

2016 CAREERS GUIDE



**BUILDING THE
WAY FORWARD**



Acknowledgements

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Foreward - The Hon. Chief Justice Wayne Martin AC



If you are reading this guide, it is probably because you are studying law at the University of Notre Dame Australia. I congratulate you upon your choice of field of study.

One of the reasons you are to be congratulated is that you have chosen a field of study which provides a sound foundation for a wide variety of careers in a diverse range of fields. This breadth of choice was not available to law graduates at the time I studied law (shortly after the paleolithic era concluded). In those days, the common assumption was that most, if not all graduates in law, would enter the legal profession.

Increasing diversity of career choice is not unique to law graduates. Social commentators have observed that it is now much more common for people to undertake different careers at different points in their lives. Other commentators make the point that many people are

now working in fields of endeavour which would not have been imagined as recently as 15 years ago. One only needs to look at the current sparsity of film printing laboratories and video hire stores which were prominent in most suburban shopping areas, to see the impact which technological change can have upon the needs and interests of our community, and upon the services we require to meet those needs and interests.

I am sure that this guide will stimulate your thoughts about the many options open to you, including business, government, politics, finance, accounting, foreign affairs, merchant banking, stockbroking and academic life, to mention just a few of your options. However, I would encourage you to think laterally and imaginatively, using this guide as a useful start to your deliberations, rather than as a definitive catalogue of your options. That is because the only limit upon your options is your own imagination.

If it might be so presumptuous as to suggest one guiding principle, it is that you should look hard for any area of work which you believe you will enjoy. That suggestion is not borne out of hedonism (although there is nothing wrong with hedonism), but the more pragmatic observation that if you enjoy what you are doing, you are likely to do it well, and if you do something well, not only are you likely to enjoy it even more, but you are likely to be successful in your chosen field.

No doubt some of you will be thinking of careers in the law, and none of the observations I have made with respect to your breadth of choice should discourage you from pursuing that

objective. If you do decide to go down that path, remember that the practice of law is a profession, and not just a business. The distinction between a profession and a business is that a profession is much more than just another way of making money. The practice of a profession incurs various obligations, including, most particularly, the obligation of serving the community.

I know that this sense of community service will have been imbued throughout the course of your studies at Notre Dame. The knowledge and skills you have learned in the course of those studies will provide you with a very real opportunity to assist the many in our community who lack your skills and advantages, and who depend upon the provision of legal assistance for the practical exercise of their legal rights. Those opportunities are not limited to those who might choose to work in community legal centres or legal aid agencies, but extend to virtually all those who enter the legal profession, through the well-developed systems for pro bono assistance which operate at all levels within that profession.

Please accept my best wishes for every success in whatever field of endeavour you may choose. I sincerely hope that this guide is of assistance to you in choosing that field of endeavour.

NDLSS Careers Vice-President

Editorial - Justin Chanlongsirichai



Welcome to the 2016 Careers Guide! It is likely that you are reading this in order to discover what opportunities exist for you with your law degree. Let me tell you for a start that the possibilities are endless, and the kinds of jobs available for you out there are not necessarily the first places you would look to start your career. Whether you become a practicing lawyer or not, the skills and knowledge you have accumulated as a law student here at Notre Dame will be a vital foundation for your future.

I hope that you find this Guide to be helpful on your journey to becoming a professional. While the Guide is designed largely for those who are seeking clerkship and graduate positions, we at the NDLSS recognise the wide range of opportunities available outside of the traditional law firm. Effort has been taken to be inclusive of these alternate pathways.

Thank you to my sub-committee for their hard work and dedication in helping me prepare this year's Careers Guide. Without their efforts I would have had a lot less valuable information from firms to include this year. Special thanks goes to Dr Lara Pratt for allowing me to utilise some of the material from her excellent CV Workshop in Semester One. I cannot stress how important it is to take the time to get every step of the application process right! As such, I hope you find Part Two's pages on CV and Cover Letter writing to be helpful, and demystify the role of the people who will read your application.

While every effort has been taken to include as much detail as possible in this Guide, there is no substitute for doing your own research on where you are applying to. Personalising and catering your job application to each and every role you are applying for is tedious, but the rewards you'll reap from accepting that job offer will make everything worthwhile.

Wherever you choose to work at, I hope you do so remembering the vital lessons learned in your law degree. I urge you to take heed of the valuable words from Doug Hodgson, Dean of the School of Law; Chief Justice Wayne Martin AC; and indeed every student and graduate contributor to this Guide.

And on that note, I wish each and every one of you good luck with your job applications, and your future careers!

Message from the Dean

- Professor Doug Hodgson



Dear Students of the University of Notre Dame Australia
School of Law, Fremantle,

Welcome to one of the most exciting times of your lives!

Starting your career is exciting: it's when you can start implementing what you have learned and face interesting new experiences and challenges on a regular basis. (A regular paycheque probably doesn't hurt, either). As Notre Dame students, you are learning important skills that are essential to today's job market, such as: critical thinking, legal research, teamwork, oral and written communication and ethical and social justice responsibility.

I advise you to be proactive with your future career. Network with people in the area of law that you want to pursue one day and/or volunteer at a firm or business where you want to work. Also be prepared with an updated curriculum vitae – you never know when an exciting job opportunity may present itself. Attend one of the CV workshops held by the Law School during the course of your degree to ensure that you are putting your best foot forward to the recruitment agencies. All of your efforts are bound to pay off.

If you need inspiration to start applying for jobs, I suggest that you read the profiles of Law School Alumni: <http://www.nd.edu.au/alumni/alumni-profiles>. You will see that our alumni have achieved success in a variety of areas. You may also find inspiration to apply for jobs from: your mentor, if you participate in the Law School's mentorship program, or from the talks that distinguished speakers give at the Law School's *Eminent Speakers Series*: <http://www.nd.edu.au/fremantle/schools/law/eminent-speakers-series>.

A Notre Dame Law degree prepares students for practice within the legal profession but is increasingly becoming the desired degree for a variety of non-legal positions. When applying for jobs, remember to consider alternative careers such as: NGO's, academia, politics, media, finance and banking.

At the Law School, we acknowledge how time-consuming and challenging applying for jobs can be. We wish you the best of luck with the process. We also congratulate Justin Chanlongsirichai and the rest of the NDLSS for creating this wonderful Careers Guide to assist you.

NDLSS President's Welcome

Caitlin Babington



This careers guide aims to provide you with the knowledge and the tips and tricks necessary to land you that clerkship or graduate position. Going through clerkship applications is a very important and valuable experience that adds to your legal education. You need to be diligent, professional and put your best foot forward in order to show you would be a valuable asset to a firm.

On completion of your degree, getting a graduate position becomes the next focus. In recent years the economic position, in addition with the addition of new law schools has meant less jobs and more competition. I remind students to remain positive! It becomes harder to remain optimistic but if you put in the hard work, everything will fall into place.

In this guide you can find the clerkship and graduation application dates, firm background, information about people in the profession and what it's like to work in different firms. We can show you the objective overview of the process, but alas you will have to do some thinking for yourselves. I'm sure you have heard of firm 'fit'. From experience this is something that you will know when it happens. It could be that you clicked with your interviewer, or met a really interesting lawyer at a function. Whatever it is, keep in mind that you will spend more time with people you work with than anyone else, so where you feel most motivated and inspired is something that should be a high priority.

I urge you to use this guide as a stepping stone in your preparation for starting your application journey. Remember that assistance can always be sought from the Notre Dame Law School and any of the NDLSS Committee.

Thank you to the NDLSS Careers Representative Justin Chanlongsirichai for all the hard work and preparation that went into this guide. Also the sub committee, who tirelessly devoted their time to making sure the guide ended up as fantastic and helpful as it could possibly be. I would also like to thank anyone who took their time to give advice for this guide, I know that it is highly appreciated.

Lastly good luck (times two) to all students applying for positions this year. As a final year student I can genuinely say it has been a long time coming, and I hope it goes as smoothly as possible.

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PART ONE

Student Life

A photograph of four business professionals walking in front of a modern building with large glass panels. From left to right: a man with glasses in a dark suit and light blue shirt, a woman with curly hair in a white blouse and patterned skirt holding a folder, a man in a dark suit and striped tie, and a woman in a black dress. The image has a blue tint.

MinterEllison

Collaborate

Ricky Casali with Rosie Watts,
Damian Petrovic and Christina Ilinkovski
on their way to meet with a
long-standing client.

IT ALL STARTS HERE



graduates.minterellison.com

Vacation Clerkship and Graduate Application Dates - Take Note!

Please use these dates as a **general guide only**. Whilst many of the larger firms share the same recruitment dates, they can differ slightly. Furthermore, some smaller, boutique firms do not follow a set recruitment period and will accept applications at any time during the year. Make sure that you refer to our Firm Directory in Part Seven of this guide and check out the individual firm's website for accurate recruitment dates. You wouldn't want to miss out just because you didn't research your dates properly!

Summer/Winter Vacation Clerkship Application Dates 2016/2017

Applications open:	Monday 18 July
Applications close:	Friday 5 August
Review and interview:	Monday 8 August - Friday 16 September
Offers:	Wednesday 21 September (open for 2 hours)

Graduate Recruitment Dates 2017 (Priority Offers)

Most firms take graduates based on a priority system, from vacation clerkships

First round offers made:	Friday 29 July (9am)
First round offers held open to:	Friday 29 July (5pm)

Graduate Recruitment Dates 2017 (Standard Offers)

Applications open:	Monday 27 June
Applications close:	Friday 12 August
Review and interview:	Monday 15 August to Friday 9 September
Offers made:	Friday 16 September (9am)
Offers held open to:	Friday 16 September (5pm)

Structuring your Degree

Starting university is both a fun and daunting experience. Whilst it is not surprising that students cannot wait to delve into their studies (as well as the numerous social events that go hand in hand with uni life), it is important that upon commencing your degree you take a step back and plan and organise your university journey properly.

Structuring your degree appropriately can help to reduce pressure and free up time for you to explore areas outside of study such as travel, work and extra-curricular activities.

The Notre Dame Law School provides helpful degree planners for both graduate and undergraduate students and students taking on double degrees. These are useful in helping students to determine when they might like to defer a semester, study abroad or undertake their electives.

Notre Dame offers some units as summer and winter term electives. These electives may help to free up some of your time during semester or help you to fast-track your degree for those of you wishing to finish uni faster.

Don't forget about Notre Dame's Law School at the Sydney campus as well. For those of you wanting to adventure outside of WA you can always undertake certain units on the east coast.

Don't forget that law firms favour those with a well-rounded resume, so make time during your degree to undertake as many extra-curricular activities as possible, including volunteering and gaining legal experience. Finding part-time or casual employment will also work in your favour but remember it is all a balancing act, don't take on more than you can handle!

All of the Law School staff are incredibly approachable and helpful. Our Administrative Officers found at the law school reception are a good starting point for any questions you may have. You can also book a meeting with either of our Assistant Deans, Brent Scafidas or Dr Joan Squelch, if you require further advice and support. It is highly recommended you book in with one of the Assistant Deans if you want to deviate from the standard degree structure.

Bachelor of Laws

Undergraduate Degree



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

3178 BACHELOR OF LAWS COURSE STRUCTURE 2014

FIRST YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW100 Legal Research & Writing <i>(Nat)</i>	30		TH101 Theology <i>(Nat)</i>	25	
LW1010 Legal Process <i>(Nat)</i>	30		PH100 Philosophy <i>(Nat)</i>	25	
LW104 Ethics & the Law	25		LW102 Legal History <i>(Nat)</i>	25	
LW251 Criminal Law A-Procedure	35		LW252 Criminal Law B-Defences	35	
			LW230 Contemporary Legal Issues <i>(Nat)</i>	25	

SECOND YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW211 Principles of Contract Law A <i>(Nat)</i>	35		LW212 Principles of Contract Law B <i>(Nat)</i>	35	
LW221 Principles of Torts A <i>(Nat)</i>	25		LW222 Principles of Torts B <i>(Nat)</i>	25	
LW231 Principles of Equity <i>(Nat)</i>	25		LW232 Law of Trusts <i>(Nat)</i>	25	
LW241 Property Law A	30		LW242 Property Law B	30	
LW360 Advocacy <i>(Nat)</i>	25				

THIRD YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW323 Law of Evidence A	25		LW324 Law of Evidence B	25	
LW331 Administrative Law A	25		LW332 Administrative Law B	25	
LW341 Constitutional Law A <i>(Nat)</i>	25		LW342 Constitutional Law B <i>(Nat)</i>	25	
LW321 Corporations & Partnerships <i>(Nat)</i>	40		Elective Two <i>(Nat)</i>	20	
Elective One <i>(Nat)</i>	20		Elective Three <i>(Nat)</i>	20	

FOURTH YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW463 Civil Procedure A	25		LW464 Civil Procedure B	25	
LW471 Commercial Practice & Ethics <i>(Nat)</i>	25		LW350 Legal Philosophy <i>(Nat)</i>	25	
LW405 Remedies <i>(Nat)</i>	30		LW462 Alternative Dispute Resolution <i>(Nat)</i>	25	
LW420 International & Comparative Law <i>(Nat)</i>	25		Elective Five <i>(Nat)</i>	20	
Elective Four <i>(Nat)</i>	20		Elective Six <i>(Nat)</i>	20	

Honours:

Students in the Bachelor of Laws (Undergraduate) degree are invited by the School of Law to do Honours at the end of their third year (students going into their final year of Law). Student's who are invited to do so, enrol in the Honours program by adding LW441 Advanced Research Project to their enrolment in Semester 1 and Semester 2 of the the fourth year, in place of Law Elective Four and Five.

(Nat) = can be studied in either Fremantle or Sydney

Bachelor of Laws

Graduate Degree (Pre-2014)



3410 BACHELOR OF LAWS (GRADUATE ENTRY) COURSE STRUCTURE 2014

NOTE: THIS IS FOR STUDENTS WHO COMMENCED IN 2013 AND EARLIER

FIRST YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW100 Legal Research & Writing (Nat)	30				
LW1010 Legal Process (Nat)	30		LW104 Ethics and the Law	25	
LW251 Criminal Law A-Procedure	35		LW252 Criminal Law B-Defences	35	
LW211 Principles of Contract Law A (Nat)	35		LW212 Principles of Contract Law B (Nat)	35	
LW221 Principles of Torts A (Nat)	25		LW222 Principles of Torts B (Nat)	25	

SECOND YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW231 Principles of Equity (Nat)	25		LW232 Law of Trusts (Nat)	25	
LW241 Property Law A	30		LW242.1 Property Law B	25	
LW323 Law of Evidence A	25		LW324 Law of Evidence B	25	
LW331 Administrative Law A	25		LW332 Administrative Law B	25	
LW341 Constitutional Law A (Nat)	25		LW342 Constitutional Law B (Nat)	25	
LW360 Advocacy (Nat)	25		Law Elective One (Nat)	20	

THIRD YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW321 Corporations & Partnerships (Nat)	40		LW350 Legal Philosophy (Nat)	25	
LW405 Remedies (Nat)	30		LW462 Alternative Dispute Resolution (Nat)	25	
LW463 Civil Procedure A	25		LW464.1 Civil Procedure B	20	
LW471.1 Commercial Practice & Ethics (Nat)	20		Law Elective Three (Nat)	20	
LW420 International & Comparative Law (Nat)	25				
Law Elective Two (Nat)	20				

Honours:

Students in the Bachelor of Laws (Graduate Entry) degree are invited by the School of Law to do Honours at the end of their second year (students going into their final year of Law). Student's who are invited to do so, enrol in the Honours program by adding LW441 Advanced Research Project to their enrolment in Semester 1 and Semester 2 of the the third year, in place of Law Elective Two and Three.

(Nat) = can be studied in either Fremantle or Sydney

Bachelor of Laws

Graduate Degree (2014 onwards)



3410 BACHELOR OF LAWS (GRADUATE ENTRY) COURSE STRUCTURE 2014

NOTE: THIS IS FOR STUDENTS WHO COMMENCED IN 2014 AND ONWARDS

FIRST YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW100 Legal Research & Writing <i>(Nat)</i>	30		TH101 Introduction to Theology	25	
LW1010 Legal Process <i>(Nat)</i>	30		LW104 Ethics and the Law	25	
LW251 Criminal Law A-Procedure	35		LW252 Criminal Law B-Defences	35	
LW211 Principles of Contract Law A <i>(Nat)</i>	35		LW212 Principles of Contract Law B <i>(Nat)</i>	35	
LW221 Principles of Torts A <i>(Nat)</i>	25		LW222 Principles of Torts B <i>(Nat)</i>	25	

SECOND YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW231 Principles of Equity <i>(Nat)</i>	25		LW232 Law of Trusts <i>(Nat)</i>	25	
LW241 Property Law A	30		LW242.1 Property Law B	25	
LW323 Law of Evidence A	25		LW324 Law of Evidence B	25	
LW331 Administrative Law A	25		LW332 Administrative Law B	25	
LW341 Constitutional Law A <i>(Nat)</i>	25		LW342 Constitutional Law B <i>(Nat)</i>	25	
LW360 Advocacy <i>(Nat)</i>	25		Law Elective One <i>(Nat)</i>	20	

THIRD YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW321 Corporations & Partnerships <i>(Nat)</i>	40		LW350 Legal Philosophy <i>(Nat)</i>	25	
LW405 Remedies <i>(Nat)</i>	30		PH100 Introduction to Philosophy	25	
LW463 Civil Procedure A	25		LW464.1 Civil Procedure B	20	
LW471.1 Commercial Practice & Ethics <i>(Nat)</i>	20		Law Elective Three <i>(Nat)</i>	20	
Law Elective Two <i>(Nat)</i>	20				

Honours:

Students in the Bachelor of Laws (Graduate Entry) degree are invited by the School of Law to do Honours at the end of their second year (students going into their final year of Law). Student's who are invited to do so, enrol in the Honours program by adding LW441 Advanced Research Project to their enrolment in Semester 1 and Semester 2 of the the third year, in place of Law Elective Two and Three.

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Bachelor of Laws

Double Degree



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BACHELOR OF LAWS DOUBLE DEGREE COURSE STRUCTURE 2014

FIRST YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW100 Legal Research & Writing (Nat)	30		LW102 Legal History (Nat)	25	
LW1010 Legal Process (Nat)	30		PH100 Introduction to Philosophy (Nat)	25	
LW251 Criminal Law A-Procedure	35		LW252 Criminal Law B-Defences	35	
Second Degree Unit			Second Degree Unit		
Second Degree Unit			Second Degree Unit		

SECOND YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW104 Ethics & the Law	25		TH101 Introduction to Theology (Nat)	25	
LW221 Principles of Torts A (Nat)	25		LW222 Principles of Torts B (Nat)	25	
LW211 Principles of Contract Law A (Nat)	35		LW212 Principles of Contract Law B (Nat)	35	
Second Degree Unit			LW230 Contemporary Legal Issues (Nat)	25	
Second Degree Unit			Second Degree Unit		

THIRD YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW241 Property Law A	30		LW242 Property Law B	30	
LW231 Principles of Equity (Nat)	25		LW232 Law of Trusts (Nat)	25	
LW360 Advocacy (Nat)	25		Second Degree Unit		
Second Degree Unit			Second Degree Unit		
Second Degree Unit			Second Degree Unit		

FOURTH YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW341 Constitutional Law A (Nat)	25		LW342 Constitutional Law B (Nat)	25	
LW331 Administrative Law A	25		LW332 Administrative Law B	25	
LW323 Law of Evidence A	25		LW324 Law of Evidence B	25	
LW321 Corporations & Partnerships (Nat)	40		Law Elective Two (Nat)	20	
Law Elective One (Nat)	20		Law Elective Three (Nat)	20	

FIFTH YEAR

Semester One	Cr	✓	Semester Two	Cr	✓
LW471 Commercial Practice & Ethics (Nat)	25		LW350 Legal Philosophy (Nat)	25	
LW463 Civil Procedure A	25		LW464 Civil Procedure B	25	
LW405 Remedies (Nat)	30		LW462 Alternative Dispute Resolution (Nat)	25	
LW420 International & Comparative Law (Nat)	25		Law Elective Five (Nat)	20	
Law Elective Four (Nat)	20		Law Elective Six (Nat)	20	

Honours:

Students in the Bachelor of Laws double degree are invited by the School of Law to do Honours at the end of their fourth year (students going into their final year of Law). Student's who are invited to do so, enrol in the Honours program by adding LW441 Advanced Research Project to their enrolment in Semester 1 and Semester 2 of the the fifth year, in place of Law Elective Four and Five.

(Nat) = can be studied in either Fremantle or Sydney

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Getting Involved

University shouldn't just be about study and good grades. Whilst this is a crucial aspect of university, you should take advantage of the opportunities and flexibility available to you as a uni Student - there is lots to explore! Not to mention that the more variety you have on your resume, the more impressive you appear to law firms when applying for clerkships and graduate positions.

In this section you will find different ways that you can get involved at Uni.

Competitions



The NDLSS hosts a range of different academic competitions throughout the year and they are a fantastic way to get involved. Whilst competing against fellow students may seem frightening and intimidating, it is actually a fun and rewarding experience. Competitions such as negotiations and client interview require little legal knowledge and preparation and may provide a good starting point.

There are only ever a few rounds in competitions and therefore it is relatively easy to progress to semi-finals and finals ... imagine how great that would look on your resume! Furthermore, competitions are judged by firm representatives which gives you the ability to network and demonstrate your abilities in front of prospective employers.

In 2016, the NDLSS is running the following competitions:

- The Herbert Smith Freehills Senior Moot
- Trial Advocacy
- The Ashurst Negotiations Competition
- The Clayton Utz Client Interview Competition
- The Clayton Utz Junior Moot

The best part of competitions? Winners of these competitions will be flown over to the annual Australian Law Students' Association (ALSA) Conference by the NDLSS, where you will compete against other Universities. Each year the ALSA Conference is hosted by a different Australian city on a rotational basis - 2016's will be held in Hobart. This is a very impressive achievement to add to your resume and the ALSA Conference is always a lot of fun.

Notre Dame also gets involved in the international Willem C. Vis Moot, which is a wonderful experience to be apart of. Turn over to Part Two - International exploration where on page 88 you can read all about Caitlin Morris' Vis Moot experience this year.

If you are interested in competing in any of these competitions, head to the NDLSS website for more information or send an email expressing your interest to our Competitions Representative, Joshua Clarey at: competitions.ndlss@gmail.com.



NGO's, Volunteering and Internships (Alternatives to Clerkships)

Volunteering is a great way to get involved. With more and more firms taking on-board an ever growing social conscience, having a demonstrated interest in volunteer work illustrates that you will fit well within the parameters of their ethos and culture.

Volunteering demonstrates a generosity of spirit. Most importantly, it implicitly shows that despite a busy schedule you still care for others and try to make a difference for those who are suffering hardship and inequity.

Within the legal profession itself there are a number of volunteering opportunities, particularly within the community legal sector - in this way you can get involved as well as gain the benefit of developing practical legal skills. Why not approach local community legal centres for work experience or to volunteer? You can have a look in our Firm Directory for a list of NGO's that



you may wish to apply for. The NDLSS has also partnered with local community legal centres. If you are seeking work experience or would like to volunteer please contact the NDLSS Social Justice Representative, Emily-May Roberts at: socialjustice.ndlss@gmail.com.

Other ways you can get involved are through internships, scholarships and other community programmes. These can be a great alternative to clerkships and look exceptionally good on your CV.

For international internship opportunities flip over to Part Five of this guide - International Exploration.

This year a group of Notre Dame students are getting involved in the "AIME" mentoring program. Students can volunteer in the program to help mentor and engage over 2,000 indigenous high school students and 1000 university students across Australia. AIME is committed to unlocking the limitless potential that lies within us all. What a rewarding and worthwhile program to get involved in! Not to mention that firms will appreciate your community awareness and enthusiasm to help and support the broader community. To find out more about AIME head to the website: <http://aimementoring.com/>.

The Aurora Native Title Internship is another way to get involved in the community and to play a part in strengthening indigenous organisations and improving educational outcomes for indigenous Australians. It is a prestigious, internationally recognised internship and a fantastic alternative to clerking. If you are interested, head to the website for more information and apply: <http://www.auroraproject.com.au/>.

Catherine McShane - Aurora Internship

Want to get some hands-on legal experience? Potentially interested in native title or Aboriginal affairs? Then read on for my experiences as an Aurora intern and see if you'd like to apply for the next intake.

The Aurora Project is an initiative that was established in 2006 as a result of a report into the needs of lawyers at Native Title Representative Bodies (NTRBs). An integral part of what the Aurora Project does today is co-ordinate the Aurora Internship Program which facilitates internship placements of law, anthropology and other social science students and graduates at Native Title Representative Bodies, Prescribed Bodies Corporate (PBCs) and other organisations working in the Indigenous sector.

I applied to be a part of the Winter intake of the program in the law stream in 2015. I was lucky enough to be accepted for an internship and was placed at Central Desert Native Title Services (Central Desert) for 5 weeks during my holidays. Central Desert is a Native Title Service Providers (NTSP), similar to a NTRB and their office is in East Perth. They represent native title holders and claimants from the central desert area in native title related proceedings such as native title claims and 'future act' applications for mining on native title sites. I was privileged to be at Central Desert in the very busy weeks leading up to a native title claim trial and this influenced the tasks I had to complete.

