1](#)

[Support for Students Policy](#)

[Fitness to Practice Policy SS 5.5.9](#)

GDLP Workplace Experience Application Form

GDLP Workplace Experience Completion Form

GDLP Workplace Experience Supervisors’ Information

GDLP Workplace Experience Timesheet

14. MODIFICATION HISTORY

Date	Sections	Details
20 January 2026	All	Date first approved