Some of the tasks I undertook for the trial included editing witness statements of members of the claimant group, creating *aide memoires* for the court in the form of an Indigenous word list with translations and references for a map of the claim area, as well as administrative tasks like photocopying and compiling files. I was even able to attend the Federal Court to hear a case management conference. Other tasks included research into the interactions between Aboriginal reserves and roads and their impact on native title, and creating case summaries drawing out indicia from recent Tribunal decisions. This is just a taste of the tasks I was given; my supervising lawyer was excellent in endeavouring to give me a balanced and wide ranging variety of tasks.

I also got an incredible insight into the culture and tradition of Indigenous people from the central desert during my time as an intern. This was fascinating and cultivated within me a deep respect for the people and their traditions and practices which are unified by their intrinsic connection to the country.

I would encourage any law student who has an interest in native title, Indigenous affairs or social justice to apply for an Aurora Internship. During my placement I developed many transferrable legal skills in research, writing and knowledge of court procedures which have been useful in subsequent legal work I have undertaken.

Working Whilst Studying

Having a part-time or casual job whilst at law school is essential. Whether it be in retail, hospitality or if you are lucky enough to work in a law-related environment, working while you study contributes to the development of a number of vital skills. And yes, these are exactly the type of skills that firms are looking for.

Firms are always impressed by students who can show they have great interpersonal, negotiation, teamwork and leadership skills - and believe it or not but these skills are best developed through customer service exposure.

Furthermore, being apart of the workforce whilst at university demonstrates your dedication and proves that you can maintain a work/life balance.

Want a flexible job close to Uni? A lot of students work in the libraries on campus. It wouldn't hurt to approach the librarians and ask what is on offer.

Honours

If you are seriously looking to stand out from the crowd then you should aim to do Honours. Honours operates on an invitation basis and is awarded to law students who are the highest academic achievers in their peer group. Offers are made to final year law students or students who will graduate at the end of first semester the following year.

The Honours program, LW441—Advanced Research Project, accounts for two of your six electives for undergraduate students and two out of three for postgraduate students. The project requires students to complete a 10,000 - 12,000 word research thesis. Students are able to pick their own research topic, although the topic must be approved by the course co-ordinator. Honours students will have a member of staff allocated to them who will offer assistance and supervision.

If you get offered Honours take up the opportunity! It is impressive and a mark of distinction which is recognised internationally. Further, being invited to do Honours is a reflection of your consistent achievement across a broad range of practice areas - thus showing that not only are you a high achiever but also a well rounded academic.

Although it may seem like a lot of extra hard work, writing a thesis has a number of benefits. As well as having the opportunity to explore and contribute to a fascinating and niche area of law, you will end up being an expert! Being able to discuss your thesis is an excellent marketing point for interviews and any future endeavours you choose to pursue.

Australian Law Students' Association (ALSA)

ALSA is a not-for-profit organisation and is the peak national representative body for law students around Australia. ALSA lobbies for law students' interests on a national scale; creates a number of useful publications (e.g. Career and Mental Health Guides); provides a forum for knowledge sharing between Law Student Societies/Associations; and, very importantly, runs the ALSA Conference.

ALSA is a great way for university students to get more involved. As mentioned earlier, winners of the NDLSS Competitions get flown over to the ALSA Conference, BUT you don't have to be a competitor to get involved!

Students are able to attend the ALSA Conference as general delegates, which means that whilst you won't be competing, you will still be able to help out and attend all the exciting social events that occur during the Conference, with students from all over Australia.

Just keep in mind that you will have to cover your own costs if you choose to go to ALSA as a general delegate. Anyone studying law can also join the ALSA Committee.

Head to the website <http://www.alsa.net.au> for more information.

University Committees

Getting involved within the university community is a great platform for you to display your potential leadership abilities and also demonstrate a willingness to assist others within your community. There are countless opportunities available for students to get involved, especially within the NDLSS or even the Student Association.

Also, you may be able to join a sub-committee on the NDLSS, which still looks great on the CV and allows you to take part in the committee, without having as much to do as the main positions. Read more about the NDLSS and the Student Association on the next pages.

Notre Dame Law Students' Society (NDLSS)



The NDLSS consists of a student elected committee, which organises different events and publications throughout the year to complement your studies and ensure you don't leave Notre Dame with just a degree.



If you want to get more involved at Uni, you can always attend some of the events that the NDLSS hosts. These include plenty of social, sporting, academic, social justice and careers events.

The NDLSS, together with the other four Law Students' Societies in Western Australia, runs the Law Careers Fair every year in May. The Careers Fair includes law firms of all sizes and alternative career pathway organisations. It is a great idea for you to attend this event as you can explore the different pathways that are available to you upon finishing your degree. Throughout the year the NDLSS also hosts numerous careers presentations, which are also a great idea to attend as you will meet representatives from different law firms and gain invaluable tips and information on the recruitment processes.

Being a committee member on the NDLSS is the perfect way to get involved during your time at university. The skills imparted from being a Committee member will contribute to your development as a professional in the workplace. Most importantly, you will learn about co-operating in a team-based environment, as well as developing the ability to compromise where disagreements arise.

Holding a position on the NDLSS is another valuable extra-curricular activity that you can add to your resume. This can help you when applying for clerkships and graduate positions. Firms will be quite interested in students who have taken part in a variety of extra-curricular activities, especially those that increase your skills.

Notre Dame is a small campus and being on the NDLSS is a great way to further your social circles, meet older students and begin networking. While Notre Dame is considered to be a small university, the legal profession in Perth is also considerably small. The connections that you make with your peers on the NDLSS could lead to greater opportunities or even just "friendly faces" when you graduate.

There are a variety of positions on the NDLSS to choose from. If you don't want to take up one of the main positions, enquire about sub-committees - it is great to be apart of these as well. Election time is usually in September, so make sure you get ready to nominate yourself for 2017 during that time!

Head to the website for more information: <http://www.ndlss.org.au>.

We would also love you to like our Facebook page:

<http://www.facebook.com/NotreDameLawStudentsSociety>.

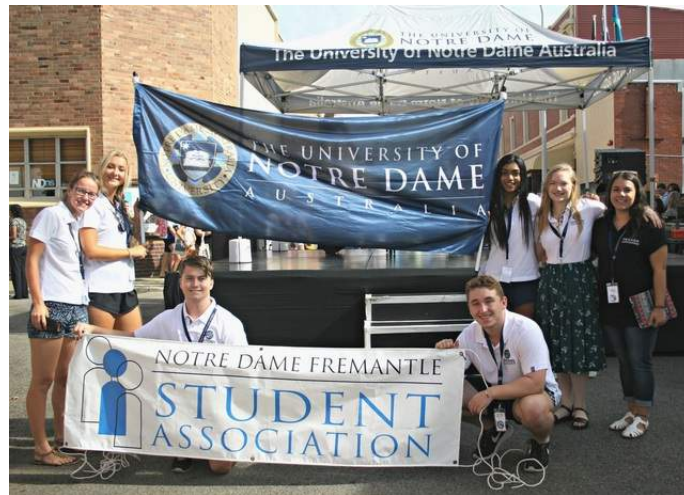
Make sure you link up with us on social media as we are constantly putting up updates of upcoming seminars and events - not to mention that we upload snaps of all of our events so if you want to find that photo of yourself breakdancing on the floor, it will be there.



Notre Dame Student Association



The Student Association is the governing body for all clubs and societies at Notre Dame. Its primary role is to facilitate communication between student bodies and the university administration. This communication covers academic misdemeanours, formal complaints, and general student activities.



On a more student based level the Student Association provides clubs and societies with funding for events and general business, as well as assisting with organisation across schools and university departments.

Head to their website for further information: <http://www.undasa.org.au/>.

Message from the President - Ashley Carvalho

One of the greatest ways in which students on Fremantle campus can be more involved in their student experience at Notre Dame is by being a part in the Student Association!

The Student Association of Notre Dame is the leading student body on campus. The Association was created in 1998 as a body to promote student engagement through events on and off campus, administer and support clubs and be the student voice on campus, representing students to the University hierarchy.

Every year students will nominate for positions on the council, and fellow students will then vote them in. The council is made up of 17 students, ranging from executive positions

(President, Vice-President, Treasurer, Secretary), portfolio directors (publicity, events, clubs, environment, welfare, sport, academic) and ordinary council members (who hold other council members to account and assist when necessary).

Being involved in the Student Association is an exciting way to not only build friendships across the entire university but also to learn invaluable skills about team work and leadership. Most importantly though, being a part of the Student Association means that you are able to be the voice for other students and be able to support student initiatives. The Student Association runs all types of events for students, including social, academic, sporting and welfare events. Council members are invited to sit on student boards and sit in on staff boards which gives them the ability to directly voice the concerns of students.

Students on the council have the opportunity to work with high ranking members of staff in order to achieve their goals as well as individuals within the wider community, such as the local Fremantle council. Being a part of an organisation that is able to create change and better the experience of students at Notre Dame is definitely a worthwhile experience!

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Networking

'It's not what you know but who you know'. This phrase rings particular true within the legal profession, where having connections can sometimes be the difference between obtaining a graduate position and a rejection.

If you don't have any connections - don't be too concerned. All this means is that the onus is on you to be the captain of your own ship and put yourself out there and - find a way in! The best way to do this is by networking. Even if you have connections, this isn't always a meal ticket and you can still benefit from networking.

Why is Networking Important?

Networking is an important social and business tool used by individuals to help increase their employment prospects. Putting yourself in a social/business setting with other members of your profession is a highly valuable strategy. Most notably it is an opportunity to expose to others 'who you are', gather information and build up a circle of contacts.

Do not underestimate the power of making your own contacts - you are at a significant advantage when you have recommendations and connections as opposed to someone who starts the recruitment process as a completely blank face.

Networking is increasingly used as a device by firms during their graduate and vacation clerkship selection process. Firms are using networking events as a second-round interview mechanism to assess whether prospective students have social skills and the ability to develop relationships with others. Having a basic understanding of networking and what it involves is essential.

Networking is also a highly valuable tool for those who missed out on graduate positions and need to find a way of breaking into the job market.



PART TWO

The Application Process

Preparing an Application

Academic Transcript

One of the first things you need to do on the outset of writing an application is to order an up-to-date copy of your academic transcript. This **NEEDS** to be an official copy, you can't just get the unofficial copy that is available online. An official transcript of your results shows the total number of credit points you have successfully completed as well as your Grade Point Average (GPA).

In case there is a backlog you should order your transcript 24 hours in advance. You can obtain a copy over the phone by credit card and your transcript will be ready the following day after midday. Alternatively, you can head to the Student Administrative Office, located opposite Student Services. The cost of printing your transcript is \$20.00. Get the staff to send you a PDF version as well as a printed version for the convenience of attaching the PDF to applications when you submit them.

Firms are always going to first and foremost look at your grades. Whilst there are other ways of being noticed, if you can maintain a high GPA (as evidenced on your academic transcript) you are going to be prioritised for an interview. So keep studying hard!

Additional Questions

In addition to the cover letter and CV, many firms will ask you some extra questions in the initial application stages. These questions are similar to the ones that you'll be asked in an interview, but will often require a great deal more thought. Just like the cover letter should not be a simple listing of your CV, your answers to these questions will require you to go outside of your CV and apply some of your real world experience to certain situations.

Try and think outside the box a bit when answering these questions. Saying that you are a good team player isn't enough. You should add detail such as 'I was the team captain of my netball team for four years' or 'working in a group to complete my property assignment'. In most cases you'll only have between 150 and 300 words to play with, so try not to ramble! Be succinct and efficient with your words.

Writing Professionally

Professional communication is difficult to learn, especially when you have little to no prior experience. It's something that needs to be practiced constantly and it takes a lot of mistakes to get right - but the reader will not be that forgiving! Your application is a formal piece of writing, so it pays to get the tone right.

For starters, avoid addressing your letter/email with "To Whom it May Concern", as that is a very generalised and non-specific way to address someone. Advertisements for job applications will often include the details of the person you should be addressing at the top of a cover letter. So using this phrase when contact details have already been provided is usually interpreted by the other party as a lack of effort on the sender's part. It is always preferable to use "Dear Mr/Ms [surname]".

If no contact details are provided for a position, try to phone the firm's reception to find the name and email address of the relevant contact. If they do tell you that "To Whom it May Concern" is acceptable then by all means use that phrase, but only once you have checked with their office.

Some Handy Hints

- Send your application to the email address provided – NOT the firm's reception or general office email – it is not the receptionist's job to forward your application!
- When addressing someone by their name, "Yours Sincerely" should always be used to sign off for the initial correspondence
- "Kind Regards" is used for subsequent correspondence

Email Etiquette

Feel like you're being kept out of the loop? A follow up email may be necessary – this can be a short email, as all the necessary information is provided in the initial email already. The purpose of the follow up email is to be more direct, although do remember to be polite, and avoid being blunt or rude. A phrase like "Please let me know how you are progressing with my application sent [insert date]" is sufficient.

As a rule of thumb, 2-3 business days is a reasonable amount of time to expect a response to an email. Although if the reader is busy, 5-6 business days may be more likely. Many of the larger firms will have automated responses that take receipt of your email to confirm that it has been sent.

Curriculum Vitae (CV)

The curriculum vitae is a document which presents an overview of your qualifications and experiences. The aim of the CV is to supplement your cover letter by presenting your relevant achievements, skills and experience in a way that is clear and easy to read. Your CV may be briefly skimmed over for 60 seconds, or it may be analysed and compared against hundreds of others. As such, precision, attention to detail and proper formatting are essential.

Personalisation

Keep in mind that there is no single way to create a CV. The key thing to remember is that a CV is all about giving the employer an opportunity to read a summary of yourself. You should be highlighting anything that distinguishes you from the crowd. With that said, there is nothing wrong with including interests and information that doesn't explicitly relate to the job you're applying for, as long as it serves to make you stand out in a positive way. It should be clear to the reader why you have chosen to include it.

Typically the first part of your interview with a firm will be questions directly pulled from information in your resume. This means that you need to know everything that you have included on your resume, so adding things you have not done is not going to help you in your interview. It also means that you don't need to go into too much detail. You will be able to explain things further during the interview.

Everything included on your CV should be relevant to the job you are applying for. This may mean that you need to cater your CV accordingly for each individual job you apply for. Pay attention to whether you have addressed the specific criteria, and consider whether an employer could reasonably conclude from your CV that you have met those criteria. If you want to expand on how the information in your CV does meet the specified criteria, do this in the cover letter.

CV Writing Tips

Your CV is an overview of your personal history and qualities. It is your marketing tool when applying for clerkships and jobs in general and it needs to be written in a succinct, concise and punchy manner in order for it to impact on the reader. Follow these general tips when writing your CV:

- **Check your spelling, punctuation and grammar.** Just like your cover letter, you need to make sure your CV contains no easily avoided errors.
- **Proofing and editing.** Make sure you repeatedly read through your CV to make sure you have not made any mistakes or included awkward wording. Get someone to proof-read your CV where possible. If they do not understand anything you are trying to convey, then it might be a good idea to rewrite that part (this also applies to your cover letter).
- **Pick a sensible font and size.** For consistency, use the same font for both your CV and your cover letter. Ensure that you choose a professional looking font, such as Times New Roman or Arial. However, some applications will specify which font to use. The font size should be reasonable, being anywhere between 10-12 point.
- **Use Headings.** Divide your resume into sections by using headings. Some common headings to use are: Personal Details; Education; Employment History; Achievements/Awards; Community Service; Qualifications and References. If you must use subheadings, do not have too many levels, as that can result in a messy layout. Instructions for some applications may dictate that you use specific headings.
- **Your CV should be between two to three pages.** Is it longer than this? Try to see if there is any irrelevant information you could take out, or any wordy sections that you can make more concise. Remember, the reader does not have the time to spend interpreting what you have included!

What to Include

Personal Details

Put down your name, address, phone numbers and email address at the start of your CV. When it comes to including an email address, use a professional sounding one, such as 'jon.snow@gmail.com'. Avoid using the tacky sounding email address you may have created back in primary/high school ('beach_babe91@hotmail.com' is not an appropriate email address for a job application). If necessary, take the time to create a professional sounding email address.

Education

List each course of study you have taken in reverse chronological order. While there is nothing inherently wrong with including which high school you went to, you should be placing emphasis on your tertiary education. If you are going to include your secondary education, it needs to be there for a specific purpose. Do not list individual results, however you may wish to include your TER. Details to highlight include any awards or prizes you received, or any extracurricular activities you undertook - this can apply to any stage of your education. Details specific to your time at university may include: what you majored in your second degree; the electives you chose; any studies abroad; competing in NDLSS Competitions; or even

attending seminars by guest lecturers.

Employment History

Start with your most recent and go back in chronological order. Some like to split this into two sections of legal work experience and non-legal work experiences. It is important to be accurate - firms will ask you about your various positions. For each role indicate the date, organisation and role that you undertook. Include a few bullet points outlining the responsibilities and significant achievements in each role. Remember, every applicant will have a law degree so you want to make your specific skill set stand out.

Extra Curricular Activities/Community Involvement

Do not include too many extra-curricular activities but list the strongest ones that are most relevant to the role. It looks great if you have done some volunteering work and helped out in the community.

Awards, Prizes and Achievements

List anything special that you have done or received praise for, both academic and nonacademic. Keep this reasonably current (the reader won't care about you being captain of the AusKick team in Primary School).

Interests

It is important to include about four to six points on your interests outside work and study. Keep it short and punchy, but include enough to give the employer an idea of who you are and what you like doing. Do not simply list them. For example, if you like playing basketball, or if you write a blog, what is it about those activities that interests you?

Referees

Include up to three employers, lecturers or other professionals who have agreed to be referees for you. You may attach a reference if it is exceptional, although it is not essential these days. Note that for many law firms it is optional to include referees on your CV, and simply stating that 'Referees are available on request' under this heading is sufficient.

Some Helpful Hints for your CV - by Dr Lara Pratt

- Make sure that your cover letter, CV, responses to selection criteria and interview present a consistent message about you and your suitability for the job:
 - Be specific – point to specific achievements and tasks/responsibilities rather than generic skills/attributes.
 - In your cover letter and selection criteria refer to relevant examples and specific experiences that expand on the achievements in your CV.
 - Use the cover letter to explain potential questions on your CV. E.g. If you took 7 years to complete, explain that you were studying part-time, or that you went on exchange for a year. Don't leave the employer to guess.
- Make your CV personal. Include skills, achievements and experience that make you stand out from the crowd:
 - Consider including non-academic/professional experiences if they will make you stand out or help evidence a skill (e.g. 10 years on a sporting team shows commitment and teamwork, playing basketball with friends does not).
- Be prepared to tailor your CV to each job you apply for. Could the employer reasonably conclude from your CV that you meet the advertised criteria?
- Go beyond the superficial when tailoring your cover letter. Do your research and ensure you know the employer's core business and values.

Get Involved! Show Initiative!

- If you want to demonstrate your interest in a particular area of law, go out and attend a public lecture on an issue relating that area of law. You now have a piece of evidence to show your interest. Even if you have completed an elective in the area, attending a lecture *in your own time* can make you stand out. As a bonus, you might even get to network with people that are working in the area you are interested in.
- Enter a Law School competition. You now have a piece of evidence that shows that you are engaged in the Law School Community as well as committed to developing your skills. If you progress through the competition you can evidence the high calibre of your skills. As an added benefit, when you enter the competition next year you will be more confident and experienced and have a better chance of progressing to the next round - or even winning.
- Commitment to social justice or to the community is a claim often stated in CVs and cover letters. If you only have two examples of community service and they are from High School or your compulsory LW104 requirements – are you really showing a commitment?
- Consider volunteering at an event. Even if it is just a weekend out of your time, you now have something on your CV that lets you evidence your engagement with the community. Consider the application-only elective units such as Law in Context. Places in Law in Context are limited and you will be interviewed as part of the application process. This Unit requires a significant time commitment, but you gain skills and practical experiences in an environment which demonstrates a commitment to social justice and community.

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Cover Letters

A cover letter is essentially a letter of introduction that accompanies your CV. It contains the reasons for why you believe that you would be the best applicant to be selected for the position. As such, your cover letter should make the reader interested further in what you've written about yourself, so that they consider you for an interview. Like your CV, your cover letter should be customised according to each position you apply for.

Your cover letter is the first thing that firms are going to read. If it doesn't grab the reader's attention then they may not bother to turn the page to find your amazing grades, achievements or spectacular list of extra-curriculars. Taking the time to prepare and ensure that you are creating the right impression first time round is essential.

The best way to do this is to expand upon the most relevant points in your CV and apply them to the position. What kind of law firm are you applying for? What areas of law do they specialise in? What is their client base? These are some of the questions you should be asking when starting a new cover letter. Saying that you are interested in criminal law when making an application for a commercial law firm will not endear you to the reader. Here is where doing your own research is vital, as a cover letter targeted specifically to a firm will be more likely to grab the reader's attention.

When you have finished writing your cover letter, read it repeatedly. Make sure you haven't made any spelling or grammatical mistakes. Your cover letter should flow naturally from start to finish, with each paragraph explaining how your qualification or experience will make you suitable for the role.

Keep in mind that most firms are going to receive hundreds of applications during recruitment time and it is simply not possible for them to interview every student who applies. Each firm has its own filtering process; a process that commences the instant a written application is read. Therefore, no matter how impressive you may be in person, your written application may be the only opportunity you have to sell and market yourself.

Cover Letter Writing Tips

The cover letter is basically a short introduction about yourself. A good cover letter will include the following basic points: why you are suited to the firm; why you are better than the other hundred's of applicants; and why you want to work in the firm. The following tips should help you to write a great, personalised and original cover letter:

- **Address your letter to the correct person.** This shows that you pay attention to detail. You should place the date in the top left hand corner, followed by the name and address of the person to whom you applying underneath.
- **Check your spelling and grammar.** Misspelling the name of the firm is a bad start. These are mistakes that you can easily avoid. Spell check is a good start, but you need to make sure you carefully read over your letter and make sure it is perfect. And make sure your spell-check isn't Americanised!
- **Proofing and Editing.** Whilst it is important to personally edit your cover letter, you should also consider giving it to someone else to do one final read through. When you look at something for too long, it becomes easy to miss your own mistakes that someone else can easily pick up for you.
- **Keep it short.** Your cover letter should be no more than one-page. Is it longer? Cut it back! Firm's have hundreds of these to read they want you to make your point well and quickly.
- **Pick a sensible font and size.** This may sound obvious but firm's aren't going to appreciate Comic Sans - pick a font you would use for an assignment. Times New Roman 12pt never goes astray.
- **Be original.** Firms want to know about YOU and remember they are reading a lot of these so they will appreciate a cover letter that stands out (without going over the top of course). Make sure your cover letter is interesting, don't just use a template cover letter - firm's have seen it all before.
- **Tailor your cover letter for each firm.** This cannot be stressed enough, as HR can easily tell which applications are generic and which ones are personalised. Firm's love it when student's can identify with similar culture and values of their firm. They like to see that you have done your research, are passionate about working for their firm and the reasons behind that passion.
- **Tell them something about yourself that sets you apart from the crowd.** This is your chance to be noticed.

Example Layouts for Cover Letters

Whilst cover letter writing is very subjective and personal, here a couple of layouts that you can use as a guide if you really have no idea where to start.

Format One

Paragraph 1: Introduction: What are you applying for, where you study, what year you are in, when you intend to graduate.

Paragraph 2: Why Me?: Brief description of your experience up to date. What you can contribute to the firm, what skills you have acquired. Outline your most impressive achievements to date.

Paragraph 3: Why Them?: Why you want to work for the firm

Paragraph 4: Contact Details: How you can be contacted, your eagerness for an interview and state that your resume is attached.

Sign off:

- Yours Sincerely - If you addressing someone by name.
- Yours Faithfully - If you are addressing someone as Sir or Madam.

Format Two

Paragraph 1: Introduction: Your university degree, your year and what position you are applying for.

Paragraph 2: Why you are applying for the position: Your technical interest and particular interest in the firm.

Paragraph 3: Who you are: Your experience and involvement.

Paragraph 4: "X Factor": Your stand-out achievements and experiences

Paragraph 5: Reinforcing Statement.

Sign off:

- Yours Sincerely - If you addressing someone by name.
- Yours Faithfully - If you are addressing someone as Sir or Madam.

Interviews

If you have made it to the interview stage you should be proud of yourself and confident that your cover letter and CV was of a high standard. Now it's time to impress the firm even further and let them get to know you better.

Every firm will have a slightly different interview process so it is important to understand and be prepared for the different types of interviews you may encounter.

Types of Interviews

Phone

After you have submitted your applications you can expect phone calls from the firms you have applied to at any time. They may call to enquire about part of your application or confirm your year of graduation. You may also receive a call to set up another type of interview. For this reason it is important to answer the phone professionally during this time, and also to make sure your voicemail message is appropriate.

You may be invited to participate in a phone interview. It is unlikely that this will be unplanned, usually the firm will book a time with you earlier. However, if the call does catch you off guard at a bad time, politely ask if you could re-schedule the interview for a more suitable time.

Assuming the phone interview is scheduled you will have plenty of time to be organised in advance. Make sure you have somewhere quiet to sit during the interview and be sure to let other members of your house know that you are expecting the call so that the phone is free.

Whilst a phone conversation can feel more awkward than a face-to-face conversation there are some advantages to a phone interview. For example, you will be able to have some notes in front of you to guide your answers to questions. However, these notes should be short and be used only as cues, as it will be apparent to the interviewer if you attempt to read out prepared answers or take too long to answer while searching for information in front of you.

One-on-One

In a one-on-one interview you will meet with a member of the firm or someone from the human resources team. You will be asked a series of questions and often have the chance to ask the interviewer any questions you may have about the firm as well. The interviewer will set the tone of the interview. For consistency, some firms will provide interviewers with a set list of questions to ask each applicant, so don't panic if the interview seems a little rigid because it is just an attempt by the firm to make sure each applicant has the same opportunity to demonstrate their suitability for the position. Some firms may take a different approach and the interview will feel more conversational and relaxed, or there may be a mix of this and some set questions as well.

Panel

The format of this interview style is the same as the one-on-one interview but with multiple interviewers. Usually the firm will select interviewers with different backgrounds and perspectives, for example, a partner and senior associate or a partner and a member of the human resources team. It is not uncommon for only one of the interviewers to ask the majority of the questions and the other to take notes. If this is the case avoid appearing to ignore the note-taking interviewer by keeping up eye-contact when responding to questions.

Social Gatherings

Social gatherings are becoming very common in the large firms as part of the interview process. They may take the form of a breakfast, morning tea or cocktail function with staff members from the firm. This type of interview can be intimidating but try to remember that the firm is just trying to see how you act in a relaxed group situation and get to know all of the applicants.

Whilst your aim is to make a good impression, it is important to try to find a balance between appearing rude by showing off and not giving anyone else the chance to speak and being too shy or quiet. The best plan for this type of interview is to relax, be yourself and be genuine. The more of these you do the easier they will become.

Group Interview

You may be asked to complete a task with a group of fellow applicants. The aim of this activity is to see how you work in a team. You may also be asked to complete an individual task at the same time as other applicants, such as completing a case note or summarising a reading.

Interview Tips

The Interview is the most important part of the application process - although you may look good on paper, you need to translate this same impression in the interview. They generally last about 30-45 minutes and are a good opportunity for you to demonstrate that you are a good fit for the firm.

Remember that everyone gets nervous! As long as you are well prepared and take some deep breaths you will get through it unscathed (or relatively at least). The following tips should help to ease some pre-interview stress and help you prepare.

Before the Interview

- Practice interview questions with family and friends
- Do not try to memorise answers to questions as it may make you sound rehearsed and plastic. Notably, just like in exams the question may differ a little to the one you prepared for and you could end up accidentally not answering the question
- Do your research. Visit the firm's website before the interview
- Prepare questions to ask during the interview
- Make sure you bring all required items
- Re-read your CV and be familiar with its contents
- Dress to impress
- Arrive no more than 10 minutes early but **DO NOT BE LATE**
- If you are offered a beverage you can say yes (it's not a test)

During the Interview

- Remember the name of the interviewers
- Shake their hands
- Be friendly and smile
- Be aware of your body language - do not fiddle, appear relaxed but professional, maintain a good posture and make sure you are making adequate eyecontact with your interviewer(s)
- Avoid ums/errs, buzz words, colloquialisms/slang (such as mate, yeah, yep)
- Take deep breaths and relax. Use the adrenaline to your advantage.
- Use real-life examples and be engaging - you need to show an interest in what you are saying
- Be thoughtful, honest and concise
- Be yourself, employers aren't interested in carbon copy
- Ask questions - you will be able to if you have prepared properly
- If you do not understand an interviewer's question, you can ask them to repeat the question or clarify what they meant

Practice Questions

There are endless possible questions that you may be asked during an interview, and it would be naïve to think that you can 'guess' what questions you will be asked. It can however be useful to prepare yourself by considering the kind of interview questions that are common.

Practicing interview questions is not so much about preparing the perfect answer, but rather about practicing how to communicate your experiences and demonstrating how they have/will help you in your future employment. The following practice questions will give you an idea of the kinds of questions you may expect.

Common Interview Questions

- What challenges do you think the legal profession currently faces?
- What experiences and skills do you bring from your part-time/casual employment?
- What skills and attributes can you bring to our firm?
- What interests you most about our organisation?
- Do you work better as an individual or as a team?
- How do you cope with unforeseen/last minute changes?
- Do you prefer to be a leader or a follower?
- Why did you apply to [insert firm name]?
- How do you cope with pressure?
- How do you deal with group disagreements?
- How do you deal with criticism?
- How have you dealt with a difficult customer/client?
- What units have you not enjoyed and why?
- Give an example of where you have worked as part of a team?
- What makes a good lawyer?
- In what type of work do you excel?
- Are your grades a good indication of your academic ability?
- Do you feel that your academic record is indicative of your practical ability and reflects the standard of work we expect from you? Why or why not?
- Why did you choose to study Law at Notre Dame?
- What does working in a team mean to you?
- Tell us something about yourself that we wouldn't find from your cover letter or CV?
- Do you perform better in a supervised or autonomous role?
- What have you gained from your extra-curricular activities?
- What do you have to offer that is better than the other candidates that we have interviewed?
- What are your most important values?
- How do your values collate with the firm's values?
- What are your strengths/weaknesses?
- How do you maintain a work/life balance?

After the Interview

If you are interested in the job, do not be afraid to say so at the conclusion of the interview.

Leaving with a comment such as, "Thank you for your time, I think the position sounds really interesting and I do hope to hear from you soon" will be seen as a positive expression of interest and not as pushiness. Sometimes a quick follow up email to interviewers to the same effect is a good idea and shows that you are following through on the interview.

If you do not hear from a firm within the time frame given (usually the offer date of the firm), you may wish to follow up with an email or a phone call. It is only fair that you should know the outcome of your interview.

Success or Failure

Hopefully you have a successful interview and succeed in gaining the position you seek. HOWEVER, unfortunately most interviews will not result in a job offer. You will need to be resilient when it comes to rejections.

Try not to take rejections to heart but see each interview as an experience from which you have learnt something, even if it is only interview technique.

If you have been unsuccessful numerous times and wonder if your interview technique could be the problem, you could try calling back your interviewers (especially HR) and asking for constructive feedback. This can be a little confronting and not everyone will want to answer your question honestly but if you are concerned with your interview technique it may be worth a try.

You can also attend the careers presentations that the NDLSS host throughout the year. They are held by law firms and give you invaluable tips for the application process.

Tips From Writing your CV to Offers Day - Mel Ferreria

The formal clerkship application period for most big firms, only starts sometime in second semester. However, if you are serious about wanting to try out a commercial law firm it is essential to understand the process, what the firms are looking for and what you can do, from very early on – ideally you need to start thinking about it from first year.

Your CV

First step – throw out the CV you've been using to apply for casual summer work. Now that you're at uni, your CV needs to highlight what you're doing to get to where you want to end up – whether that is in commercial law or elsewhere. Typically, a CV should not be more than 2 or 3 single sided pages. It needs to be clear and to the point. When applying for legal positions make sure you highlight any relevant experience. Whilst recruiters are interested in whether you've had a part-time or casual job, they don't need to see the 10 random jobs you worked over the summer.

Make sure you get other people to read your CV to check that it flows and actually highlights your skills and experience. It's a really good idea to attend the workshops organised by the NDLSS as you will be able to get great tips on what your CV should include and what it should look like.

Start working on your CV well before the clerkship period. It is much easier to update the document then it is to start from scratch. Plus you need to save your energy for the main event – the Cover Letter!

The cover letter

Writing a good cover letter is the most difficult part of the clerkship application process. For many students, this will be the first contact you have with the recruiters and it is important to make a good first impression.

Voicemail

Once you have submitted all of your applications, make sure you are prepared to receive calls to set up interviews. You will need to make sure you have a suitable voicemail message, and try to keep a diary or planner on you so booking them in is stress free. Keep in mind, some firms still use CVMail to schedule interviews so check it regularly.

Tips From Writing your CV to Offers Day - Mel Ferreria

Interviews and 'mingling' events

If you have made it this far, congratulations! The best advice that I can give is to be on time, prepared and relaxed. The firm is already interested in you, and this is an opportunity for you to get to know the people that work there a bit better and for them to get to know you. It's a good idea to be on top of current affairs, any recent big news that has involved the firm and to have had a quick check of the profiles of your interviewers. Again the firm websites and LinkedIn are a great starting point for all of this information.

If you have never had a 'professional' interview before, don't be afraid to ask family or friends to help you practise. Whilst you don't want to be memorising answers to questions, it is worth considering answers to the typical interview questions beforehand. For example, in every single interview I attended I was asked about how I deal with situations of conflict, teamwork, stress and prioritising work. There are also the standard 'tell us a bit about yourself' or 'what do you like to do in your spare time' type questions. Having an idea of how you would like to answer these questions can help you feel more prepared and confident going into the interview.

Offers Day

Although its called offers day, the action all happens in the morning. Make sure you have a list of firms in priority order and that you've kept track of your clerkship period preferences. It can be helpful to plot them out on a calendar as the dates for each firm will not necessarily match up nicely and some clerkships overlap with others. Make sure your phone is charged and ready to go! Whilst they say it starts at 9am, you will find that some firms start calling earlier so be prepared. Depending on how many interviews you did, it might be necessary to work out a strategy to move clerkships to fit more in, or to say no to some firms. It is more than OK to not immediately accept the offer but to ask for half an hour to consider your options.

If you managed to bag a clerkship, congratulations! If you didn't, don't worry the world hasn't ended. Make an effort to contact the recruiters and ask for feedback on your interview performance and don't forget there are a number of other ways to get your foot in the door.



LIVE YOUR AMBITION



ABOUT US

If you want to make the most of your career in the law, our global network is the perfect place to start. Our worldwide capabilities give us access to the most interesting markets, the most exciting clients and the most significant and complex transactions. For you, this means the chance to work on market-leading deals with some of the most experienced and talented lawyers in our industry, together with access to international secondment opportunities from early in your career.

WHAT MAKES US DIFFERENT?

It begins with our people

It's our people who make us great. It is our priority to ensure they are constantly challenged, recognised, rewarded and empowered throughout their careers.

Our unique way of working

We adopt a flexible approach to the way we work, which builds strong and diverse teams, and is one of the reasons our lawyers tell us a career here is so rewarding. You won't be limited to working with a particular partner or group. Instead, you will have the opportunity to drive your career by working with a range of lawyers and partners.

We make the complex simple

We are known for the quality of our legal minds. That's why we attract some of the most complex legal work, and why our lawyers are recognised as the best in the profession.

Life-long learning

As a graduate, we're committed to giving you the best professional and personal development opportunities. Our training programs provide graduates with practical legal education of the highest professional standard. You'll build your knowledge of the law and business and find an area of law that inspires you. We will support you with leading learning and development programs to round out your skills and put you on the path to becoming a market-leading lawyer.

CLERKSHIP PROGRAM

Come and explore a career with us by applying for one of our clerkships. Our clerkships offer ambitious penultimate-year law students an insight into the workings of a large corporate law firm, and offer an exceptional opportunity to experience our work, people and culture.

Anything is possible with us – provided you are willing to work hard and are committed to achieve whatever you put your mind to.

WHAT WE LOOK FOR

Initiative

A curious mind is vital, as is plenty of initiative. The more adaptable you're prepared to be and the more energy you bring, the more you'll get out of your career here. You'll be able to steer a path that turns possibilities into realities.

Excellence

Excellence is essential; it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn, you'll set the highest standards for yourself and strive to be the best you can be.

Commerciality

Successful lawyers understand that law is more than an academic pursuit. It's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.

Resilience

Positive people thrive in our environment. We look for people who can build sustainable careers with us; people who successfully juggle a busy life and varying commitments while maintaining their wellbeing. Like us, you'll believe that leading a full, active life outside the law can make you a better person to work with.

Well-rounded

Our clients often tell us we have 'great people'. And it's true. We look for diversity – people who bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients.

HOW TO APPLY

www.allens.com.au/careers

www.linklaters.com/ukgrads

www.linklaters.com/hkcareers

PART THREE

Vacation Clerkships

Before You Begin

Here's a tip. It looks great on your resume if you have already completed legal related work experience. If you manage to do so it will really help get your foot in the door when it comes to clerkships.

Yolanda Schuurmans

Through the 'Law in Context' unit at the University of Notre Dame Australia (Fremantle Campus) I was given the invaluable opportunity to be placed into a community legal center (CLC), specifically the Mental Health Law Centre (MHLC).

Being close to concluding my degree I have had clerkship applications and internships on my mind. Prior to commencing my placement at the MHLC I was not sure that being placed at a CLC would offer the same learning experiences and opportunities as a clerkship at a large St George's Terrace firm would offer, however I was pleasantly surprised.

On my first day I received very efficient training in not only applicable Mental Health Law but in the general way a law firm runs including software and efficient use of outlook between many people in an office. This confirmed how well Notre Dame University had prepared me for the real world of lawyering. At Notre Dame, especially in some of our final units, some which I am completing now, I was not simply taught the content of the law but I realised how prepared I am for the practical application of it. For example Administration Law and Property Law although being a completely different type of law taught me how to do applications to the State Administrative Tribunal (SAT). I have been able to impress the MHLC knowing where to go for the relevant forms to apply to SAT for a change of Trustee or Guardianship.

Unlike other Universities, Notre Dame offers core units that students must complete in any degree, for example theology, philosophy and research and writing. These units expand our knowledge outside of their particular degree and it is through applying these lessons in aspects of my life outside of education and work that I have come to realize how well rounded Notre Dame students are.

I genuinely believe that working at a CLC with a wider scope of application for what I have learnt has given me a lot more satisfactory and use out of my degree. It is not only interesting and mentally stimulating but extremely rewarding. I am so glad through Law in Context I was able to experience all the great things a CLC has to offer. I would highly recommend working and/or volunteering at a CLC especially to anyone who has studied at Notre Dame. This is because working at a CLC perfectly compliments everything I have learnt and experienced at Notre Dame and most importantly I enjoy myself and feel as though the work I does matters.

Clerkships

A vacation clerkship is an official work experience program (often paid) with a law firm or government department. Clerkships are generally offered as two or three week placements either in the mid-year break or over the summer holidays.

Clerkships are a great way for you to test the waters. Securing a variety of clerkship positions enables you to compare different firm cultures and explore various areas of law where you may wish to anchor yourself in the long run. Firms are given the opportunity to see how you work and operate in a professional environment and they will often offer high performers graduate positions. Clerkships are essentially an extended job interview so you should always be on top of your game! They are the first step in the graduate recruitment process.

At the very least a clerkship will give you an insight into the areas of law that really don't interest you. Some students may even discover that practising law isn't for them after completing a clerkship, which is more than OK as your law degree can take you many places. Nonetheless, the real-life experience and tools you will gain from a clerkship are invaluable and will surely help you no matter where your desired final destination may be.

It is generally advised to apply for clerkships at a broad variety of law firms. This will hopefully give you a chance to compare between large international firms, medium sized national firms and smaller local firms which in turn gives you a greater chance to make an informed decision about where you want to start your professional career. Applying to numerous firms also gives you more of a chance of actually securing a placement, the clerkship process is incredibly competitive and you will inevitably get a series of rejections. Don't put all of your eggs in one basket and don't be disheartened when you get a rejection back!

Clerkships are designed for students in their penultimate year of study (i.e. a student in their second to last year) and these students will generally receive preference. That being said, it is a good idea to apply even if you're not quite penultimate and it is not unusual for non-penultimate students to be offered a position. Even if you don't get one, you will have honed your application skills and will be better placed next time.

Applying for clerkships is a pretty arduous task, so make sure you stay on top of it. Some firms will ask additional questions in the application process that take some time and effort to answer. Applications open on the 18th July, in the last week of the winter break. Keep reading for information and tips on completing the process!

What to Expect Whilst Clerking

The Night Before

Ensure that you set your alarm, double check the train timetable and have an early night; you want to make a good first impression.

Remember that most firms have a corporate attire dress code, which includes suits or business trousers/skirts and a jacket. This is the accepted standard for attending court as well. You may want to get your outfit ready the night before so that ironing that crinkled shirt is one less thing you have to think about in the morning!

The First Day

Try not to be too nervous. Remember that the firm was confident enough in your ability to choose you, so you should be as well.

On the first day you can expect an office tour, some introductions, to be shown how to use the computer systems and be introduced to the practice group you have been placed in. You can expect presentations from the different practice groups to introduce you to what the firm does. These might be on the first day or spread out over your clerkship. These presentations are a great insight into the areas you think you might be interested in. You might find an area you thought was dull is actually really interesting when you see firsthand what is involved.

Your Buddy

A lot of larger firms have a buddy system in place. Your buddy will be a graduate lawyer or restricted practitioner in your practice group who you are partnered with for the duration of your time at the firm. They are there to answer questions you think are embarrassing or to clarify how things work.

When you start to freak out because you don't understand a memo or task you have been given, go to your buddy they will be happy to help you. Remember that they were in your shoes not too long ago and therefore they know exactly how you feel.

Firms do not expect you to walk in there knowing everything. You will participate in a number of training exercises and seminars in your time at the firm. Each firm is different but they may cover things like research skills, plain English, letter writing and memorandum drafting. You

will learn useful tips here that you won't learn at university so keep any handouts you are given and take notes, they will be useful when you start your graduate position.

The Real Thing

During your clerkship you can expect to be given real work for real clients. This is an aspect of your clerkship that should be thoroughly enjoyable. You can expect to be given tasks that might include sitting in on client meetings and taking notes for your supervisor, drafting correspondence for a file, researching case law or legislation on a complex issue and writing a memorandum for your supervisor detailing the findings of your research.

It is likely that you will get to attend court at least once during your clerkship. Your supervisor will probably ask you to take notes while you are there. Depending on what work your team is involved in while you are with them there may be other things you are involved in as well.

Practice Groups

You will be placed in at least one practice group during your clerkship. Depending on how long your clerkship is, you may have the opportunity to be placed in more than one practice group.

Some firms will ask you either in your interview or after being offered a position to indicate preferences for which practice group you might like to be placed in during your time at the firm. Therefore it is a good idea to have a think about this beforehand to avoid saying the first thing that comes to mind and missing out on experiencing the areas you are interested in.

Social Gatherings

You would be pretty unlucky to make it the whole way through your clerkship without getting to attend one of the many social activities put on by the firm. If your clerkship is in December you will attend the Christmas party. However, there's no need to feel let down if your clerkship is in June as you've got the end of financial year functions.

An important tip to be aware of is to be careful you don't accidentally drink too much at a social function. It can be hard to keep track when alcohol is provided for you and you do not want to make a fool of yourself in front of a prospective employer.

As well as the big events, there will be casual sport, after work drinks and many other functions that you might be invited to. Make the most of these, they are a great way to meet people in the firm outside your practice group and get a feel for whether you think you could see yourself fitting in at the firm. Remember it isn't just you trying to demonstrate you would be a good employee; the firm are equally trying to sell themselves to you as a potential future employer.

Overall, your clerkship should be both a great learning experience and a lot of fun as well. Hopefully after leaving the firm you have a better idea of what areas of practice you like, and whether you would apply for a graduate job at the firm.



Helpful Tips

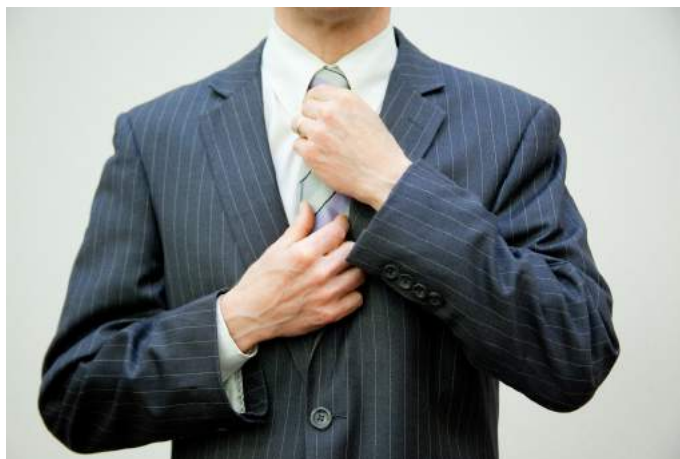
Now that you know what to expect of your clerkship, here are a few tips to ensure you make the most out of your experience and impress your potential future employers to the best of your abilities

Grooming

Whilst this may seem like an obvious one, it is still an important one. Always make sure you are well presented and dressed appropriately in business attire. Rocking up to a firm with bed hair and a dirty outfit is never going to be OK! You want to give the impression that you belong there and that you are a professional. Don't underestimate the importance of personal presentation.

Mental Preparation and Performance

From the outset of your clerkship, your performance is of crucial importance for your prospective employment with that particular firm. It is well established that under the recruitment process your performance on a clerkship can effectively 'make or break' your future with that firm. As scary as that sounds... STAY CALM. Approach the roles given to you with a positive attitude and strong composure. Be impressive, professional and give 110% to your work the entire time that you are there. As long as you give it your best that is the main thing.



Relationships

The firm doesn't just want to see that you are a high performer, they also want employees who get along with the other staff members, contribute to the team and fit in with the general ethos and culture of the firm.

During orientation of your clerkship it is likely that you will be introduced to HR, partners, senior associates and your buddy. You are meeting the people who you need to impress and it is no lie that first impressions ALWAYS count. Be friendly and approachable and make an effort to talk to the people you meet, if they like you they'll remember you. Combine that with high performance and you have already set yourself apart from the crowd.

Furthermore, you should work on building a good relationship with your buddy. If you get along well with your buddy they will be more inclined to help you when you don't understand something - they will want you to succeed! A good relationship also makes asking questions less daunting and your overall experience clerking far more enjoyable.

Office Etiquette

Getting office etiquette right is certainly of importance. Most firms have an open door policy. This means that you are welcome to walk into an office and make relevant enquiries at any time. However, this doesn't mean that walking into someone's office every five minutes is acceptable (especially if they are a partner). You need to strike the right balance, if the person you need to see looks busy or is in the middle of something, put the task aside and wait for a more appropriate time. In the mean time work on something else. If you need urgent assistance try seeing your buddy, they may be able to point you in the right direction instead.

If you find people occasionally coming into your office to have a chat, don't be afraid to talk. You need to show that you interact well with other employees and it is a good way to build networks and friendships. However, don't spend all your time talking and stay away from gossip and office politics. Strike the right balance - you want people to like you as they can put in a good word for you.

It is also of the utmost importance to be on your best behaviour when out at social events or informal outings such as lunch and work drinks. Be relaxed and engaged but remain professional. These are your potential employers not your drinking buddies!

Settling in and general tips

These tips will help you to survive once you've settled into your office and the workload starts trickling in.

- Listen carefully to instructions. It may be helpful to just listen first and then write yourself a memo setting out all of the instructions you were given. That way you will be able to take everything in and then process it rather than frantically scribbling something that doesn't make sense. Clarify things! Ask questions! Use your buddy! Don't spend countless hours on a task you're not sure about when all you need to do is ask.
- Ask for a time-frame when you are delegated work. This will help you to prioritise tasks and keep on top of everything
- Be enthusiastic about everything. No matter how boring the task may be, remain focused and make sure you put out your best work. Each piece of work you produce is a reflection of your ability.
- Ask for more work if you don't feel like you have enough. This shows you are self-motivated and take initiative. Also it is a good way to get a variety of different work from a range of people. This is highly beneficial as you will have more people evaluating your work and testifying as to why you deserve a graduate position with the firm
- HAVE FUN. Clerkships are a great opportunity, try not to stress too much and learn to enjoy the experience. Be yourself - you don't want to be hired because of a facade you are putting up - you can only hide your true colours for so long! Remember a smile and a positive attitude goes a long way.

“I don’t just
want to learn”



“I want to learn
with the best”

At Jackson McDonald you will work for one of the leading independent law firms, alongside some of the best lawyers in the business.

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Human Resources

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E | hr@jacmac.com.au

Clerkship Exploration - Student Experiences

Eloise Foscett

Over the last few years of my degree, I have been lucky enough to undertake a few different clerkships at both large top-tier international firms, as well as mid-tier national firms.

The clerkship application process is considered by many as one of the most stressful times in your degree. I won't sugar coat it - this is definitely true, however I advise you to help yourselves by preparing early. First things first, become familiar with the firms you are interested in, as well as the legal market more generally. Firms dislike nothing more than students who are completely oblivious to the type of work they do – if you don't know what kind of work they do, why do you want to work for them? In my experience, the best way to gain a better understanding of both the legal market and specific firms is through *meeting and talking to* lawyers. The NDLSS puts on an excellent range of events, including careers presentations, the annual Perth Law Careers Fair, and CV Workshops. By attending these events, you will learn more about firms than you can by reading their website. Not only will this knowledge undoubtedly set you apart in the application process, it also gives you the opportunity to 'show your face' and establish a rapport with prospective employees.

I approached my clerkships thinking that all large commercial firms were, more or less, the same – the same types of people, the same type of work, and the same sort of 'vibe'. While this is true in some respects, in that most of the large firms in Perth deal with similar clients and matters, each firm varies in its style of, and approach to, work. What really set the firms apart for me was their cultures. It is difficult to put aside the assumptions you have about firms from things you have heard 'along the grape vine'. My advice to you is to approach each clerkship with an open mind, with no preconceptions (as far as is possible), and really find out whether it is a workplace suitable for you. After all, clerkship recruitment is a two way street – a firm gets a chance to scope you out, but you also get an opportunity to assess whether you like their work, people and culture.

A key tip I would give to anyone going into a clerkship is to be confident, both in your abilities and yourself. 'Confidence' (feeling or showing confidence in oneself or one's abilities or qualities) is to be carefully contrasted with 'arrogance' (having or revealing an exaggerated sense of one's own importance or abilities). Don't be arrogant. If you are successful in securing a clerkship position, a firm has selected you on the basis that they think you have the qualities they look for and this is your opportunity to show them that you do. The truth of it is, (in the hope of not sounding too cliché) if you don't believe in yourself, then how do you expect a firm to? Remember, firms need to get to know who you are and should not be forced to interact with a censored, vacant, shell of a human who talks about nothing but the law. Finally, don't forget to enjoy yourself - this might be your job for the next 30+ years (who actually knows how long because average life expectancy will probably be 110 soon) so you might as

well start enjoying yourself now!

Jessica Claire Blanch

Minter Ellison is an international top tier firm with an expanding and competitive edge in the legal services market throughout the Asia Pacific region.

A clerkship with Minter Ellison is the opportunity to spend a number of weeks in one of their varied practice areas, working closely with partners, senior associates, lawyers and administrative support staff in a friendly, team-based and supportive environment.

With a range of responsibilities, clerks are given the opportunity to expand and brush up on legal skills such as researching, writing, discovery, court processes and much more. Additionally, students are encouraged to participate in networking opportunities, simultaneously challenging perspectives on commercial legal areas both academically and practically.

Throughout my clerkship experience I was given the opportunity to participate in a number of different active cases, with responsibilities including research tasks on a range of different areas, assisting in document discoveries and attending court hearings.

Whether contemplating a career predominantly in commercial law or not, this clerkship offers a number of valuable opportunities in terms of both career and personal development; Minter Ellison is the opportunity to not just observe but participate in and contribute to a fun, driven and academically challenging working environment with like-minded people. I cannot recommend highly enough the Minter Ellison Clerkship Program.

Williams and Hughes is a boutique commercial and litigation firm with offices situated in West Perth and Geraldton. Tailored specifically to the Western Australian commercial environment, this firm offers an intimate and friendly working environment in which clerks can expect a variation in research tasks from a broad range of solicitors.

The highly research driven clerkship experience offered at Williams and Hughes is one in which there is a broad opportunity to assist in immediate and pressing matters as they enter the firm's work flow. Through assisting a range of solicitors, each with differing practice groups and specialities that fall within the umbrella that is 'commercial law,' a sound understanding may be developed of the recurring trends and issues within the Perth business district such as

application of ASIC Regulations, local government laws, employment laws and industrial relations negotiations.

As a clerk, I was given the opportunity to work with another student and tasked with assisting a number of lawyers, paralegals and senior lawyers in a number of different front and back end legal disputes and negotiations. This invaluable opportunity assisted in developing a well-rounded approach in applying legal themes and notions learnt in university lectures to the real world, and more specifically, the local Perth world.

With multiple areas of speciality, this clerkship experience is definitely worth applying for; ranging from wills and estate planning to intellectual property law, Williams and Hughes provides a friendly, stimulating and research-driven atmosphere in which to contribute effectively to Western Australia's commercial environment.

Chantelle Pereira

Securing a clerkship is becoming increasingly difficult as more and more university students are studying law, so I chose to focus on small and boutique law firms (given that there's more of them around compared to your mid-tier or top tier firms).

I had the privilege of clerking at **FourLion Legal Pty Ltd** in the summer holidays. Being a generalist law firm, there was never a dull day on the job – a variety of different matters crossed my desk and kept me entertained over the four weeks I spent there. I dealt with criminal law, migration law, succession law, family law and property law.

Prior to starting my clerkship, I had barely any insight into the legal profession, and on my first day I had no idea what to expect. My first day made me realise that translating what you have learnt in a classroom into a practical setting is by no means an easy feat. Each day is a learning curve, and it is important to take small steps.

I assisted the principal solicitor and junior solicitors with a criminal trial, and for me it was extremely beneficial to see how a matter progresses from the initial stages until the end of a trial. It also made me realise the pressure and intensity lawyers face in the profession – a clerkship is definitely an experience which can cause you to question whether you actually want to practice as a lawyer or not (fortunately for me the experience did not put me off!)

The most challenging part of the clerkship for me was understanding exactly what the solicitors were asking me to do. This was crucial, as I needed to be confident in the work that I

would later be submitting to them. No question is too stupid or simple – never be afraid to ask for help or clarification! It is also really important to always carry a notepad and pen with you absolutely everywhere that you go.

My last piece of advice is to really know your stuff, firms aren't afraid to ask you questions about particular aspects of an area of law in the interview stages – so revise as much as you can to avoid being a deer in headlights! Clerkships aren't as scary as they may seem, overall it is an extremely positive and invaluable learning experience.



Applying for Vacation Clerkships

Overview and Application Dates

The application process is extremely time consuming and stressful, however the reward of a clerkship means your time was well spent.

Plan ahead and try to allocate as much time as possible to the writing component - this is your initial chance to impress and the only way that you are going to get an interview, let alone a placement. Don't make any errors!



If you are lucky enough to get an interview - be prepared!!! Practice answering some standard interview questions with family members and do some further research on the firm - you want to show them that you really want to be there.

Also, you will get rejections. Pick yourself up and try again. Now's the time to toughen up. See it as an opportunity to improve for your future applications.

Remember that law firms may have different recruitment dates! You need to check our Firm Directory in Part Seven or the firm's website for the most accurate information. However, majority of the large law firms have set the following dates for their vacation clerkship applications:

Applications Open:	Monday 18 July 2016
Applications Close:	Friday 5 August 2016
Interviews:	Mon 8 August - Friday 16 September 2016.

See page three of this guide for more important recruitment dates.

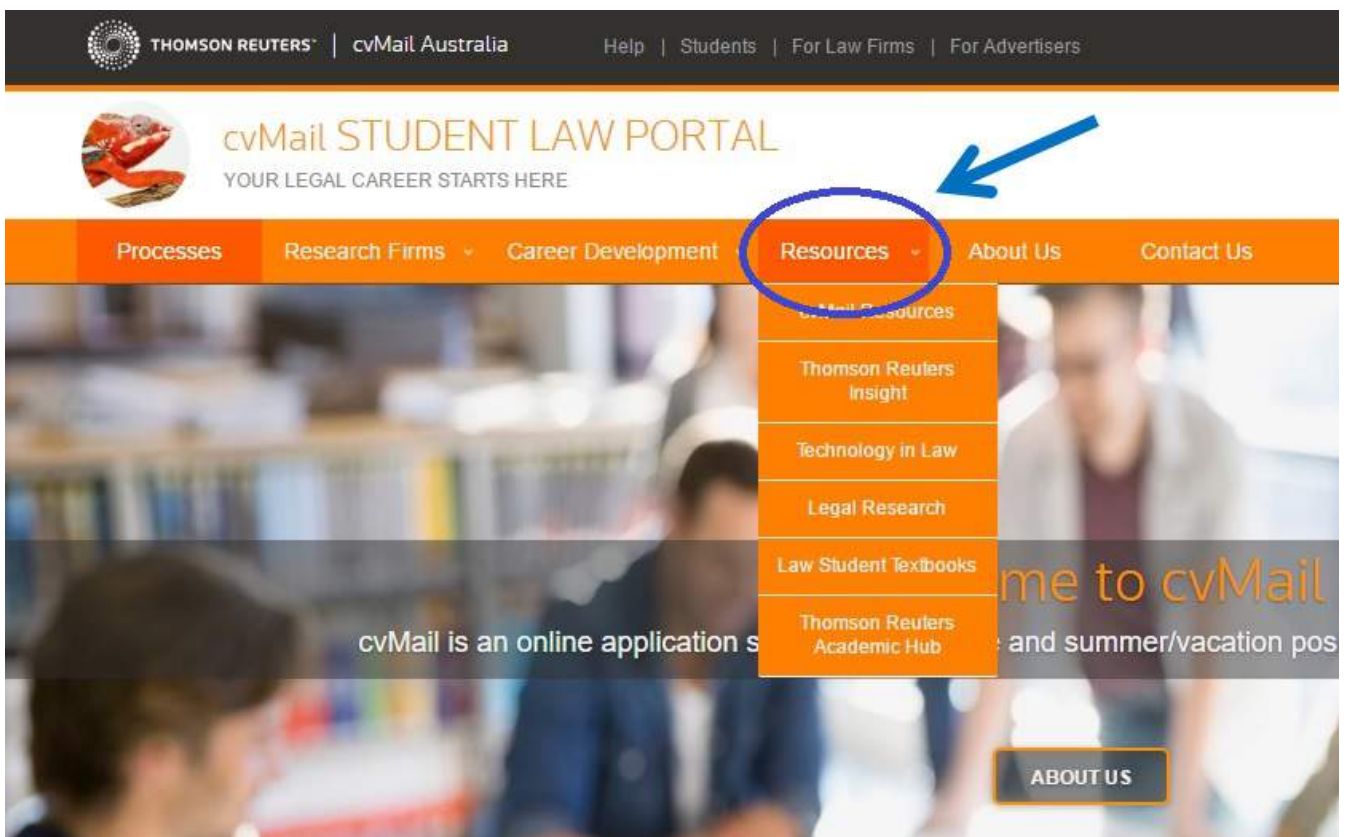


HOT TIP: Once you have submitted all of your applications you can expect a phone call from a law firm at any time looking to arrange an interview. **MAKE SURE YOUR VOICEMAIL IS IN ORDER!** Do you really want your prankster voicemail message to cost you a clerkship? Also, be prepared to set up a date - be organised and have your calendar set up on your Smart Phone (or if you are old school make sure your diary is close at all times.)

cvMail

Use cvMail when applying for the top firms - you can do all of your big applications in one place so get used to using it! Head to: <https://www.cvmail.com.au>.

Furthermore, you can find some great application advice on the website and a sample cover letter and CV. Just click on the "Resources" tab. Here is a screenshot of where to look for more application advice:



With cvMail compatible sites, applying to local and international law firms is simple. You will never have to re-enter your personal, education or academic details, saving you time that could be otherwise invested.

In addition, the cvMail website also features detailed information about each law firm on the service, so that you can conveniently do all of your pre-application research.

MOVE YOUR MIND

Graduates in Law



Aim beyond pure legal knowledge. Beyond commercial advice. Be known for something more: a clarity of thought and an instinct for problem solving that can influence governments and leading businesses the world over. Join us and we'll help you enrich and expand your worldview, grow your skills and influence new ways of thinking. In other words, we'll help you move minds.

Begin now at careers.ashurst.com

Connect with us on



ashurst

PART FOUR

Graduation

Graduate Recruitment

So you are in your final year (or already finished your studies) and your end destination is in sight - congratulations! It's time to start thinking about applying for graduate placements. Graduate positions are the link between ending your time as a student and commencing your career.

Graduate positions are not just available through law firms, you can also think about applying for graduate position at government departments or other companies. The Firm Directory in Part Seven will provide you with more information on firms that offer graduate placements.



It is important to try and secure at least one vacation clerkship during your time at uni, as many firms will only offer priority graduate placements to students who undertook vacation clerkships with them.

Application Process

The application process for graduate positions is similar to the process involved in vacation clerkship applications. This is another reason why going through the vacation clerkship process will come in handy later on.

You can refer to page three of this guide for general recruitment dates but a reminder again that these dates ARE NOT DEFINITE. You need to check the individual firm's graduate dates in our Part Seven Firm Directory or on their website, graduate recruitment dates in particular tend to vary.

Offers Day

As mentioned above, offer dates vary for each individual law firm. The general offer dates for graduate placements are as follows:

Priority Offers: Friday 29 July

Standard Offers: Friday 16 September (this date may vary)

BE AWARE OF EXACT DATES AND TIMES.

This section is applicable for both graduate positions and vacation clerkships as well. You will usually have a limited amount of time to accept the offer (usually two hours for vacation clerkships). Keep your schedule free that day and have your phone, a pen and paper and a calendar handy with dates that you might be on holidays or in the case you receive multiple offers for vacation clerkships and need to pencil in the dates to ensure they don't overlap.

When the phone rings, be sure to thank them for the offer.

Vacation Clerkships

The person who calls you will offer you one of several intake periods for that firm (there are typically two in summer and two in winter). Unless you only had one interview do not accept the offer at this stage because you may receive offers for the same intake period. The law firms understand this and that is why you usually have two hours to accept the offer. Be sure to check the intake period and jot it down, along with the name and phone number of the person you need to call to accept the offer.

Once you have received all of your phone calls check whether there is a clash in the intake period. If so, you can telephone either of the firms to see if it would be possible to change to a different period. If it's not, you will have to choose which offer to accept. Think back to your interview and about the firm you liked the most - this is where those questions that you asked the interviewer will come in handy! Once you have accepted either one, call the other firm and tell them how grateful you are for the offer but that you will not be available during that period.

Graduate Positions

Same goes for accepting graduate offers as vacation clerkships. Thank the caller for your offer and don't accept straight away, whilst it's rare, you may be offered a graduate position at another firm that you preferred!

Once you have confirmed your offer, be happy!! You are well on the way to becoming a lawyer. Just be mindful that others may not have received offers so it's probably not the best idea to boast and brag about your offer in the lawbry.

Didn't get an offer? It's not the end of the world! The legal profession is extremely competitive at the moment and it is not uncommon for students to finish their degree without experiencing a vacation clerkship or securing a graduate position. Read the entry on the next page for some advice on where to go next if you don't receive a graduate offer.

Didn't get an offer? What to do if the Unthinkable Happens

Don't panic! This happens every year. Sometimes the best students or well rounded people miss out. Sometimes there are explanations and sometimes no one understands what went wrong. It is a fact that there are hundreds more law students graduating every year than there are law graduate positions. Fortunately, for many students, law is simply a general degree and they never intend to practice. Almost half of law graduates will not get admitted, some by choice others because it just didn't work out for them. However if you are determined to pursue a career as a lawyer then this will happen for you - even if you do get there in a roundabout way. If you haven't yet applied for a graduate position, apply to as many firms as you can and that way hopefully, you can avoid being in the position of graduating without a job to go to.

NETWORKING

CONNECTIONS: Unfortunately it is a fact of life that Perth is a small, well connected city and its legal fraternity is even smaller and well connected. Many students applying to firms will have connections, whether it be family or family friends or acquaintances in some other manner. Although not all students set out to use these connections, some inadvertently do. If you don't have any personal connections - find some! Have you been serving the partner of a law firm at your local IGA for the past 5 years at uni? Did you babysit your neighbour's children whose relative is a partner in a law firm? Talk to everyone and tell them what you are applying for and work out whether you have any connections and then utilise them.

NETWORK!: This is the most important thing! Befriend a partner. Whilst it is lovely if you are friends with all of the secretaries, junior lawyers and HR representatives at a firm you have clerked at, worked at or interviewed at it won't actually help much at all in securing you a graduate position. If however you have impressed a partner with the work you have done for him/her personally, or helped them out in some capacity that has made them notice you and think how useful you have been this will go much further towards securing you a position. HR go through the applications and sort them out for interviews so of course it is important to impress them, but it is more important to impress partners as they ultimately make the decisions and they can be persuasive if there is a candidate they are passionate to support.

TALK: Outside of the graduate recruitment dates hardly any positions will be advertised. It will be word of mouth, a friend of a friend, many firms will only hire through recommendations. That is why it is essential that you let everyone know that you are looking for work and enquire whether they know of anywhere and if can they keep you in mind and let you know if anything suitable comes up. Tell everyone what sort of job you are looking for and ask them if they know of any positions.

After the offers go out for graduate positions the majority of positions left are through word of mouth. They are not often advertised. Firms would rather have a recommendation from someone who works in the firm or deals with the firm than have the hassle of advertising and taking a risk.

Therefore it is so important to ask your friends and contacts who are already working if there are any positions going in their firms. Ask them if they will personally hand in your resume and put in a good word for you. Ask your former lecturers, Dean and anyone in the industry if they know of any positions. If you don't ask you won't know where to apply.

MENTOR: Some university's, legal organisations and legal societies offer mentoring programmes. Join up. You have nothing to lose but so much to gain. As a buddy you can receive honest advice without bias or ulterior motives, start developing your own network, gain possible connections to other positions and suggestions on how you can improve your applications and chances of employment.

Location, Location, Location

INTERSTATE: Are you prepared to move interstate? There are far more positions for work experience for College of Law students over East than in WA particularly in NSW for PLT traineeships. Some of these will turn into permanent positions. There are also several east coast firms that top up their graduate recruits throughout the year. Although there has been a move towards nationalising the approach to hiring graduates and clerks, each state still has their own process and own dates. Find these out and contact each state's law societies for more information on what you can do to obtain a position. Also register with each state equivalent to the WA law society clearing house. If you do get an interview over East then actually make the trip and fly there for the interview. The onus is on you to pay for the airfares and accommodation but it is worth it as phone interviews or video interviews are slightly delayed, your manner doesn't come across as well and they are just never as good. They will take you seriously if you make the effort!

GO COUNTRY: You will definitely get a job if you are prepared to work in the country, in rural areas or anywhere outside of Perth. Ex-ND students who missed out on graduate roles have gone on to have very successful first and second years in Geraldton, Albany and Busselton for example, and have had a lot of practical and varied experience and been given more responsibility than they would have had they worked in Perth. This makes them very desirable candidates when looking for a third year position.

FREMANTLE FIRMS: Fremantle firms love to hire locally so if you're an ND graduate definitely apply to all of them. As a student, get to know your local firms and apply for clerkships or work experience.

Other Legal Options

COURTS & TRIBUNALS: Have you thought about becoming a judge's associate or an usher? By August you will have already missed out on a Supreme Court judge's associate position but that does not limit you in applying to other courts or jurisdictions. The district court, magistrates court, federal magistrates court, family court, SAT and AAT all have positions that can provide you with legal experience and give you the time to develop legal connections and make your own network, often in 12 month contracts.

The experience you will attain will be invaluable and you can utilise the connections you have made and your new experience to obtain a position in a firm if that is the direction you want to go. Also consider applying for the same positions in the Eastern States!

PARALEGAL: Some people who have not obtained graduate jobs have been successful in obtaining a paralegal position in a good firm and proving themselves to be reliable and competent and undertaking College of Law independently and then been taken on in the firm they were working at as a restricted practitioner. Therefore it is entirely possible to skip your graduate year. You will miss the rotations, skits at Christmas parties and some of the slave labour graduates perform just as the graduates before them did, but you will be able to finish at the same place albeit via a different route.

- Consider all the legal community centres, law reform commission, legal publishing companies etc. Most of the community work is usually unpaid which can preclude those dependent on an income
- Call the barristers chambers, they usually take on a couple of grads and some barristers will take on grads for 6 months.

- Apply to engineering & mining companies by sending in expressions of interest as they do occasionally take on law grads for in-house positions.
- Government Departments love law graduates. They work hard and are intelligent, some grads love working in the government and not just for flexi-time and days in lieu which are virtually non-existent in law firms!

Human Resources

HUMAN RESOURCES: Call the HR representatives of the firms that you applied to but were unsuccessful in obtaining a position. Explain that you have not been successful and ask how you could have improved your application. If you made it through to the interview ask what areas you excelled at and what you can improve. Ask them what ultimately let you down and for any advice they can give you. Some HR representatives may be reluctant to provide this information and some may give you explanations that are not strictly the main reasons whilst others will go above and beyond to provide you with candid and honest advice that will really assist you in the future. Sometimes firms notice those that are really keen and will make note of that for a future application, particularly if you have taken on board their advice.

RECRUITMENT AGENCIES: Call/email all legal recruitment agencies and see if they have any graduate roles - some top tier firms have topped up their grad roles using recruitment agencies. Others have taken on people into their books who are looking for a graduate role, although this is not common. Firms generally don't need recruitment agencies to fulfill their graduate quotas as there are more than enough graduates applying however some firms work very closely with recruiters and may let them know there is an opening for a junior or that they want to top up their grad numbers. If the recruiter really believes in you then they will put you forward or possibly even pass your resume on with a recommendation before a job is even decided.

BE PROACTIVE

CLEARING HOUSE: Put your resume into the Law Society Clearing House. They will keep your resume on file and pass it on to firms that enquire for graduates. Many smaller firms do not adhere to any set dates but hire when their business requirements demand it, which can be at any time throughout the year. You can regularly update your resume.

COLLEGE OF LAW: You can also register your resume with the College of Law and they will pass it on to interested firms. The College of Law also maintains a jobs noticeboard and regularly posts positions for permanent graduates, PLT traineeships, work experience and any job which may be relevant. You can also search the interstate postings.

UNIVERSITY WEBSITES: Get a bit nosy and have a peek at other university law websites. Some university law societies have fantastic websites that are regularly updated with careers news such as new positions, work experience and application dates. Do not limit yourself to WA and check out what Monash or ANU have coming up.

Stay informed and make the most of all opportunities. Do not limit yourself. Regularly peruse Seek (yes, they do advertise appropriate jobs occasionally), Lawyers Weekly, Career One and every other legal publication or employment website.

APPLY AGAIN NEXT YEAR: Take a year off and improve yourself and your chances. Travel, study college of law, start your masters, work full-time, volunteer abroad or in community legal centres or take a year to spend time doing martial arts or sailing or some hobby that sets you apart from the others and apply again the following year. If you show that you are determined and really want that career in law and prepared not to give up and apply again, that will go a long way in how firms perceive you. They will believe you when you say you want a career in law as your persistence demonstrates that. If you have maximised the opportunities available, achieved something worthwhile and not wasted your year, you could put yourself in a better position for a graduate position in the next year's intake. This is particularly true if you have received feedback from firms and then actually acted upon that feedback to improve your candidacy.

GOOD LUCK!!!

If you really are determined to obtain a legal position it will happen, it just might not happen as quickly as you would like. Do not get despondent, get proactive in your search for a position and tell everyone that you are seeking a legal position.



PRACTICAL LEGAL TRAINING

THE COLLEGE OF LAW IS PROUD TO PRESENT ITS NEW AND IMPROVED
PRACTICAL LEGAL TRAINING PROGRAM – **PLT PLUS**

We now offer **maximum convenience and flexibility** – at no added cost or time invested.

Your training will also be more practical than ever before.

What's more, PLT Plus now includes our new '**Certificate of Legal Business Skills**'. Not offered by any other provider, this unique series of seminars will give you the competitive edge as an entry-level lawyer.

PLT Plus offers

- ✓ Only 5 days of face-to-face attendance
- ✓ More than 90% of coursework delivered online
- ✓ The widest range of learning modes available plus more than 5 start dates in Western Australia
- ✓ Emphasis on task-based practical learning that mirrors real life practice
- ✓ The only provider of 'Certificate of Legal Business Skills' – a new qualification that employers want
- ✓ Preferred provider to 8 of the top 10 law firms
- ✓ Introduction of Canvas – a leading online platform used by Harvard and other Ivy League universities
- ✓ Two subjects automatic credit into the College's LLM program

Practical Legal Training and Admission

Just because you have graduated university (and possibly secured a graduate position), this doesn't automatically make you a lawyer! Anyone admitted to practice as a lawyer in Western Australia MUST have completed practical legal training. You may have heard of "articles" - that's old school now and any ND Bachelor of Laws graduate wanting to complete their practical legal training has three major options:

1. Complete the practical legal training program offered by [The College of Law](#)
2. Complete the practical legal training program offered by [Australian National University](#)
3. Complete the practical legal training program offered by the [Leo Cussen Centre for Law](#)

At this stage there is no restriction on how much time passes between completion of your academic qualification and commencement of your practical legal training.

Whilst you can choose to undergo your practical legal training on your own accord, if you have secured a graduate position it is common for the law firm who has employed you to choose the practical legal training course for you, support you whilst you complete it and in some cases even pay for it! However, you may have to choose your program and pay for it on your own accord, so read ahead for some information on each of the programs.

The College of Law

The College of Law – Your Legal Career Starts Here!

Regardless of whether you're just starting out at law school or entering the final year of an LLB or a JD, now is the time to start planning your career.

Graduating with a law degree is just the first step on your pathway to admission to legal practice and beyond in your career. The College of Law will be here to guide you along every step, as you start your career with Practical Legal Training (PLT), through to Continuing Professional Development and further study with an LLM (Applied Law).

What is Practical Legal Training?

You've probably heard of Practical Legal Training but may not fully understand what it actually is and when you need to do it.

PLT is undertaken at the completion of your university studies. It is one of the essential steps to becoming admitted as a lawyer in Australia.* The program is intended to equip you with the skills, practical knowledge and understanding of values needed to practise as an entry level lawyer so that you can quickly make a contribution to your workplace. Practical skills learnt include advocacy, drafting, client interviewing, negotiation and file management.

Completion of a PLT program ensures you have achieved the required competencies, which were developed by the Australasian Legal Education Council (APLEC) and the Law Admissions Consultative Committee. The subjects and electives undertaken as part of a PLT program are stipulated by these bodies and are not chosen by the PLT provider.

The College Program

The College of Law program contains three components:

1. Coursework
2. Work Experience
3. Continuing Professional Education.

Each of the three components must be completed before you are eligible to receive your Graduate Diploma of Legal Practice and seek admission as a legal practitioner.

* An alternative pathway to admission exists in Western Australia.

Why Do More Graduates Choose The College of Law Over Any Other PLT Provider?

The College of Law is the school of professional practice for lawyers in Australia and New Zealand. We are not a university.

So our practical legal training program is not the end of your university legal studies; it's the start of your legal career.

We don't treat your preparation for practice as a 'tick the box' exercise, and neither should you. Students who make the most of their practical legal training are serious about their career in law. Getting admitted to practice is not the end game; preparing for your career in law is.

Our graduates speak highly of our PLT program because it is different in the following ways:

- Our program is fully accredited by the Legal Practice Board of Western Australia: you can be confident of direct admission in Western Australia.
- We offer the choice of full-time and part-time, with several starting dates scheduled throughout the year.
- Each program is tailored to the legislation and practice of Western Australia: employers know you have been trained in the law and practice of your local jurisdiction.
- We offer you two separate weeks of intensive skills training covering advocacy, work and business management skills and ethics and professional responsibility. These are transferable skills you can use in any career. The remainder of the course is delivered online so that you can schedule study along with work and family commitments.
- We make sure you meet your lecturer on Day 1 and he or she will support you through the program. The program is clearly structured and you will know what you have to do, when and how.
- Assessments are practical and spaced through the program; no 3000 word essays, group assessments or formal written exams that you might find in other university styled PLT programs.
- You automatically qualify for 2 subjects into our LLM (Applied Law) programs. When you are ready, this gives you a head start towards a more specialised qualification.

Upcoming Course Dates

The College of Law Western Australia offers several start dates for full-time and part-time and even evening classes for those who work during the day.

Courses run throughout the year. Our upcoming courses in Perth will start on:

- 25 July 2016 - full-time and part-time
- 22 August 2016 - full-time and part-time
- 3 October 2016 - full-time
- 17 October 2016 - part-time
- 2017 Dates are yet to be released

More Information

For more information about our PLT program visit The College of Law website www.collaw.edu.au/plt, or contact the Student Services Team on 1300 856 111 or enrolments@collaw.edu.au

Australian National University (ANU) Legal Workshop

ANU Legal Workshop is Australia's leading and largest university provider of accredited professional legal education.

The Graduate Diploma in Legal Practice (GDLP) is a flexible online program that can be completed in five months or over a three year period. To receive the Graduate Diploma you must complete four components:

- Becoming a Practitioner Intensive (BAP)
- Professional Practice Core (PPC)
- Legal Practice Experience (LPE)
- Elective Coursework

1. BAP

This is an intensive five day face-to-face course. BAP is a compulsory requirement for completing your coursework.

2. PPC

The PPC takes place over an 18 week period. During this time you will work with fellow students online in a simulated legal practice environment to complete four practice areas - Practice Management, Property Law Practice, Civil Litigation Practice and Commercial Law Practice.

3. LPE

LPE involves a 20, 40, 60 or 80 day placement in an approved legal environment. The length of time you spend doing LPE determines how many course electives you need to complete.

4. Elective Coursework

The number of electives you must complete depends on the amount of LPE you choose.

For any further information visit the ANU Legal Workshop website:

<http://law.anu.edu.au/legalworkshop/gdlp>

Leo Cussen Centre for Law

Leo Cussen has been operating since 1972 and provides high quality practical legal training and professional development programs for entry-level lawyers through to senior legal practitioners. The Leo Cussen experience enables law graduates to learn how to practise law in a professional, yet friendly and engaging environment. Our Graduate Diploma in Legal Practice is comprehensive and well respected by legal employers. Employers may sponsor their graduate employee to do the course.

Successful completion of the Practical Training Course (PTC) entitles you to apply for admission to the legal profession as an Australian Lawyer which, in turn, entitles you to practise as an Australian Legal Practitioner in any Australian jurisdiction.

The PLT Online

Online delivery offers flexibility to those who have work or family commitments and who enjoy the discipline of learning within a small online community. The Onsite course suits those looking for a training experience with face-to-face teaching and learning. It also suits those on overseas student visas.

Online trainees attend for intensive teaching blocks and mentor consultations during the course. In the Onsite course you attend each business day from 9am to 5pm. In the full time Online course, you will need to commit at least 25 hours a week to your PTC work. We also offer a part time Online PTC.

Features of our PLT

- Building of practical legal skills in a broad range of practice areas.
- Mentoring by in-house legal training staff who guide your professional development.
- Visiting legal practitioners as instructors.
- Client File program – run simulated client files within your own PTC ‘law firm’.
- Extensive advocacy training.
- Collegial environment with the opportunity to build friendships and professional networks that can last your entire career.
- Professional Placement Assistance. In the onsite course, the Professional Placement is sourced for you. In the online program, guidance is offered to trainees who require assistance securing a placement.
- Dedicated career service for all trainees including advice, job board, and training sessions.
- If you are an international law student, depending on your visa requirements, the onsite PTC is generally the right course for you to meet visa requirements.

Client File Program

Set up your own 'law firm' and run up to 10 simulated files covering a wide range of practice areas and presenting a range of legal and practical problems reflecting those you encounter in real-world legal practice. We operate an in-house registry and banking facility to assist the simulation of real practice.

Support Materials

A detailed set of reference materials provided for each practice topic is a resource during the Course and a handy reference in your first year of legal practice.

Mentors

You work in a small group with the guidance of one of our staff. All of our training staff are experienced lawyers. Their job is to help you develop your practical legal skills, professional values and confidence to work as an entry level lawyer.

Collegiality

You form friendships during the course and begin to build the personal and professional networks that support you during your entire career. PTC trainees organise a variety of social activities during the course to make sure the fun doesn't disappear in the midst of all the hard work.

Contact Details

Tania Plant - Administrator, Practical Training Course

Phone: 1300 039 031

Email: ptcadmin@leocussen.vic.edu.au

COURSE DETAILS AND APPLICATION

24 weeks including three weeks Professional Placement

2 intakes a year (online/onsite)

Commencing January and July 2016/2017

July 2016: Apply by 13 May 2016

January 2017: Apply by 18 November 2016 *Later applications are accepted and considered in order of receipt, if places are still available.*

Forms are available at: www.leocussen.vic.edu.au/apply



MinterEllison

Innovate

James Majarich, Martina Pasqualino, Eric Norris and Rosie Watts working together to prepare for our inaugural firm hackathon.

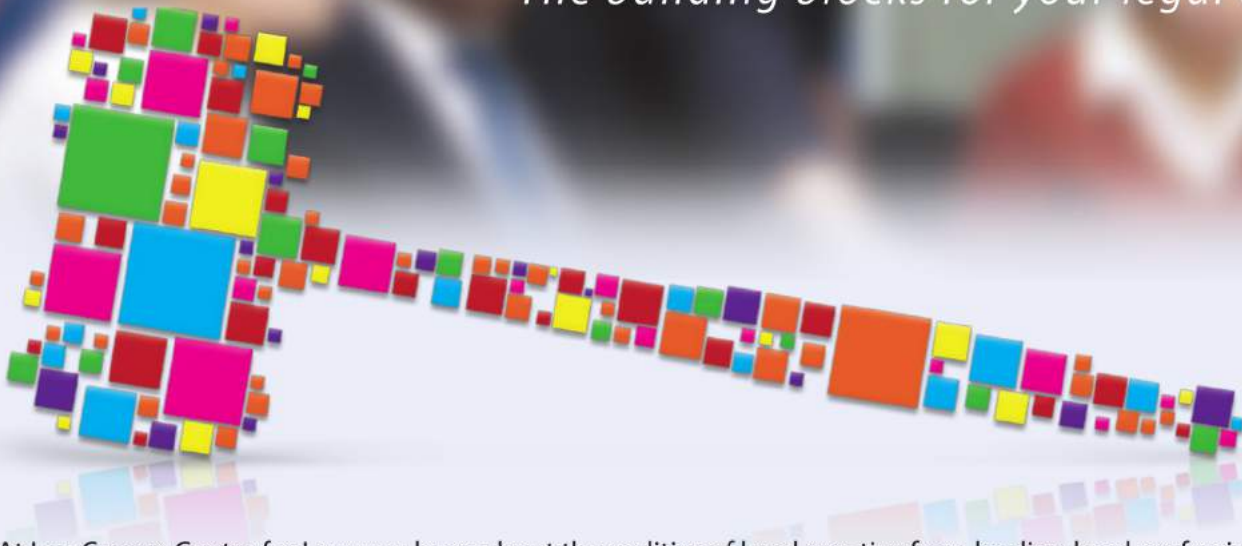
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Practical Legal Training

The building blocks for your legal career



At Leo Cussen Centre for Law, you learn about the realities of legal practice from leading legal professionals who support and encourage your development as a lawyer. Our training is founded on the principle of 'learning by doing', with no exams. At Leo Cussen you will build practical legal skills and gain the confidence to make choices about your career.

PLT at Leo Cussen is:

- Practical
- Comprehensive
- Designed to meet the National Competency Standards for Entry Level Lawyers
- Guided by a Mentor

Choose the course that suits you best:

- Online (Full-time)
- Online (Part-time)
- Onsite (Full-time)

Our PLT courses are designed for law graduates seeking to apply for admission to practise law in all Australian jurisdictions. Our graduates work in a variety of professional environments in Australia and overseas including:

- Private legal practice
- In house legal practice
- Community and legal aid practice
- Government
- Policy & Research
- Politics
- Business
- And more ...

2016 / 2017

July 2016 intake:

Apply by 13 May 2016

January 2017 intake:

Apply by 18 November 2016

Nb: After first round offers are made, places may still be available after these dates.

For more information visit - leocussen.edu.au/apply

 1300 039 031

 facebook.com/leocussencentreforlaw

 linkedin.com/company/leo-cussen-centre-for-law

leocussen.edu.au



A Leo Cussen Centre for Law graduate shares their story:

Kathryn McGregor - Lawyer, Youthlaw

I was attracted to Leo Cussen because I was unsure of what area of Law I wanted to practice in and I wanted to gain insight into all aspects of Law. I knew that I could not do this through a 'traditional' article clerk position and the 'current matters' were a great way to get into the different areas of practice. I didn't have any 'legal' connections when I started the course and knowing that Leo Cussen organised the professional placement for you was of great comfort (for the onsite course). Further, having been a student for so many years and juggling part time work, I felt that Leo Cussen would be a great training ground for getting used to being in an office environment from Monday–Friday.

During my training at Leo Cussen, I really enjoyed the advocacy and criminal areas of training. I met some tremendous instructors who I will still call for advice and they are more than happy to give me that advice. I also enjoyed the social aspect of Leo Cussen, I have great friends that I have met from my course and still remain in contact with them. My professional placement that they arranged for me at North Australian Aboriginal Justice Agency (NAAJA) in Darwin was the cherry on top!

I am currently working as a Lawyer at Youthlaw and was previously employed as a Criminal Solicitor at the Victorian Aboriginal Legal Service (VALS) for three and a half years. I provide advice and representation for young people in criminal and other matters in the Magistrates' and Children's Court. During my time at VALS, I regularly travelled to regional areas of Victoria being the Aboriginal Legal representative for the local community.

I am constantly learning about different areas of the criminal law and how to engage with people from clients to prosecutors to magistrates. I thoroughly enjoy appearing at court and developing my advocacy skills. Youth law provides a 'holistic' style approach with our clients and we are able to link them into services which is of great benefit to the clients. Being able to help a client navigate their way through the system with tailored support is rewarding. We have a very collegial environment and there is always support for new lawyers. My job is constantly challenging and surprising – no day is ever the same – and that is fantastic!

Leo Cussen gave me the training and confidence that I needed to know that I could practice law and be effective in this role. Being able to apply all the legal knowledge you have gained in a practical way was tremendous.

Post-Graduate Study

Once you have completed your law degree there are many post-graduate study opportunities that you can choose to undertake.

Completion of post-graduate study can open many new adventures including working as an academic, management positions in companies or specialisation in law firms.

Graduate Certificates

Australian Migration Practice

The Australian Migration Law and Practice qualification is the entry level training course accredited by the Migration Agents Registration Authority ("MARA"). Please note that migration agents must be Australian citizens or permanent residents according to the MARA. For further information on the requirements for migration agent registration contact the office of MARA: www.mara.gov.au

This course is offered locally at Murdoch University as a Graduate Certificate in Australian Migration Law and Practice.

This course is offered interstate at the Australian National University ("ANU") and Griffiths University as a Graduate Certificate in Australian Migration Law and Practice. The course is also offered interstate at Victoria University as a Graduate Certificate in Australian Immigration Law and Practice.

Dispute Resolution

Alternative Dispute Resolution ("ADR") refers to a process of resolving disputes outside of formal litigation. ADRs have become increasingly important in recent years as an alternative to judicial proceedings. A dispute resolution certificate provides both essential knowledge and practical skills in negotiation, mediation, conciliation and the facilitation of a wide range of conflicts.

This course can be studied locally at Murdoch University as a Graduate Certificate in Dispute Resolution.

Dispute Resolution is also offered at several interstate universities. The University of Technology Sydney ("UTS") and Griffith University both offer a Graduate Certificate in Dispute Resolution.

Chinese Law

The Graduate Certificate in Chinese Law offers a unique opportunity to study Chinese Law, to travel and gain an understanding of Chinese culture whilst also generating international connections. China is a growing international superpower and an understanding of Chinese law and culture is invaluable, opening up significant career opportunities.

Locally, this certificate is offered at Murdoch University. The qualification requires studying a semester at Murdoch University and 3-4 weeks of study at the City University of Hong Kong.

Construction Law

A Graduate Certificate in Construction Law provides students with specialised knowledge in the area of building and construction law. The constantly developing nature of the industry makes it very complex and specialised knowledge is particularly valuable. The course also aims to equip students with the necessary legal skills and knowledge to manage and reduce the high levels of conflict prevalent within the industry. This course is particularly relevant to the current Western Australian market, and is valuable on a resume when applying for in-house lawyer positions at mining and construction contracting companies.

This course is offered locally at Murdoch University as a Graduate Certificate in Construction Law.

Graduate Diplomas

Criminal

This Graduate Diploma is designed to assist individuals who are interested in practising within the criminal justice system or a related discipline. It provides both a theoretical and practical understanding of the criminal justice system. Students are offered a broad range of units including juvenile crime, crime prevention, policing and Indigenous justice.

This course is offered locally at University of Western Australia as a Graduate Diploma in Criminal Justice.

Interstate, the course is offered at the University of New South Wales as a Graduate Diploma in Criminal Justice and Criminology.

It is also offered interstate at the University of Sydney as a Graduate Diploma in Criminology.

Commercial Law

For those who wish to develop or further a career in commercial law this graduate diploma is an attractive option. It provides participants with an opportunity to enhance their understanding of the principles of commercial law as well as their practical application. It also provides the opportunity to gain specialised knowledge in a range of commercial areas: for example taxation law, competition law, patent law and employment law.

This course is offered locally at the University of Western Australia as a Graduate Diploma in Commercial and Resources Law.

This course is offered interstate at Monash University as a Graduate Diploma in Law (Commercial Law).

This course is also offered interstate at the University of Sydney as a Graduate Diploma in Commercial Law.

Energy Law

The energy industry comprises one of the largest sectors in the Australian economy. Consequently, a diploma in energy law is highly valuable. This course provides specialised knowledge into energy law and gives an important insight into both its commercial and social impacts.

This course is offered locally at University of Western Australia as a Graduate Diploma in Energy Law.

This course is also offered interstate at the University of Melbourne as a Graduate Diploma in Environment, Energy and Resources Law.

Laws

The Graduate Diploma in Law is designed to broaden the skills and knowledge gained in an undergraduate law degree or to enable students to specialise in a particular area of law. This course is offered locally at University of Western Australia as a Graduate Diploma in Law.

This course is also offered interstate at Monash University, Bond University and La Trobe University as a Graduate Diploma in Law.

Masters

Executive Master of Public Administration

The Executive Master of Public Administration is a degree offered by the Australia and New Zealand School of Government (“ANZSOG”). ANZSOG was established to teach high-level policy and administration to promising public sector leaders. Participants in this degree need to be selected as a candidate by their employers and admitted to the program by ANZSOG. They then need to enrol at one of the partnership universities to complete the course. For further information on entry requirements see:

<https://www.anzsog.edu.au/programs/executive-master-of-public-administration/overview>.

It may also be valuable to research the course at your chosen university.

This course is offered locally at the University of Western Australia as the Executive Master of Public Administration. This course is offered interstate at:

- Griffiths University
- University of Canberra
- Australian National University
- Flinders University
- University of Sydney

Laws

The Master of Laws is a highly valued, general qualification where students are able to choose from a variety of electives and tailor their law degree to suit interests and professional aspirations. Master of Laws can be undertaken either completely by coursework or split between coursework and research, which generally involves a 15,000-20,000 word thesis.

This course is offered locally at the University of Western Australia as a Master of Laws (Coursework). It can also be studied at Murdoch University as a Master of Laws by Research. It is also offered at a number of universities interstate:

- University of Sydney
- University of New South Wales
- Melbourne University
- Monash University
- Australian National University
- University of Queensland

Criminal Justice

A Masters in Criminal Justice is designed to provide participants with advanced knowledge of the criminal justice system. It is tailored for students who wish to pursue a career in this field.

An individual with a Masters in Criminal Justice is open to a diverse range of career opportunities. Some may find themselves working for NGOs, local government, correction facilities, as a forensic psychologist or in customs and immigration.

This course is offered locally at the University of Western Australia as a Masters in Criminal Justice (Coursework). This course is offered interstate at:

- University of Sydney
- University of New South Wales
- Griffiths University
- Monash University

Commercial Law

A Masters of Commercial Law enables graduates from any qualification to gain a comprehensive insight into commercial law. The broad range of subjects enables participants to gain an understanding of the various areas of commercial law.

This Masters degree is more suited for non-legal graduates, however for legal graduates who wish to specialise in an area of commercial law it is a useful qualification to have.

This course is offered locally at the University of Western Australia as a Master in Commercial and Resources Law. This course is offered interstate at:

- Melbourne University
- Monash University
- La Trobe University
- Deakin University
- University of Sydney

Doctorate

A doctorate is the highest qualification available to law students (indeed to any students). Successful applicants complete an original research thesis (generally around 60,000 to 100,000 words) that makes a substantial contribution to their related field of study.

Some doctorates require students to complete coursework units before they commence work on their thesis. These coursework units are undertaken to ensure students have a level of expertise to ground them in conducting their research.

Acceptance into a Doctoral program will typically require a recognised undergraduate degree in Law (usually with first class or high second class honours), OR a recognised Masters qualification in law with a strong average mark. Doctorates will generally require a commitment of 4 years full-time study or the equivalent part time.

Generally speaking, students with an interest in pursuing a career in academia (university lecturer etc.) will benefit most from gaining a doctorate, as many tertiary institutions prefer academic staff to either hold, or be working towards a doctoral qualification.

Laws

The Doctor of Laws is a common legal doctorate that offers a more legal specific qualification than a PhD.

This course is offered at a number of universities across Australia:

- University of Western Australia
- Melbourne University
- Monash University
- University of Queensland

Juridicial Science

A doctoral qualification in Juridical Science allows students to complete an advanced qualification in an area of law specific to their interests.

The course is offered at:

- University of Western Australia
- Monash University
- University of New South Wales
- University of Sydney

Criminology

A doctoral qualification in Criminology is offered locally at Murdoch University as a Doctor of Philosophy.

This course is also offered at:

- Edith Cowan University as a Doctor of Philosophy (Criminology, Justice Law)
- Griffith University as a Doctor in Philosophy
- University of New South Wales as a Doctor in Philosophy (Criminology)

Beyond the Law Firm

Just because you have graduated with a law degree, that doesn't mean you have to practise as a solicitor in a top tier law firm. There are plenty of other avenues available to you. Below is a list of some positions that you can pursue with a law degree under your belt, both within the legal profession and out of it. After all, you may have decided from those clerkships you undertook during your degree that law life just really isn't for you!

Within the Legal Profession

Committees/Boards

- **Young Lawyers Committee**
(<http://www.lawsocietywa.asn.au/legal-circles/#young-lawyers>)
- **Social Justice** (Part Seven - Firm Directory)
- **Rural, Remote, Regional** (www.rrrlaw.com.au)

Associateships

- **High Court of Australia** (www.hcourt.gov.au)
- **Federal Court of Australia** (www.fedcourt.gov.au)
- **Federal Magistrates Court** (www.fmc.gov.au)
- **Family Court** (www.familycourt.gov.au)
- **State Administrative Tribunal (SAT)** (<http://www.sat.justice.wa.gov.au/>)

Non-Legal Career Paths

- **JOURNALISM**
- **PUBLISHING**
- **UNIONS**
- **GOVERNMENT**
- **FINANCE**
- **INTERNATIONAL HUMANITARIANISM**
- **GENERAL NATIONAL HUMANITARIAN BODIES**
- **OTHER NGO's**

Remember that the world is your oyster! There are countless career paths out there for you, don't anchor down one that you aren't happy in - chances are you'll be spending a lot of your life working and therefore you want to make sure you are doing something that you love.



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PART FIVE

International Exploration

Overview

Travelling internationally to further your studies and legal experience is a wonderful thing to do for so many different reasons. Firstly, who doesn't like to travel?! Why not explore the world whilst having the peace of mind that your travel is helping to boost your career. Law firms love well-travelled and experienced students. The real-life knowledge and experience that you gain from travelling is invaluable.

There are many different possibilities open to you outside of Australia. Didn't secure the clerkship you wanted at that top tier law firm in Perth? Not to worry, why not overseas and complete an internship in another country? International internships and extra-curricular activities will help to boost your CV, whilst also adding to your life experiences. You can always apply for clerkships in Perth next year, after you have completed an international internship and have added it to your CV. Certain firms may also offer international clerkships - try applying for one of these if you want to experience the legal profession in another country.

You can also further your studies overseas, either through a university exchange or postgraduate study.

This part of the guide will seek to provide you with some international opportunities that you may want to explore.



Willem C. Vis International Commercial Arbitration Moot

The Willem C. Vis International Commercial Arbitration Moot – known as the Vis Moot - is an international moot competition held annually in Vienna. The aim of the moot is to foster study of and encourages arbitration as a method of dispute resolution. In 2016, more than 311 teams from universities all over the world participated in the moot.

In Part One of this guide, you may have read about getting involved in competitions at Notre Dame. Not only do they look great on your CV but they also provide you with the opportunity to utilise and develop your legal skills (see page 10 for information about NDLS Competitions).

Every year, under the guidance of Tomas Fitzgerald, who is a lecture at the university, a team of Notre Dame law students are selected to travel internationally to compete in the Vis Moot against many law students from around the world. If you want to get involved in the Vis Moot for 2017 you will need to contact Tomas Fitzgerald at tomas.fitzgerald@nd.edu.au.

Caitlin Morris - The Vis Moot Experience



Ok, full disclosure: being part of the Notre Dame Willem C. Vis International Commercial Arbitration Moot team sounds pretty damn fancy and looks good on your CV. Plus, you get to go to Vienna.

But if that's the only reason you're thinking about Vis, don't bother. Here's why: imagine you apply for the team. In around October, the team is chosen – you're in, yay. Not long after, a 70+ page problem question arrives in your email. You have about a month to get your first written submission in. So far so good, right? Well, here's the kicker: you have no idea what international commercial arbitration is, you're unfamiliar with arbitration and seriously, what the hell does CISG, UNIDROIT and VIAC mean?

The Vis Moot, my friends, is not a walk in the park. In fact, it's a 6-month marathon in which you will laugh, cry, drink more coffee than you thought humanly possible and probably (if you're anything like me) seriously consider quitting more than once.

But contrary to the old adage, the best things in life are *not* free. By participating in the Vis

Moot my team and I learnt a *lot* about an area of law most practitioners haven't heard of, received training that most law students won't have the opportunity to receive and built skills that will carry us throughout our careers.

Sure, Vis looks good on the CV. To employers, it reflects commitment and dedication, a willingness to work hard and the ability to work in a team. Plus, it gives you plenty of material to work with in interviews. But don't do it for those reasons.

Do it for the free t-shirt.

[About the Author: Caitlin Morris was a speaker in the ND Vis Moot team in Vienna in March 2016. If you're interested in the Vis Moot but have some questions, Caitlin is more than happy to give you some answers.]

Study Abroad and Inter Campus Exchange

An excellent way to complement your degree from Notre Dame is by completing a semester interstate or internationally. Studying abroad is an amazing life experience and a chance to see a different part of the world, whilst boosting your resume and helping you to stand out from the crowd at the same time. Firms love to hear about your real-world experience and the ways in which you have put yourself out of the comfort zone - travelling abroad is definitely a way to show them this.

The university offers a broad range of opportunities to study overseas. You can travel to countries like Korea and Taiwan, or particular cities such as San Francisco, Boston, Dublin and Lyon. All students who have completed a study abroad

semester will highly recommend it and all students who haven't will wish they did.



Eligibility and admission requirements will need to be met before you start planning your semester away, so head over to: <http://www.nd.edu.au/future-students/study-abroad-students/outbound-study-abroad>. You can book an appointment with the Study Abroad Office for more details. Also, don't forget to book that meeting with one of the Assistant Deans to see how it will all fit within your degree structure!

If you don't feel like packing up and moving overseas for 6 months, then you may wish to venture over to Notre Dame's Sydney campus for a semester. You'll be able to knock off some national law units, such as Equity, Trusts and Constitutional Law whilst living in the vibrant Sydney CBD.

If you have the time, resources and desire to test yourself and move out of your comfort zone a bit, then study abroad is definitely worth looking at. It will afford you with a great set of life skills that you never knew you had whilst also giving you an excuse to travel without having to take time off.

Have a read of Kate Miller's experiences on the next page (if you even need further convincing).

Kate Miller - Saint Mary's College

I was fortunate to have participated in the study abroad program for second semester last year, completing 4 1/2 months at Saint Mary's College, Indiana, U.S.A. The prospect of undertaking high school exchanges, overseas study tours and university exchange had always appealed to me. When the opportunity presented itself to study abroad, I knew that my participation in the Study Abroad program would be an essential part of my university education at Notre Dame and failure to fulfill this ambition would leave me regretful.

I embarked on the long awaited trip and experience of a lifetime to the United States in late July 2013. I was happy to escape the Perth "winter" which I will never call "winter" again after experiencing the latter part of my exchange. Arriving in Los Angeles, I spent three weeks travelling the sunny west coast with a friend from Notre Dame who was undertaking an exchange in Portland. After saying our final goodbyes in New Orleans, we departed our separate ways. I observed the countless fast food institutions on the trip down to South Bend and it well and truly sunk in that I had arrived in urban America. Driving down the avenue from the University of Notre Dame (Saint Mary's brother school, located across the street) to Saint Mary's, I became immersed in the historical architecture and beautiful grounds of the campuses both built in the 1840s.

Arriving in the Midwest was more of a culture shock than I had anticipated. I was no longer in populated cities or major tourist attractions that were flooded with the familiarity of other Australian accents. I was the first Australian that many of these college students or local residents in the area had ever met. My first few weeks in the dining hall involved a bombardment of questions about kangaroos as pets, Australia's deadliest species, what language we spoke and whether Australia has an army. I was overwhelmed with how interested my new friends were in learning about my home country and I took pride in teaching them. In turn, they filled in the blanks about American political, sport, travel, economic and social culture and the variations of that culture within different states of America.

I undertook three courses at Saint Mary's and one course at the University of Notre Dame, which included, American History, American Politics, History of World Civilisation and the American Regime. The style of teaching, assessment and marking was completely different to Australia. Often we had a weekly quiz and short essays did not require much outside research nor was referencing necessary.

South Bend, home of 3 colleges, is a town dominated by its university population. Many of the local businesses catered to the needs of the student community. Taxis were discounted at student rates and a free shuttle bus circulated the main attractions in town. South Bend bled blue and gold in support of Notre Dame's famous "Fighting Irish" Athletic department. The

'Fighting Irish' nickname has created a culture of Irish tradition throughout the town, whether it be student accommodation or local drinking establishments, many of them displaying traditional Irish names.

One of the best things about of my study abroad experience was my exposure to college sporting events. I purchased season tickets to Notre Dame's home football games. However the College football experience involves an array of activities, which have become as integral to the day as the game itself. On Friday, pep rally's and midnight drummers circle's are held to hype up fans, who have travelled far and wide to watch the Fighting Irish. On Game Day, Notre Dame fans enjoy tailgating. This is a pre-game tradition where typically friends and family break out the grill and open the cooler to include hamburgers, brats, hotdogs, Budweiser, Miller and of course a game of corn hole. The atmosphere at the football game was unreal, I was exposed to cheerleaders, marching bands, college mascots and catchy cheers which echoed throughout the 80,000 fans at the stadium.

Chicago, which is in my opinion one of the best cities in the world, was only a short 2-hour train away. I was able to do a few weekend trips to Chicago for business and pleasure, having been fortunate enough to travel with the Model UN group at Saint Mary's representing Australia in the AMUN Conference, which was wholly funded by the college. I went to a music festival in "Keeping It Weird" Austin, slipped right into my boot scootin' boots at a Texan Honky Tonk and witnessed the southern drawl and sweet ice tea in Sunny North Carolina for fall break. I experienced my first Thanksgiving Feast in which my American family described it as "Gobble until you Wobble". I trick-or-treated in my Kangaroo onesie for Halloween and purchased a heinous Christmas sweater to show my Christmas cheer.

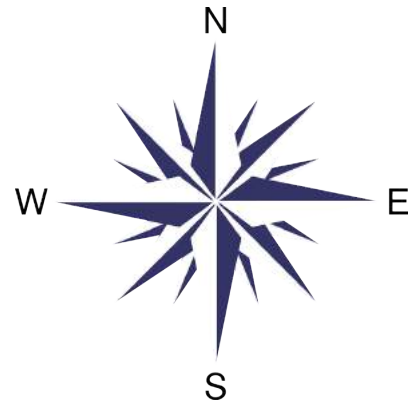
I cannot stress enough how much my study abroad experience has enriched my overall university experience. It has no doubt been one of the most fulfilling experiences of my life. Notre Dame students seeking to do exchange may be overwhelmed by the application and planning process however these pale in significance when your embarking on your overseas adventure.

Three major tips;

1. Plan Ahead: discuss with course coordinator what units you can do on exchange and arrange preferences of universities based on which college offers best units for your degree structure.
2. Save, Save, Save: Return Flights, Accommodation, Food, Insurance, Visas, Internal Travel and Spending Money really does add up. Whilst there are scholarships out there, apply but don't rely on them. If your planning to go next year, start putting the pennies away now.
3. Y.O.L.O: You only live once, make the most of your study abroad experience.

International Human Rights Internships

Here you can find a list of International Human Rights Internships that you may be interested in applying for. They are very rewarding, great experience and look impressive on your CV.



Amnesty International

Amnesty International is a worldwide movement of more than three million people who actively campaign to end grave abuses of human rights. The International Secretariat of Amnesty International in Europe runs an internship program in several countries around the world. According to the website, interns can expect to undertake research, monitor international press and design web pages among various other administrative/project related tasks. Opportunities often exist within the International Law Organisation, Policy and Evaluation, Media and Audio or International Fundraising programs. Internships are purely voluntary so it is up to those involved to arrange visa applications, accommodation and travel costs.

Location

New York, London, Geneva and other International Secretariat Offices.

Duration

Three to six months. However, if interested in an ongoing role with the organisation, you can visit the volunteering page for more details.

How to Apply

See: http://www.amnesty.org/en/jobs_all/internships.

Asian Human Rights Commission

The Asian Human Rights Commission (“AHRC”) is a non-governmental body, which seeks to promote greater awareness of human rights in the Asian region, and obtain relief and redress for the victims of human rights violations. The organisation invites people with a legal background, country experience and a strong interest in the field to apply. Interns are required to help out with case documentation, research and communication assistance. Applications are judged on individual merits and according to the needs of the AHRC at the time.

Location

Hong Kong

Duration

Minimum six months: Jan 1 - Jun 30, Jul 1 - Dec 31 or other periods. See website in regards to flexibility with the dates.

Application Dates

Applications must be submitted at least 4 months prior to the commencement of the placement.

How to Apply

See: www.humanrights.asia/get-involved/internship for more information about the internship.

Australian Delegation to the UNHRC

Each year Australian citizens are able to undertake voluntary internships at the Australian Permanent Mission to the United Nations during the sessions of the UN Human Rights Council. The Mission is particularly interested in candidates with qualifications in disciplines relating to humanitarian, legal issues and human rights. Interns are involved in supporting Australia's interests at the international level in a wide range of areas. Training may include preparing and reporting on meetings/ conferences, learning how the Foreign Service functions, gaining an understanding of diplomatic protocol and a range of other tasks.

Location

Geneva

Application Dates

Details and dates are listed on the website.

How to Apply

Applications for the Internship Program should include a covering letter, together with a CV, completed questionnaire and a reference letter from your university.

See: http://www.geneva.mission.gov.au/gene/un_internship.html.

Channel Youth

Channel Youth ("CY") is a responsible tourism company that was founded in 2004 with the aim of building and promoting community capacity through the use of volunteering and responsible tourism in India. CY offer a number of volunteer project options which include women's empowerment, helping out at orphanages, infrastructure work, leading sports programs and health promotion work.

Location

Five places in India (Goa, Delhi, Karnataka, Kerala and Rajasthan.)

Duration

Flexible

Application Dates

Not available on the website. Submit interest via website to be forwarded on to the partner organisation in Australia.

How to Apply

See: <http://www.channelyouth.in/Contact.aspx>.

Commonwealth Human Rights Initiative

The Commonwealth Human Rights Initiative ("CHRI") is a non-partisan, non-governmental establishment which aims to bring about awareness of, and adherence to the Universal Declaration of Human Rights, Harare Principles and other internationally recognised human rights programs conducted by Commonwealth Governments. Interns may undertake work in one of three major strategic areas: Access to Justice (police reforms and prison reforms); Access to Information; and Strategic Initiatives.

Locations

Accra (Ghana), New Delhi or London

Duration

Opportunities range from two months to a year.

Application Dates

For further information visit: <http://www.humanrightsinitiative.org>.

How to Apply

Send an email to: info@humanrightsinitiative.org (New Delhi); chri.admin@sas.ac.uk (London); or chriafrika@humanrightsinitiative.org (Accra) with a CV statement of purpose, references and brief writing sample of not more than four pages showcasing your analytical and articulation skills.

Commonwealth Secretariat

The Commonwealth Secretariat works to encourage those interns involved to research and shape international standards and best practices on human rights. The work of the Secretariat includes promoting democracy and human rights, empowering young people, and working towards the achievement of the United Nations Millennium Development goals. Lawyers, political analysts, journalists and human resource professionals are just some of the people that the organisation attracts.

Locations

Multiple Locations

Duration

Minimum one month to a maximum period of no more than six months.

Application Dates

See: <http://thecommonwealth.org/jobs>, OR <http://thecommonwealth.org/youngprofessionals>.

How to Apply

Note: To be considered, applicants must be citizens of a Commonwealth member state of dependent territory. Applicants must be enrolled in a university or equivalent tertiary institution or have graduated within the previous 12 months. As advertised on the website, the Secretariat requests the following information before starting the online application; job reference number, personal contact details, cover letter and current CV.

See: www.thecommonwealth.org/.

Federation of Women Lawyers

The Federation of Women Lawyers raises political and social awareness in the promotion, protection and preservation of the rights of women and children. The Kenya internship allows successful applicants to gain more theoretical and practical understanding in their area of specialisation and/or interest. The organisation has five programmes: Programme Support Unit, Finance and Grant, Strategic Team, Access to Justice and Transformative Justice.

Location

Kenya

Duration

Varies depending on the programme

Application Dates

Dates and deadlines will be posted on the website so keep a look out. Alternatively, fill out the "Contact Form" on the website if you require further assistance.

How to Apply

See: <http://fidakenya.org/dr7/?q=Internship> and download the 'Internship Form'.

Human Rights Watch

Human Rights Watch prides itself on being one of the world's leading organisations dedicated to defending and protecting human rights. Human Rights Watch offers unpaid internships to both undergraduates and graduates in their offices around the globe. Tasks vary but may include drafting documents, helping researchers prepare for missions and engaging in advocacy efforts aimed at curtailing human rights violations. Opportunities will be made available to take part in training and special events relating to the specific divisions and departments within the institution.

Location

Multiple locations around the world.

Duration

Three months

Application Dates

Not all divisions will have openings for interns so be sure to check the site regularly for updates. Note: For summer internships, apply well in advance. Visit their website for more details: www.hrw.org/about/volunteering.

How to Apply

Attach a letter of interest, CV, list of professional and/or academic references and a brief writing sample to the advertised email address on the 'Job Description' page.

International Court of Arbitration

The International Court of Arbitration Dispute Resolution Services offers successful candidates the opportunity to acquire practical experience in an international organisation. Duties entrusted to the interns include researching specific national and topical laws, preparing for conferences and drafting documents related to current arbitration cases. The placement is unpaid and it is up to interns to arrange their own finances, visa arrangements and accommodation.

Location

Hong Kong or Paris

Duration

- Hong Kong: three months
- Paris: two months

Application Dates

- Hong Kong: At least two months prior to the start of the internship period.
- Paris: At least six months prior to the start of the internship period.

How to Apply

Attach a letter of interest, CV, list of professional and/or academic references and a brief writing sample to the advertised email address on the 'Job Description' page.

International Court of Justice (ICJ)

The International Court of Justice's function is to review and settle international legal disputes submitted to it by States, and to give advisory opinions on judicial questions referred to it by authorised United Nations bodies. Students and recent graduates are given the opportunity to put their knowledge into practice, while performing certain tasks for the organisation.

Locations

The Hague, Netherlands

Duration

One-three months

Application Dates

Applications are open all year.

How to Apply

Complete the online application form and submit via the site:

<http://www.icj-cij.org/registry/index.php?p1=2&p2=6>.

Furthermore a letter of recommendation must be attached, including the contact details of the referee.

International Criminal Court (ICC)

The International Criminal Court is the first treaty based criminal court to help end immunity for the perpetrators of serious war crimes in the international community. Under supervision, interns will gain a deeper understanding of the Court's objectives and of the challenges faced by the institution, and a theoretical knowledge of the work of one area of the Court in particular.

Locations

The Hague, Netherlands

Duration

Three to six months

Application Dates

Must be submitted in accordance with the deadlines as published on the website. Visit webpage for more information.

How to Apply

All candidates must fulfil the eligibility requirements. See: <https://www.icc-cpi.int/jobs>.

International Criminal Tribunal for the Former Yugoslavia (ICTY)

ICTY's internship program is open to those applicants who have an academic and/or professional background in law, translation and interpretation, or information technology. Interns are invited to attend lectures/meetings and other activities, which all have relevance to the work of the Tribunal. This placement is unpaid, meaning that candidates must have resources or other financial support for the duration of the internship.

Locations

The Hague, Netherlands

Duration

Three to six months

Application Dates

Open all year around. Candidates are advised to submit their application approximately six months before their internship. Starting dates for 2017 can be found on the website.

How to Apply

See: <http://www.adc-icty.org/#!/internship-programme/t5dfo>.

If your question remains unanswered, then contact the ADC-ICTY Head of Office, Dominic Kennedy at: dkennedy@icty.org.

International Fund for Agricultural Development (IFAD)

IFAD is a specialised branch of the United Nations, which aims to increase the access of rural or poor peoples to financial services, markets, technology, land and other natural resources. Tasks and responsibilities will be assigned to the participant depending on their educational background, skills and experience. Interns can be paid the equivalent of a lump sum of US\$600 per month, less any payment received from a sponsor (if any).

Location

Rome

Duration

Maximum period of six months.

Application Dates

Various dates throughout the year.

How to Apply

See: <http://www.ifad.org/job/intern/index.htm>.

International Labour Organisation (ILO)

The ILO is the international organisation responsible for drawing up and overseeing international labour standards. ILO's interns are exposed to conferences, meetings, and contribute to analytical work as well as support the organisation's fundamental principles programs and ground-breaking strategies. A stipend, paid by ILO, may be available to cover basic costs.

Location

Switzerland

Duration

Three to six months.

Application Dates

See website: <http://www.ilo.org/public/english/bureau/pers/vacancy/intern.htm>.

How to Apply

Email internship@ilo.org for general enquiries regarding placement opportunities.

International Service for Human Rights (ISHR)

The mission of the ISHR is to support the engagement of human rights defenders with the United Nation and regional human rights systems. Areas in which interns work with include the UN monitoring team, regional and national programme, training, communications, international development and fundraising and finance.

Location

Geneva

Duration

Part-time and full-time placements available ranging between three to six months.

Application Dates

There are no deadlines for applications. ISHR recruits throughout the year.

How to Apply

Applicants should submit a form (available online) and CV (with two references) with a clear indication to which program they would like to apply. Internship applications not specifying a particular program will not be considered. See: www.ishr.ch/internships.

International Tribunal for the Law of the Sea (ITLOS)

Participants will carry out assignments for the Registry and Tribunal under strict supervision. They are expected to use their knowledge to contribute to the work of the agency in fields such as political science, translation, publications and international law. Internships are offered in the following four areas: Legal Office, Library, Linguistic Services and Press Office.

Location

Hamburg, Germany

Duration

Three months

Application Dates

See website below.

How to Apply

See: <http://www.itlos.org/index.php?id=243&L=0%20onfocus%3DblurLink%28this%29%3B>.

Lawyers Without Borders

Lawyers Without Borders is the world's largest group of volunteer lawyers from around the globe who offer pro bono service to international projects and initiatives. Interns will take part in tasks ranging from mundane administrative work to challenging research. Note that law students are not guaranteed legal research during their placement. However, the organisation provides large scale research assignments for successful candidates. The internship is unpaid.

Location

Hartford, Connecticut (US). However, there are a few counter opportunities in London, Nairobi, Port-au-Prince and Monrovia.

Duration

Eight to ten weeks

Application Dates

Applications are generally closed and will be reviewed at least three months before the start of a new internship period.

How to Apply

No application will be considered without a detailed CV (with names of references) and cover letter. It must be submitted to internships@lwob.org.

See their website for specific requirements regarding written applications:
<http://www.lwob.org/internships>.

Projects Abroad

Law and human rights internships with Projects Abroad give you the opportunity to change legislation, attend court sessions, deal with local media and become part of a vital resource by providing legal services to individuals, businesses and the wider community. Internships vary and are based on age, experience and level of education. The price of each placement includes all food and accommodation, transfers to and from the airport, travel insurance plus 24 hour back-up from staff.

Location

There are multiple locations for the internships including Ghana, China, Morocco, Togo and Senegal.

Duration

The duration depends on location of internship. See website for more details.

Application Dates

Various commencement dates throughout the year. Check the website for more details.

How to Apply

Applications can be made online at www.projects-abroad.com.au/apply-now/.

UN High Commission for Refugees (UNHCR)

The UN High Commission for Refugees is mandated to direct and co-ordinate international action to protect refugees and resolve refugee issues around the world. UNHCR interns will work on a project which will benefit both them and the organisation, in fields such as refugee protection (legal), public affairs, administration among other specialised fields.

Location

Budapest and Geneva

Duration

Two-six months

Application Dates

There is no deadline for applications. The placements are on an on-going basis and are offered throughout the year.

How to Apply

See: <http://www.unhcr.org/pages/49c3646c49d.html>.

World Intellectual Property Organisation (WIPO)

The WIPO is dedicated to developing a fair global intellectual property system which stimulates innovation and contributes to economic development while protecting the public interest. Interns learn about the organisation and are given the opportunity to utilise their educational experience through practical work.

Location

Geneva

Duration

Undergraduate student internships are a maximum of three months duration. Postgraduate students and young professionals can undertake internships for a maximum of 6 months.

Application Dates

Applications can be made throughout the year.

How to Apply

Send applications, CV and cover letter to staff.engagements@wipo.int.

For more information see: www.wipo.int/erecruitment/en/internship.html.

World Trade Organisation (WTO)

The WTO Secretariat offers Internships for those wishing to gain practical experience and deeper knowledge of the global multilateral trading system and its policies. Interns must hold a bachelor degree in a relevant discipline (e.g. economics, law, international relations) and have completed at least one year of their postgraduate course.

Location

Geneva

Duration

Internships can last up to 24 weeks.

Application Dates

Throughout the year.

How to Apply

Online applications are strongly encouraged and can be made at
https://erecruitment.wto.org/public/hrd-cl-vac-view.asp?jobinfo_uid_c=3475&vacIng=en.

Alessia Werjutina - My Internship in China

In summer 2013-2014 I partook in a one month Internship at DeHeng Law Offices in Chengdu, China. The firm focuses on providing high-end commercial legal services. Throughout my internship at DeHeng I definitely learnt a lot about the Chinese culture and the way that people do business over there.

I was able to experience China's growth, wealth and business practice first hand. I was exposed to not only a completely distinctive and foreign culture, but also a rapidly increasing and wealthy economic market place of business investment and opportunities. During the internship I was fortunate enough to work on several areas of commercial and international law, while offering an Australian perspective to my supervisor and many of our clients. The areas I was exposed to included: Mergers and Acquisitions, Foreign Direct Investment Enterprises and Stock Option Agreements, International Immigration issues, Intellectual Property and International Trade Agreements.

While I definitely stepped out of my comfort zone being immersed in a new foreign environment, language, culture and economy; it was such an amazing learning experience. I was challenged in ways I had never been challenged before and I quickly knew that this is a path of law I am eager to pursue and gain more experience in.

I would definitely recommend an international internship to anyone willing to step out of their comfort zone and experience working in a new and challenging environment.

International Clerkships

For those of you jet-setters, you may be interested in pursuing an international clerkship. A variety of law firms offer you the opportunity to do so. Below is a list of some firms that offer international clerkships, for more detailed information about the firm head to their website. You will find all of these firms' details located in the Firm Directory in Part Seven of this guide.

- Allens and Linklaters
- Allen & Overy
- Norton Rose Fulbright
- DLA Piper
- King & Wood Mallesons



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International Post-Graduate Study

If you hold a strong interest in pursuing the study of law at an advanced level sometime after the completion of your LLB/JD, then it really doesn't get much bigger and better than chasing those letters after your name at Oxford, Cambridge, Yale or Harvard. Post-graduate study at these universities attracts not only the leading law graduates of your generation but also the world's best academic resources and most acclaimed legal professors.

The following outline of your options for graduate study outside Australia is by no means exhaustive and focuses on the various 'taught' programmes offered by the big four at the expense of purely research-based degrees. As a general rule these programmes are exceedingly expensive and you will undoubtedly find it just as important (as course-selection) that you manage to secure one of the various postgraduate scholarships available to applicants at each institution.

Oxford University

Bachelor of Civil Law

Representing Oxford's equivalent to UWA's Masters of Laws (LLM), the BCL is widely considered to be the most academically demanding post-graduate taught law course offered in the Common Law world.

Despite its name, the degree is essentially a Masters in English law designed specifically for those holding Common Law first degrees (although there is a civil law equivalent offered).

Students choose four courses (one of which can be a 12,000 word dissertation) from a selection of 30 or so options.

The world-renowned BCL differs from other LLM-type programmes insofar as lecture and seminar format teaching is complemented by intensive small-group tutorials typically containing two or three students and a tutor. Much of the prestige associated with the degree is due to the opportunities provided to students in venting their arguments and ideas in a one-on-one manner with the leading academics.

Masters in Law and Finance

Oxford's MLF is a relatively new programme launched in October 2010 which acts as Oxford's response to the overwhelming business and industry consensus that many graduates coming with the 'old-world' Masters degrees (BCL, LLM) are simply not commercially savvy enough.

In providing an interdisciplinary study of the law in its economic and financial contexts this course is tailor-made (with components created via industry-collaboration) for those looking to take their qualification into the corporate law, financial regulation and investment banking sectors.

In short, the MLF is an intensified, ten-month, post-graduate version of an LLB/Finance Double Degree. For more information see:

<https://www.law.ox.ac.uk/admissions/postgraduate/master-science-law-and-finance>.

Postgraduate Diploma in International Property Law and Practice

Oxford's Diploma in IP Law is their vocational offering of sorts designed for those lawyers who have already begun or plan to begin practicing in Intellectual Property.

Although offered part time and containing an intensive component, this programme is more comprehensive and prestigious than a weeklong summer intensive in IP. It is taught over the space of twelve months and comprises both a two-week on campus intensive component and a rolling series of weekend workshops held between October and June in London law firms. The dual teaching roles given to both IP academics and practicing lawyers gives this programme a unique flavour; evidence of collaboration between both Oxford and the UK's Intellectual Property Lawyers' Association (IPLA).

For more information see: <http://www.law.ox.ac.uk/postgraduate/odip.php>.

Masters in International Human Rights Law

The MIHRL is a course specifically designed for those practicing lawyers or scholars of human rights law who want to complete high-level study in human rights law without having to abandon their current career or overseas residence.

The central focus of the course is maintaining the right balance between imparting knowledge of the substantive laws, their implementation and human rights advocacy skills and strategy development.

The programme is usually described as extremely difficult and does require significantly more assessed work than comparative LLM degrees.

The programme is offered part-time over 22 months and is made up of two periods (totalling nine weeks) of summer intensive classes at Oxford, a seven month online learning component and a 12,000 word dissertation; all while working full-time.

For more information see: <http://ihrlmst.conted.ox.ac.uk/>.

Scholarships

If you wish to find out more about some of the uber competitive scholarships at Oxford see: <https://www.law.ox.ac.uk/admissions/graduate-scholarships>.

For more general information on these and other programmes see:

<https://www.law.ox.ac.uk/admissions-index/postgraduate-taught-index>.

Cambridge University

Master of Laws

The Cambridge LLM is a highly prestigious nine-month postgraduate course in English law which is almost entirely identical to Oxford's BCL in terms of structure, assessment, teaching format and intellectual rigour.

The course allows students to select four "papers" (courses) to write for their final exams, one of which can of course be a dissertation (18, 000 words). The academic facilities, class sizes and closeness of contact with tutors at Cambridge are second to none, alongside Oxford.

At Cambridge the LLM student can choose to either gain a specialisation in commercial, European or international law or take a combination of courses in these or other law subjects. Every year there are approximately 25 courses to choose from.

For more information see: <http://www.law.cam.ac.uk/courses/llm.php>.

Masters in Corporate Law

The Cambridge MCL is essentially the slightly younger sister to Oxford's MLF. Like the LLM, the MCL runs for nine-months and is primarily taught via lectures and seminars culminating in a written examinations.

For all intents and purposes it will have the same substantive content as the Oxford MLF with an exclusive focus on corporate legal issues and an emphasis on both industry and academic insights in a transactional setting. Its distinguishing feature is that students take a total of six courses throughout the year (four one-term modules & two full year courses) instead of four in the LLM.

For more information see: <http://mcl.law.cam.ac.uk/why-the-mcl>.

Diplomas

Cambridge offers two one-year research programmes (with no course work) which lead to either the Diploma in Legal Studies or the Diploma in International Law depending on the nature of the topic of research. Both programmes must be undertaken full-time and involve the submission of a 30,000 word dissertation after three academic terms. The Diploma in Legal Studies is a 'catch-all' degree which is suitable for those dissertations on topics outside the field of international law.

For more information see:

<http://www.law.cam.ac.uk/admissionscoursespostgraduate-research/diplomas-law>.

Scholarships

The faculty of Law at Cambridge offers a limited number of academic scholarships and economic hardship grants to prospective students. See:

http://www.llm.law.cam.ac.uk/scholarship_information.html for more information.

Yale University

Master of Law

It isn't a surprise to find out that Yale's LLM is essentially the North-American cousin of Oxford's BCL with its nine-month duration from September until May, its strong focus on small group teaching and its extremely competitive annual intake of just twenty-five students.

Notably, admission to the Yale LLM requires a clear commitment from the applicant that he or she will seek a career in law academia, although word of mouth indicates that a minuscule number of places remain open to those highly qualified individuals holding promising leadership positions in public sector organisations.

Due to its significantly low intake, Yale have been able to advertise their postgraduate programme as offering complete and ultimate flexibility for those applicants intending to pursue careers in teaching law and further scholarship.

Yale ensures that LLM students have unhindered access to postgraduate versions of most subjects offered by the law school, with no specialisation requirement or recommended pathway for research.

If you intend to practise law in the long term, rather than pursue a career in academia, perhaps Oxford or Cambridge's more practical MLF/MCL programmes are more suitable.

For more information see: http://www.law.yale.edu/graduate/llm_program.htm.

The Doctor of the Science of Law

Also note the Yale offers a further one-year postgraduate degree available exclusively to highly gifted Yale LLM graduates. The JSD has an extremely rigorous application process, requiring students to transform into a scholar upon their submission of a 'substantial' dissertation and is probably only recommended to those students content to spend much of their adult lives in New Haven, Connecticut.

For general postgraduate information see:

<https://www.law.yale.edu/study-law-yale/degree-programs/graduate-programs>.

For scholarship information see:

<https://www.law.yale.edu/admissions/cost-financial-aid/financial-aid-forms-resources/outside-scholarships>.

Harvard University

Master of Laws

In substance, the Harvard LLM is every bit identical to its Yale counterpart and is sought after with the same ferocity by both international and U.S. students alike. The Harvard programme provides incoming international students with exposure to U.S. law, seminars from the preeminent legal scholars of our generation and access to the largest academic law library in the world.

Harvard students really are given unbridled personal choice in planning how they wish to structure their nine month degree, with over 250 law courses to choose from, including limited scope for taking a course from another Harvard faculty (non-legal).

The silver lining of choosing Harvard's LLM is two-fold. First, the assessment structure is uniquely flexible allowing students to choose between either writing the shorter 'LLM paper' (75-100 pages) on a specialised practice area they wish to pursue in a professional capacity and the more extensive 'LLM thesis' for those pursuing academic careers.

Second, Harvard has arguably the single most extensive variety of extracurricular and co-curricular courses (not-for-credit) in the world. These range from workshops on legal writing and feminist approaches to law, to seminars on the intricate laws of chess in Cambridge, MA.

Doctor of Juridical Science

As you have already guessed, the SJD is essentially Harvard's JSD equivalent designed for aspiring legal academics seeking a sustained period of independent study. LLM graduation at Harvard is a pre-requisite and the submission of a substantial dissertation and 'oral defence' of that dissertation is expected.

In a similar vein to the LLM, the SJD tends to be made up of predominantly international students seeking to make themselves more marketable as academics or practitioners in their home countries. In the alternative many international students use their Boston residence to create a network of US professional references in the event that they are able to sit for the bar and gain admission to practice in some US jurisdictions.

For more information see:

<http://hls.harvard.edu/dept/graduate-program/sjd-program/?redir=1>.

For general postgraduate information see:

<http://hls.harvard.edu/dept/graduate-program/?redir=1>.



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PART SIX

Notre Dame Graduate Profiles

Thomas Camp - Supreme Court of Western Australia

When I was a kid, I just loved funny bones; the books and the shows. I really wanted to be a skeleton when I grew up. Throughout my law studies I lost interest in skeletivism and instead thought about what else I could do with my life. I enjoy the law, and the practice of it. I also enjoy the sound of my own voice. It seemed to make sense to look down the path of advocacy. But where do you start?

As I discovered more and more about the coveted associate positions that are available, my interest was piqued. The chance to regularly watch quality counsel, get accustomed to briefs, pleadings and judgments and work with one of the state's eminent jurists seemed to be a perfect start to a career practicing the law. Judges know this, which is why associateships tend to be given to recent graduates.

It's also worth mentioning the difference within the court. As a judge's associate you will work with an orderly, or research associate orderly (who will be another graduate). The latter will effectively be a second associate who may do some of the roles of an orderly (knock your judge in; bring him tea or coffee at certain times). If you are in the general division you will be liaising with lawyers and listings to organise the necessary documents, when matters will be heard and prepare the file. If you are an appeal associate a lot of the admin and file management is done by the CoA office which gives you more time to do the research memo's which is a large part of the CoA associate's workload.

I applied through the general rounds of applications for Supreme Court associates and was lucky to be interviewed and chosen as the associate to the Hon Justice Le Miere. If you are interested in family law, you can email the Family Court judges and see if they are taking anyone. Similarly the High Court tends to believe that if you want to be an associate to a High Court judge, you should at least have the confidence and initiative to email the current judges associate's to ask if and when they are hiring. Different courts do it differently.

I highly recommend everyone who is interested to apply for an associate position. You do a lot of interesting work, meet a litany of lawyers and are exposed to excellent legal argument.



Melanie Rifici - Allens Linklaters

I studied a combined Bachelor of Laws / Bachelor of Arts (Politics and Journalism) at the University of Notre Dame, and graduated in 2009. During my penultimate and final year, I completed a number of vacation clerkships at a range of firms, including large commercial law firms, boutique family law firms and property law firms. I recommend applying for clerkships at a range of firms during your degree, as it is the best way to gain experience and to see what type of firm you would like to work in. Clerkships also put you in a good position to be considered by firms for priority graduate offers.

In July 2009 I completed a two week vacation clerkship at Allens, in the construction disputes team. The clerkship provided a mix of training, client work and activities which allowed me to get to know the lawyers and partners at the firm. I found that Allens offered the interesting and high profile work, excellent training and high quality resources of a top tier international law firm, while at the same time maintaining a 'small office' feel where everyone knows each other. This made it an easy decision to accept Allens' offer of a graduate position following my clerkship.

I commenced at Allens as a graduate in March 2010. I spent my first year in the commercial litigation team, working on a range of insurance, insolvency and general commercial disputes. My tasks included research, drafting court documents, preparing briefs to counsel, writing letters and drafting client advices. I also attended a number of court hearings and meetings with clients and counsel. Following my graduate year, I completed a second rotation in Projects (construction) and a third rotation in Energy and Resources, before settling in the Energy and Resources team.

I am now a Senior Associate in Allens' Energy, Resources and Infrastructure team and work mainly on hard rock mining matters. I have had the opportunity to work on a number of interesting transactional matters, including drafting agreements and correspondence in relation to mining projects and advising on legal and operational issues affecting those projects. I have also been involved on a large, complex and high-profile dispute concerning a multi-billion dollar mining project in the north-west of Western Australia. It is often exciting to see the outcome of the team's work reported in the news!

Allens has an alliance with international law firm Linklaters, which provides increased opportunities to work on international transactions and to complete secondments overseas. A number of lawyers from the Perth office are currently enjoying secondments in Linklaters' London office.

Allens also offers opportunities to become involved in a range of social functions, sporting events, pro bono work, charity fundraisers etc. I recommend becoming involved in these types of activities as a graduate and junior lawyer, as it is a great way to take your mind off work and to meet and interact with colleagues whom you may not work with directly.

Angela Milne - State Solicitors Office (WA)

My name is Angela Milne and I graduated from Notre Dame University in 2012. After two years working as a Judge's Associate in the Supreme Court, I commenced working at the State Solicitor's Office (SSO) in the graduate programme at the beginning of 2015.

There were six graduates in my 2015-cohort. Two of us had already been admitted and commenced as Legal Officer Trainees, whilst the other four commenced as Articled Clerks and were admitted at the end of their first year of work at SSO. However, we essentially all undertook the same work in our first year which involved seven placements through different sections of SSO and external agencies.

In the first year I had placements in the Civil Wrongs, Native Title and Commercial sections of SSO, and had the opportunity of working for a wide range of solicitors. Much of the work involved research and advice. However, I had the opportunity to appear in the Magistrates Court to conduct means inquiries and also to attend the higher courts and the State Administrative Tribunal with more senior lawyers. There were opportunities to assist those solicitors with tasks such as drafting submissions and corresponding with other parties.

The external placements in the first year involved four weeks at each of the Parliamentary Counsel Office, Police Department and Department of Public Prosecutions. During placement at Parliamentary Counsel Office I had the opportunity to assist drafting and amending subsidiary legislation, and gained an understanding of the challenges involved.

In our second year at SSO we commenced the Restricted Practitioner's training program and started to be allocated more court work. Less than halfway through the year I have appeared in departmental prosecution matters in Mandurah and Perth Magistrates Courts and by video-link to Carnarvon and Northam Magistrates Court. My most challenging day was appearing in the State Mention list at Perth Magistrates Court in which there were 27 matters. I have appeared on behalf of the Department of Transport in the District Court in applications for extraordinary driver's licences. I'm also starting to get opportunities to work in teams in complex prosecution matters with more senior solicitors. No day is the same and no day is dull!

Ella Wisniewski - Haynes Robinson

After graduating in December 2014, I began working as a law graduate at Haynes Robinson in January 2015, and was admitted to the Supreme Court of Western Australia in May 2015. I had previously come down to Albany for a two-week clerkship at Haynes Robinson during my winter break, and the offer for a graduate position had arisen during that time.

In many ways, working at Haynes Robinson has been an ideal starting point to my career in law. I have had the opportunity to gain valuable experience in a diverse range of practice areas. The matters that I am currently working on include estate administration, conveyancing, wills and probate, civil litigation, and family law. I have also had the opportunity to develop my advocacy skills by representing clients in criminal matters at the Albany Magistrates Court. More generally, working in the Great Southern region has given me some insight into the types of matters particular to a largely rural, agriculture-driven community.

As a small firm, the culture of Haynes Robinson is positive and welcoming. While I am supervised as a restricted practitioner, the environment is one in which I have a great deal of ownership over matters that I am working on at any given time. This has encouraged me to develop a sense of professional confidence and to trust in my abilities. I meet with clients regularly, taking on files from the first meeting onwards and seeing them through to their conclusion. I enjoy consistent support from Jamie Hodgkinson, the Principal Solicitor and Director, and am encouraged to ask questions and work collaboratively on all matters. I would encourage any Notre Dame student or graduate who is seeking broad practical experience in a boutique firm to apply to Haynes Robinson.

Gilbert + Tobin

Kyle Moss - Perth 2013 Winter Clerk, 2014 Graduate

From the moment you walk in to the office at Gilbert + Tobin in Perth you know it's not just any other law firm. There are open doors and friendly faces everywhere. Partners stopping by your desk for a chat and junior lawyers with knowledge far beyond their years is the norm here at Gilbert + Tobin.

Throughout my clerkship I was exposed to real work. I researched authorities to support submissions to the Supreme Court and I drafted memorandums of advice. I attended a special conference at the Supreme Court with a client and had coffee with a prominent Perth barrister.

My clerkship at Gilbert + Tobin was a real insight into the day-to-day work of a litigation lawyer. Knowing I would be surrounded by knowledgeable, respectful, professional and friendly people made choosing to come back to Gilbert + Tobin an easy choice.

George Salter - Perth 2013 Summer Clerk, 2014 Graduate

My overall experience during the clerkship program was extremely enjoyable. I completed a rotation in the Energy + Resources group, which is one of my areas of interest. The work assigned to me was by no means limited to remedial tasks to occupy the time, and I felt that I was able to really get a taste for the type of work Gilbert + Tobin does.

In addition to being provided with challenging and stimulating work, I found the office to be a very tight-knit yet inclusive environment. It felt that everyone, regardless of their practice group, was making an attempt to meet me and make me feel welcome throughout the three weeks. I certainly felt that the social aspects of Gilbert + Tobin greatly contributed to my enjoyment during the clerkship.

Robert Slattery - King & Wood Mallesons

Dispute Resolution: Insolvency and General Litigation

Towards the end of my university career I realised that it was time to start taking things a bit more seriously and try to get a job within law. I attended the career's fair with no knowledge of any firm or what they operated in, being sure to ask firms such as King and Wood Mallesons who they were.

I went through the process of updating my CV and writing as many cover letters as possible (a process that takes far more time than people expect!). I was fortunate enough to secure a few interviews which can be quite insightful to the culture of a firm. King and Wood Mallesons stood out to me as it had at that time just started its merger with a top Chinese firm King and Wood. Luckily I was invited to attend the pre-interview function which involved a presentation from each practice group and drinks afterwards. At the time I thought the function as excellent because it gave an insight into what law firms actually do (something that had somewhat escaped me at university). It really assisted in helping me to see what areas I would be potentially interested and would want to give a shot. At the drinks I was able to speak to a range of people from law graduates to partners. This was a great opportunity to see the two sides of the firm, the business and the social scene.

On offers day I was fortunate enough to receive a call from King and Wood Mallesons to offer me a summer clerkship. I decided to clerk through the construction team which offered both front (drafting contracts) and back (litigation) end experience. I was a bit anxious as I did not have any construction law or litigation experience but found that the team was always willing to help out whenever I was a bit stuck on any question. The main work that I completed in the team was assisting in preparing the contracts for the Perth Airport T1 Airport Expansion. This was quite exciting work as I felt it was something more tangible than other areas of law. After my clerkship I was offered a one day a week position (which is fairly unique to King and Wood Mallesons) and then a graduate placement for 2014.

There were many reasons why I chose King and Wood Mallesons but some of the key reasons included the opportunity to work on great matters with great people. I also knew that King and Wood Mallesons would endeavour to invest in my legal career. This assumption seems to have paid off as the firm offers nearly weekly internal seminars on all areas of law and has recently paid for me to be enrolled in an insolvency specialist course through Queensland University of Technology. The graduate position also offers an opportunity to rotate through three different teams so you can experience a lot of what the firm has to offer. There is also the chance to go on a secondment to the Hong Kong or London office as part of the firm's international graduate rotation.

Robert Slattery - King & Wood Mallesons

There were many reasons why I chose King and Wood Mallesons but some of the key reasons included the opportunity to work on great matters with great people. I also knew that King and Wood Mallesons would endeavour to invest in my legal career. This assumption seems to have paid off as the firm offers nearly weekly internal seminars on all areas of law and has recently paid for me to be enrolled in an insolvency specialist course through Queensland University of Technology. The graduate position also offers an opportunity to rotate through three different teams so you can experience a lot of what the firm has to offer. There is also the chance to go on a secondment to the Hong Kong or London office as part of the firm's international graduate rotation.

I suggest applying to as many firms as possible to try different places. This will provide you with an opportunity to see not only the type of work but the type of people who work at the firm.

Brenna Ridout - Jackson McDonald

Jackson McDonald so far...

I graduated from the University of Notre Dame in July 2013. I was a summer clerk with the Insurance team at Jackson McDonald in January that year and was lucky enough to receive an early offer for a 2014 graduate position. After I happily accepted the position I was able to have a stress free final semester and could focus on saving up for travelling instead of interviews!

THE APPLICATION/INTERVIEW PROCESS

The first round of getting a clerkship is the interview. My interview at Jackson McDonald was quite transparent - there were no trick questions and the partners that interviewed me explained how the interview would proceed and gave me a heads up about the types of questions they would ask. For example, I had to deliver my 'elevator pitch' to conclude the interview (scary!) but at least I had some warning and could think of things along the way rather than being stumped at the end. Understandably, the firm just wanted me to set myself apart from every other person applying for a clerkship - so be prepared to do that in any circumstance.

Second round is a networking 'Morning Tea'. You will probably gain a higher understanding of what networking is by the time you finish your law degree and if you do get to this stage, make it count. It is expected of you to mingle and have as many encounters with people from the firm. Do your research on who works in which area so you have some quick questions to ask them and don't be afraid to talk about things other than the law! Everyone was so easy to talk to and because there was a set time frame, there were no awkward uni students wondering if it was appropriate to leave or stay.

THE CLERKSHIP

A summer clerkship is three weeks, which is a great length of time to really understand the dynamics of the practice team you work with and the Jac Mac way of doing things. I can honestly say I felt like part of the team even though my time there went so fast. I was entrusted with real work and my opinion did count. During my clerkship I worked on medical negligence, worker's compensation and personal injury matters, drafting letters of advice, interesting research tasks and attended court. Lawyers from each level of the team always put time aside to explain matters and discuss my work. I was also lucky to have a really supportive Buddy who gave genuine help along the way and great advice to take the pressure

Brenna Ridout - Jackson McDonald

off. Jac Mac places emphasis on the type of person you are and although you may not realise it at the time, the firm looks for qualities that won't necessarily be evident in the way you do a research memo.

THE GRADUATE PROGRAM

Overall, Jackson McDonald has a very friendly and open environment, which is really important in your junior years. We have a very well organised College of Law program which has been structured around our work flow to make it that bit easier to get through the final stretch of study. Despite being very lucky to get a job, I can relate to how vulnerable a penultimate or final year student feels in this extremely tough market for graduates. I think it is important to just be yourself (easier said than done when extremely nervous) and get as much work experience as you can. I have already made great friends with my fellow graduates and we have bonded over a week and a half of full time College of Law. All I can say is it feels great to be part of such a supportive, successful firm that has invested so much into its graduates already. Good luck in all your applications and I hope to 'network' with you soon!



The Graduate experience

Jake Lowther

It seems like only yesterday I was reading the NDLSS's Careers Guide from your perspective. It is hard to believe that I am now writing this one month into life as a graduate lawyer. It has been a hugely exciting but very busy first few weeks at Ashurst. We started with a very glamorous business trip to Sydney. The other Perth graduates (featuring two fellow Notre Damers) and I arrived for a national induction with our colleagues from all of Ashurst's Australian offices. We bonded over our chic corporate apartments, reasonably priced Sydney coffee, Gelato Messina and a very fun 'paparazzi' session amongst the iconic harbour landmarks. It was a fabulous opportunity to meet and network with the interstate graduates, and we are now frequently assisting each other with inter-jurisdictional matters.

Upon our return to Perth, local induction, training sessions and College of Law classes dominated the first two weeks. After a final welcome breakfast with our buddies and supervising lawyers, we were on the floor. My first rotation is in Ashurst's employment team, an area of law of which I had no prior experience. However it has been challenging and engaging to say the least, with a very collegiate atmosphere. I have already worked on matters involving Ashurst lawyers in numerous offices around the world, and interviewed witnesses over the phone.

I wish you all the best with the clerkship and graduate processes.

www.ashurst.com

ashurst

AUSTRALIA BELGIUM CHINA FRANCE GERMANY HONG KONG SAR
INDONESIA (ASSOCIATED OFFICE) ITALY JAPAN PAPUA NEW GUINEA SAUDI ARABIA SINGAPORE
SPAIN SWEDEN UNITED ARAB EMIRATES UNITED KINGDOM UNITED STATES OF AMERICA



THE DLA PIPER EXPERIENCE

By **Lauren Evans**, solicitor at DLA Piper and Notre Dame graduate

This year marks my fourth year working in law, having graduated from Notre Dame in December 2010 and having commenced work as a graduate at DLA Piper in February 2011.

Looking back at the friends and peers I graduated with, it is interesting to see the changes and moves they have made so far in their careers. I have friends who work for the Australian Government, for foreign governments, friends who are contract administrators at large construction companies, and of course, friends who have chosen to work in private law firms, like me. Some of these friends have also changed jobs because they wanted to move practice areas or were looking to eventually work interstate or overseas.

When I began at DLA Piper, as part of the outstanding graduate program on offer, I was able to gain experience in different areas of law while I completed my rotations in the Finance & Projects and Real Estate teams. While working in these teams, I experienced working on matters related to mining, land access, mining litigation, construction dispute resolution, corporate law and real estate, and, it is safe to say, I have learned something new every day.

After settling in Finance & Projects and working in mining litigation for two years, I moved into the Real Estate team to pursue areas of law more suited to my interests. It still amazes me how easy it was to move around within DLA Piper once I told a partner that mining litigation was not what I wanted to do for the rest of my life. There was no need to change employers like many of my friends have had to. In Real Estate I am privy to the inner workings of multi-million dollar deals and have the opportunity to meet some of Perth's best property developers, and work for large international clients.

One of the advantages of working at DLA Piper is the ability to work across jurisdictions. In the Real Estate team I have been able to work on due diligences and sales of large office buildings and major shopping centres in New South Wales and Victoria as well as Western Australia and have, as a result, developed successful working relationships with my peers in those offices.

Late last year, DLA Piper held a two day training for its two and three year post admission solicitors in Melbourne, which I was fortunate enough to attend. This was a fantastic opportunity to finally meet those who I have worked with in other offices, and to forge new connections with others. It was also a great reminder that DLA Piper is truly a global firm, with junior solicitors from the Middle East, Europe and Asia joining their Australian colleagues for the training.

While working in groups to strategise our approach to an international law scenario, it became clear that each person's knowledge of their own local law was used by the group to form a strategy. It was at this stage that I understood what DLA Piper's slogan "Truly Local, Truly Global" is all about. Having a network of excellent local lawyers in all jurisdictions across the world gives DLA Piper the ability to be a successful global law firm.

It's hard to know where you want to end up when you are still at university. You have not yet experienced many aspects of law, and there are many practice areas you don't even know about. Life experiences may also change the direction in which you want to head. Fortunately for me, DLA Piper offers its lawyers the ability to work in different practice areas and across jurisdictions. If you are interested in a global perspective, it's a great place to begin your legal career.

PART SEVEN

The Firm Directory

Law Firms - Featured

Allens Linklaters

Allens is a leading international law firm, with partners, lawyers and corporate services employees across Asia and Australia.

Through an integrated alliance with Linklaters, we provide clients with access to market-leading lawyers through a global network of 40 offices across 29 countries, including to emerging markets in Africa, Asia and South America.

We work with many of the world's leading organisations – including 55 of the world's top 100 companies and more than 75 of Australia's top 100 companies.

Our integrated alliance with Linklaters puts us ahead of the market – we are the only firm in Australia and Asia to have a formal relationship with a UK Magic Circle firm. For you, this means even more possibilities. You'll have the chance to work with a broader group of clients, work on multi-jurisdictional matters and take up opportunities for international assignments.

Vacation Clerkships

Come and explore a career with us by applying for one of our clerkships. Our clerkships offer ambitious penultimate-year law students an insight into the workings of a large corporate law firm, and offer an exceptional opportunity to experience our work, people and culture.

Anything is possible with us – provided you are willing to work hard and are committed to achieve whatever you put your mind to. Allens Perth offers three clerkship programs of three week duration across the 2016 and 2017 period. Our programs coincide with university holidays.

You will work for the three weeks in one practice group with a range of different partners and lawyers. This will give you insight into the type of work we do and the clients we work for.

We accept applications from students who are in the penultimate or final year of their law degree at the time of application.

- Monday 18 July - Applications open
- Friday 5 August - Applications close
- Wednesday 21 September - Offers made

Casual Employment

We offer casual paralegal positions as needed, for further details regarding available positions please visit our website www.allens.com.au/careers.

Graduate Employment

We offer a rotations program over two years. Experience has shown us that these two 12-month rotations give our graduates great exposure to clients, work and teams across a variety of areas.

One of the other benefits of our approach is that you don't work for one partner – you will work for many people across a variety of areas, therefore we do not operate in a siloed structure. During the program you are individually supported by three people – a development supervisor, a performance coach and a buddy. We recognise that it's early in your career and we aim to give you as much support, guidance and mentoring as possible.

Candidates who have previously completed a clerkship with Allens will be eligible for a Priority Graduate Offer. These offers will be made on Friday 29 July 9am - 5pm.

Contact Details

Sarah Munro - People and Development Consultant

Telephone number: 08 9488 3740

Email: sarah.munro@allens.com.au

Website: <http://www.allens.com.au/careers/graduates/index.htm>

Ashurst

As a global law firm with a rich history spanning almost 200 years, we've built a reputation for providing exceptional standards of service and established ourselves as a leading adviser to local and global corporates, financial institutions and governments, in all areas of law including finance, M&A, disputes and competition.

Vacation Clerkships

What you say in your application is up to you: but be sure to express your personality and tell us why you want to be a commercial lawyer – and why you'd like to join Ashurst in particular.

We offer clerkships in each of our Australian offices, application and recruitment dates are aligned to the state guidelines. You'll firstly need to decide which office you want to clerk in, and only make one application. For Perth, apply between July 18th and August 5th 2016.

Casual Employment

In the event we need to recruit paralegals, vacancies will be advertised at careers.ashurst.com.

Graduate Employment

We predominately recruit our graduates from our seasonal clerkships.

Contact Details

Jacqueline Taylor - Human Resources Consultant

Telephone number: (08) 9366 8000

Email: Graduate.Programs@ashurst.com

Website: careers.ashurst.com

Clayton Utz

Clayton Utz is one of Australia's leading law firms, with a reputation for standing out – and for being outstanding. With 177 partners and over 1,200 employees across six offices, we continue to build on our reputation for confident, innovative and incisive legal advice.

Our major areas of practice are Banking & Financial Services, Commercial Litigation, Competition, Corporate, M&A, Capital Markets, Environment & Planning, Insurance, IP & Technology, Major Projects & Construction, Public Sector, Real Estate, Restructuring & Insolvency, Tax, Workplace Relations, Employment & Safety and Pro Bono.

Clayton Utz employs people with a wide range of backgrounds, skills, interests and competencies. We look for people who can contribute new ideas and who take a creative approach to solving problems.

We look for people who are:

- focused on results and can drive a task or project through to completion;
- flexible, and can stay effective while adjusting to a changing work environment;
- excited by learning, and actively seek new ideas and different perspectives;
- adept at building relationships with clients and peers to achieve goals;
- natural leaders who can provide guidance, feedback and direction to others.

Vacation Clerkships

If you're a law student in your penultimate year, our Clerkship Programs will expose you to the fast pace of a full-service commercial law firm and show you the law in action. You'll be working under the guidance of some of the sharpest legal minds in Australia, on challenging, complex and high-profile transactions and matters. You'll be mentored by partners and lawyers who are leaders in their fields, in a firm where individuality is embraced and innovation actively encouraged.

Graduate Employment

Our 2.5 week orientation program is designed to ensure that you'll hit the ground running. It consists of PLT+, local training and a national orientation week in Sydney.

Clayton Utz has a strong focus on professional development for all employees so we all can keep our specialist knowledge and skills up to date. This is offered through continuing legal education, professional development training programs, coaching and on-the-job training.

With our Graduate Program you'll get...

- three rotations of six months in our national practice groups;
- mentoring from some of the best lawyers in the country;
- a buddy who'll give you the inside information;
- meaningful performance feedback so you know you're on the right track;
- continuing legal education programs and professional development support so you can become the lawyer you want to be;
- the chance to participate in our Community Connect and Pro Bono programs and really give back; and
- social and sporting activities, because we know it's not all work and no play.

We hire most of our Graduates from our Clerkship Programs. Occasionally, additional opportunities may arise.

Contact Details

Gail Anderson - People & Development Manager

Telephone number: (08) 9246 8415

Email: ganderson@claytonutz.com

Website: www.claytonutz.com/careers

Corrs Chambers Westgarth

Corrs Chambers Westgarth is a premium independent law firm. Our vision as a world class law firm is to drive Australia's competitiveness and economic engagement with Asia. We are based in Australia and operate internationally, wherever our clients need our services.

Vacation Clerkships

Our Seasonal Clerkship Program consists of two Summer programs and one Winter program, each for a three week duration. Applications are open to all students in the penultimate year of their law degree.

Applications open: Monday, 18 July 2016

Applications close: Friday, 5 August 2016

All applications must be submitted via our website - www.corrs.com.au/graduates

Casual Employment

We often recruit casual paralegals to support our busy practice groups. Our paralegals are typically sourced from our pool of seasonal clerk candidates who have previously clerked with the firm.

Graduate Employment

Our Graduates are recruited through our Seasonal Clerkship Program and the Priority Offer process. From time-to-time, we also consider applications from the open market and, in these circumstances, applications must be submitted via our website -

www.corrs.com.au/graduates.

Contact Details

Jennifer Jacobs - People & Performance Consultant

Telephone number: (08) 9460 1621

Email: jennifer.jacobs@corrs.com.au

Website: www.corrs.com.au/graduates

DLA Piper

DLA Piper is a global law firm with lawyers in the Americas, Asia Pacific, Europe, Africa and the Middle East, positioning us to help companies with their legal needs around the world.

Vacation Clerkships

A clerkship is a great way to gain insight into our firm and is your path to a Graduate position. For more information about our application process and key dates, please refer to our website <http://www.dlapipergraduates.com.au>.

Casual Employment

We offer casual positions from time to time.

You can lodge an expression of interest with our HR team by sending your cover letter, CV and academic transcript to perthcareers@dlapiper.com.

Graduate Employment

Our Graduate Development program has been designed to provide graduates with the knowledge and skills for a successful career in law.

For further information about our graduate program and application process, please visit: <http://www.dlapipergraduates.com.au>.

Contact Details

Lauren Camporeale - Human Resources Coordinator

Telephone number: (08) 6467 6083

Email: Lauren.camporeale@dlapiper.com

Website: www.dlapiper.com



In Australia we are trusted legal advisors to approximately a third of the ASX 100 companies and all levels of government. We have offices in Sydney, Melbourne, Brisbane, Perth and Canberra.

Herbert Smith Freehills

Takeovers and mergers. Arbitration and litigation. We've got it all. And because we're one of the world's leading law firms, we also work with some of the biggest international organisations on some of their most ambitious projects.

Vacation Clerkships

We invite around 40-50 penultimate year law students to participate in our vacation clerkship program each year. We offer up to three clerkships per year.

Application dates for all clerkships

Open: 18 July 2016

Close: 5 August 2016

Offers made: 21 September 2016

For more information please visit: <http://careers.herbertsmithfreehills.com/au/grads/joinus>.

Casual Employment

N/A

Graduate Employment

We encourage students to participate in our vacation clerkship program as we fill the majority of our graduate positions through this program. For more information visit:

http://careers.herbertsmithfreehills.com/au/grads/join-us#dates_deadlines.

Contact Details

Chloe McClements, Graduate Recruitment Consultant

Telephone number: (08) 9211 7556

Email: Chloe.McClements@hsf.com

Website: www.herbertsmithfreehills.com



HERBERT
SMITH
FREEHILLS

BE A PART OF EVERYTHING

Join us as a Herbert Smith Freehills vacation clerk and you'll do more than just experience life at a leading law firm, you'll be a part of everything we have to offer.

Takeovers and mergers. Arbitration and litigation. We've got it all. And because we're one of the world's leading law firms, we also work with some of the biggest international organisations on some of their most ambitious projects.

Thanks to the quality of our international network, we're able to offer our clients both domestic and cross-border services, which means you get the chance to work in a truly global way.

Our work is incredibly varied. We provide top quality tailored legal advice to major corporations, governments and financial institutions as well as different types of commercial organisations. We're proud to be a full-service firm and we're proud to be able to do more for our clients.

Herbert Smith Freehills is a place where you won't just experience everything, you'll be a part of it. So if you've got the drive and ambition to become an exceptional lawyer, we'd like to hear from you.

YOUR DEVELOPMENT

We view you as the partners of the future, so it goes without saying that your development is incredibly important to us. Our full service practice and extensive work for international clients means you'll enjoy a varied experience across contentious and non-contentious practice groups.

As well as getting exposure to a huge breadth of work, you'll be supported to grow your career and reach your goals with flexible training and development plans. Individually designed, these plans will allow you to gain experience in all areas and help you find what's best for you and your career.

WHAT WE LOOK FOR

We look for exceptional people with the desire and ability to become truly brilliant lawyers. And there's more to that than just a great academic record. There's fantastic perception skills. There's confidence. There's empathy. There's an international mindset. There's diligence. And there's the drive to not only experience everything, but to be a part of it.

We are interested in who you are and the strengths you can bring. We have prepared some more detailed information on our website: careers.herbertysmithfreehills.com/au/grads/au/grads/join-us

INTERNATIONAL GRADUATE SECONDMENT PROGRAM

Our international network means that we can offer opportunities and experiences that are unrivalled in scope. In 2014 we launched our international secondment program for Australian graduates to our Singapore, Hong Kong and London offices and we are continuing to review and expand our secondment program. To hear about Ben and Mia's experiences on international secondment go to our website: careers.herbertysmithfreehills.com/au/grads/graduate-program

JOINING US

We offer a range of summer and winter clerkships in each of our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: careers.herbertysmithfreehills.com/au/grads/vacation-clerkships or contact one of our graduate recruitment team.

25 GLOBAL REACH

25 offices, including associated offices across Asia-Pacific, EMEA and North America

OUR GLOBAL PRACTICE GROUPS

- COMPETITION, REGULATION AND TRADE
- CORPORATE
- DISPUTE RESOLUTION
- EMPLOYMENT, PENSIONS AND INCENTIVES
- FINANCE
- PROJECTS AND INFRASTRUCTURE
- REAL ESTATE



KEY DATES AND DEADLINES

	BRISBANE	MELBOURNE	PERTH	SYDNEY
Approximate number of positions	25-30	70-80	45-50	30-35
Clerkship programs	2 summer	2 summer/1 winter	2 summer/1 winter	1 summer
Applications for all 2016/17 programs open	1 March 2016	11 July 2016	18 July 2016	15 June 2016
Applications for all 2016/17 programs close	21 March 2016	14 August 2016	5 August 2016	17 July 2016
Offers made	9 May 2016	11 October 2016	21 September 2016	23 September 2016

Please note: An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.

CONTACT



Chloe McClements
Graduate Recruitment Consultant
T +61 8 9211 7556
chloe.mcclements@hsf.com

Gilbert + Tobin

Gilbert + Tobin is a leading independent corporate law firm and a key player in the Australian legal market. From our Perth, Sydney and Melbourne offices, we provide innovative, relevant and commercial legal solutions to major corporate and government clients across Australia and internationally, particularly in the Asia-Pacific region. Established in 1988, Gilbert + Tobin employs more than 500 professionals. We have the highest proportion of female partners of any major Australian law firm and are acknowledged as a pioneer in providing pro bono services.

Vacation Clerkships

Perth law students in their penultimate or final year of study have the opportunity to build skills and experience across the summer or winter vacation period. We offer students the choice of either a three-week placement in summer or a two-week placement in winter.

For more information about applying or for program dates please visit me.gtlaw.com.au.

Casual Employment

Some of our clerks continue to work casually (1-2 days a week) after their clerkship has finished and while completing their university studies. We also recruit additional paralegals depending on the needs of the practice groups. When recruiting paralegals, we look for students who identify with our core values of innovation, entrepreneurial spirit, commercial acumen and a determination to succeed.

Graduate Employment

Gilbert + Tobin follows the priority offer system for graduate placements. All clerks who have completed a clerkship with us in the previous 12 months will be eligible to apply for a 2017 graduate position. Priority offers will be made at 9am on Friday, 29 July 2016 and will be held open until 5pm on Friday, 29 July 2016.

Contact Details

Emma O'Byrne - People Team Manager

Telephone number: (02) 9263 4067

Email: eobyrne@gtlaw.com.au

Website: www.gtlaw.com.au

A photograph of three professionals in a modern office setting. A woman with long brown hair is smiling at the camera, while two other people are seen in profile, looking towards her.

LAUNCH.

JOIN THE GAME-CHANGERS OF AUSTRALIAN LAW

If you share our ambition to be the best, Gilbert + Tobin will place you on that trajectory.

We employ a diverse mix of talented and ambitious people who are attracted to the firm because of its entrepreneurial spirit, creative approach and capacity for change. These are the reasons we enjoy a reputation as the most successful corporate law firm to emerge in Australia in many years.

We advise many of Australia's and the world's leading organisations and focus on the most dynamic sectors. Our clients and projects span Australia, Asia and emerging African markets.

Our Perth office employs some of Australia's leading practitioners in:

- + Corporate Advisory
- + Energy + Resources
- + Litigation.

We also practice in the following areas nationally:

- + Banking + Infrastructure
- + Competition + Regulation
- + Intellectual Property
- + Pro Bono
- + Real Estate + Projects
- + TMT + Project Services.

If you want to work for a first-tier corporate law firm, and you want to be the best you can be, we would be delighted to hear from you.

“We are an egalitarian, open-minded meritocracy committed to the growth and development of our people.”

Danny Gilbert, Managing Partner

**FIND OUT MORE AT
ME.GTLAW.COM.AU**

Jackson McDonald

Jackson McDonald is Western Australia's largest independent law firm. We are a full service commercial law firm, offering a broad range of commercial, litigation and dispute resolution legal services to both private and public sector clients.

Vacation Clerkships

We offer two vacation clerkships during summer and each clerkship is three weeks in duration. For more information, please visit our careers website: www.jacmaccareers.com.au.

Casual Employment

N/A

Graduate Employment

Our Law Graduates commence in early March each year and have the opportunity to rotate through a variety of Practice Groups. For more information, please visit our careers website:

www.jacmaccareers.com.au.

Contact Details

Claire Burrows - Human Resources Advisor

Telephone number: (08) 9426 6864

Email: cburrows@jacmac.com.au

Website: www.jacmac.com.au

K&L Gates

K&L Gates is a commercial law firm operating at the intersection of globalisation, innovation, and regulation to deliver legal solutions for clients facing an increasingly complex global marketplace with over 2000 lawyers across five continents.

Vacation Clerkships

As a law student in your penultimate year at university, you will gain valuable practical work experience through involvement in real legal work including attending client meetings, court visits, research and drafting advice whilst working in one of the following practice areas:

- Real Estate
- Energy, Infrastructure and Resources
- Litigation and Dispute Resolution
- Labour, Employment and Workplace Safety

Casual Employment

Yes

Graduate Employment

The K&L Gates Graduate program is designed to give you the technical expertise and commercial context to succeed. The program runs for 12 months, in which time you will complete 3 practice group rotations. You will be exposed to a variety of areas of commercial law in all your rotations.

Contact Details

Courtney O'Keeffe - Human Resources Business Partner

Telephone number: (08) 9216 0966

Email: courtney.o'keeffe@klgates.com

Website: <http://www.klgates.com/>

DEMONSTRATING COMMERCIAL AWARENESS

Firms expect candidates to demonstrate “commerciality” or “commercial awareness” in their application, but how do you do it? “And what is commerciality”?

It's not enough to say you are interested in commercial law to demonstrate your commerciality to firms like K&L Gates. You need to sell your attributes and experiences that demonstrate an interest in the business world, ideally linking with our firm's practice. Are you part of an industry networking group? Do you follow the changes and growth of a particular sector because it interests you? Have you thought about the impact legal services could have on this industry to enhance its position?

Commercial awareness is important to all law firms, particularly K&L Gates. You may tailor your approach depending on what type of firm you are targeting and where you would like to start your career. For example, if you have set your sights on a leading national or international firm, you could develop relevant commercial awareness by reading newspapers such as the Australian Financial Review or business related websites. This will help build your awareness of developments in the world of business, such as mergers and acquisitions, divestments, insolvency/administrations among market-leading companies that may impact firms such as the ones you are targeting. If you want to work locally, familiarise yourself with the ins and outs of local businesses and the nature of their clientele. This will demonstrate your commercial nous and interest, and if your career goal is a graduate role with a firm that specialises in a particular area, such as shipping, you'll want to be aware of the most important players in the field and the sort of transactions that take place.

Firms want you to demonstrate your commercial awareness in an interview setting but how do you do this?

Preparation is key! As you would prepare to demonstrate “critical thinking” in an interview, you should also prepare to demonstrate your “commercial awareness”. You might like to start with asking yourself the following questions:

- What practice areas does the firm focus on?
- Who are their key clients? Are they businesses, or ‘ordinary people’?
- What's going on in the market sector? Are there legal or regulatory changes on the way, or does the economic situation have a larger-than-usual impact? At K&L Gates, we have an excellent resource called the HUB, which can provide you with a plethora of information in this regard.
- How would a domestic, international or global firm leverage a new client?
- You may then like to consider how you might fit into the firm. Consider the following:

- As a graduate what can you bring that the firm needs to achieve its goals? You may not say this explicitly; however it's helpful to demonstrate it through and example (remember the STAR method of responding to questions – explain the Situation, Task, Action and Response).
- How do your own goals and interests fit into the firm structure? As you will be interviewing for a graduate position, it's helpful to demonstrate that you understand how the firm is structured, what the hierarchy looks like, and that you understand that you will start your career with limited knowledge and experience. Most firms should have this available on their website.

It is also important to understand that the overall goal of any business (which includes a law firm) is to make money. Whether you are a commerce, economics or arts major, it is important to show some level of financial awareness. This means you should demonstrate that you always look for the value for the client for example – how would you assist a client to achieve cost savings through improving efficiency in your work.

The role of a lawyer is not just technical; it is also about being a trusted business advisor to our clients. Lawyers must help clients to achieve their business goals. It is important to consider commerciality from the client's perspective. Think about how you can add value to their business. A client may come to you for advice regarding an M&A deal, but there can be more ways to enhance your service offering by looking beyond that advice and offering alternative solutions. Alternatively, you may have the opportunity to cross sell other areas of the business i.e. employment law that will be required as a flow on from the deal. It may not be exactly what they are looking for, but it puts the wheels in motion and gets them thinking about the possibility, and you never know where that may lead.

At K&L Gates, we look for innovative people who are passionate about how the law interrelates with all facets of not only business, but society in general. Keep your finger on the pulse by reading newspapers, blogs and books to gain a broader understanding of how the law and changes to the law can impact businesses locally and globally. We don't expect you to know the answer, but you should be able to articulate your ideas. Being a global law firm, at K&L Gates we want to see that you have an understanding of what it takes to be a team player from a global perspective. That could mean discussing how an economic downturn or a spike may impact certain offices or areas of practice. A great candidate shows awareness of both our business and the current marketplace.

For more information about this topic:
<https://targetjobs.co.uk/career-sectors/law-solicitors/291163-commercial-awareness-and-how-to-achieve-it-by-trainee-solicitors-and-law-recruiters>
<http://www.skillsyouneed.com/general/commercial-awareness.html>

King & Wood Mallesons

King & Wood Mallesons is helping clients across the globe to make smart choices to shape their future success. As a global law firm, over 2,700 lawyers in more than 30 international offices are cutting through the challenges facing business and providing commercial solutions that are transforming the way legal services are delivered. Our ability to connect emerging opportunities with market leading capability is pushing the frontiers of what can be achieved - connecting Asia to the world, and the world to Asia.

Vacation Clerkships

How to apply: Via our online application system at careers.kwm.com.

Applications open: Monday 18 July 2016

Applications close: Friday 5 August 2016

We offer clerkships so that you get a clear picture of what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we like to work, our culture, practice areas, clients and more. For many, the clerkship is the first stage of continuous development at King & Wood Mallesons.

Casual Employment

Casual opportunities are offered to Summer Vacation Clerks for first semester each year.

Graduate Employment

We follow the priority offers system in Western Australia, where graduate priority offers are made to former vacation clerks each year.

Offers made: Friday 29 July 2016 (9am)

How to apply: Via our online application system at careers.kwm.com.

Contact Details

Connie Herbert, People & Development Advisor

Telephone number: (08) 9169 7000

Email: connie.herbert@au.kwm.com

Website: careers.kwm.com

Lavan Legal

Lavan Legal is a full service commercial law firm based in Perth, Western Australia. Our service standard is simple: total focus on delivering the best outcome for the client. Lavan Legal's partners are considered leaders in their specialist areas of the law. Our people are intelligent, creative and strive for excellence in all that they do.

Casual Employment

We offer casual clerking opportunities throughout the year.

Lavan Legal regularly employs law students in their penultimate or final year of study to clerk in the firm on a casual basis. These opportunities are often one day per week over a three or six month period and are a fantastic way for the clerk to experience first hand working in one of Perth's top law firms while completing their university studies.

Graduate Employment

Lavan Legal selects law graduates both through internal and external candidates. Successful candidates need not have clerked with the firm prior. Cover letter, CV and academics should be sent to the HR Manager by end of May 2016 in order to be included in the recruitment process.

Contact Details

Damon Hansen-Knarhoi, Human Resources Manager

Telephone number: (08) 9288 6686

Email: damon.hansen-knarhoi@lavanlegal.com.au

Website: <http://lavanlegal.com.au>

Minter Ellison

Minter Ellison is one of the Asia Pacific's leading law firms. MinterEllison's large and diverse client base includes blue-chip public and private companies, leading multinationals operating in the region, global financial institutions, government organisations and state-owned entities.

Vacation Clerkships

Our vacation clerkships offer you real life work experience. A comprehensive orientation program and learning on the job will help you to build your legal skills and commercial acumen. You will work closely with partners and lawyers on active matters giving you exposure to complex and challenging work.

Please refer our website graduates.minterellison.com for all recruitment information.

Casual Employment

Occasional casual employment opportunities arise for students who have clerked with us in the past. Potential opportunities can be discussed during or after your vacation clerkship.

Graduate Employment

Our clerkship program is the talent pipeline for our future graduates. Typically, our graduate positions are offered to candidates who have successfully clerked with us in the past.

For details about our comprehensive graduate development program please refer our website: graduates.minterellison.com.

Contact Details

Suzanne Woods – Talent Consultant

Telephone number: (08) 6189 7871

Email: Suzanne.woods@minterellison.com

Website: www.minterellison.com

Norton Rose Fulbright

Norton Rose Fulbright Australia is a leading international law firm offering a full business law service to the world's pre-eminent financial institutions and corporations. We are one of the largest firms in Australia with offices in Perth, Melbourne, Brisbane and Sydney.

Vacation Clerkships

Applications Open: 18 July

Applications Close: 5 August

Offers Made: 21 September

Applications should be submitted online at www.nortonrosefulbrightgraduates.com

This year we are recruiting 5-6 summer clerks for the Perth office. The summer clerkship programme runs for 10 weeks, commencing in November 2016.

Casual Employment

We engage law students as paralegals on a casual basis as opportunities arise and these are advertised on Seek and through the law societies' job boards.

Graduate Employment

Graduates are recruited from our summer clerkship programme. More information about our clerkship and graduate programmes is found at: www.nortonrosefulbrightgraduates.com.

Contact Details

Sabrina Del Borrello - Human Resources Coordinator

Telephone number: (08) 6212 3123

Email: sabrina.delborrello@nortonrosefulbright.com

Website: www.nortonrosefulbrightgraduates.com

Squire Patton Boggs

We are an international legal firm with 45 offices in 21 countries. As a global 20 law firm, our team of 2,600 colleagues includes more than 1,500 lawyers. With the ninth broadest global footprint of any law firm, we provide access to new knowledge, new markets and new expertise.

Vacation Clerkships

Squire Patton Boggs abides by the standard recruitment dates for vacation clerkship positions. Applications are to be submitted online. Between 12 and 16 vacation clerks are taken on in summer.

Casual Employment

Casual employment is generally recruited through the vacation clerkship process and/or advertised through university contacts.

Graduate Employment

We do not currently work towards a fixed offer date for graduate positions as we are a firm that values its ability to respond flexibly and innovatively to the market and the needs of our firm's growth. Only previous vacation clerks are considered for graduate positions.

Contact Details

Rebecca Hansen - Human Resources Advisor

Telephone number: (08) 9429 7523

Email: Rebecca.hansen@squirepb.com

Website: www.squirepattonboggs.com

Steinpres Paganin

Steinepreis Paganin offers clients specialised and comprehensive advice on a range of corporate, energy and resources and commercial matters. We seek to understand our clients' objectives and deliver our service in an innovative, professional and constructive manner. We believe service, quality and value for money are paramount. Our highly qualified staff are focused on understanding the needs of our clients and working with them to achieve their corporate and commercial objectives.

Vacation Clerkships

Steinepreis Paganin offer a number of Summer and Winter vacation clerkships to students in either their penultimate or final year of law studies. Vacation clerkship placements are for either 1 or 2 weeks in duration depending on the time of year. For application dates please refer to our website: www.steinpag.com.au.

Graduate Employment

Steinepreis Paganin accepts applications from students in their final year of university studies for a position as a Graduate at Steinepreis Paganin in the following year. Our Clerkship program is closely linked to our graduate program and as such, priority offers are often made to past vacation clerks. For further information visit our website at www.steinpag.com.au.

Contact Details

Emma Elliott - Business Manager

Telephone number: (08) 9321 4000

Email: eelliott@steinpag.com.au

Website: www.steinpag.com.au

STAY TRUE.

I am a daughter of Vietnamese migrants who came to Australia in the late eighties in search of a better future. My parents have always struggled with the English language so it's really been my role to help them navigate their way through filling in forms dealing with Government departments and various legal issues. From a very young age this experience made me realise that it was likely there were many more people in a similar position to my parents.

I wanted to help those people the same way I'd helped my parents and that's when it clicked that becoming a lawyer was the thing for me. I am now a full time pro bono lawyer at Clayton Utz. This means that I help to implement the firm's pro bono strategy by co-ordinating pro bono matters for our lawyers supervising our pro bono files and working on pro bono cases myself.

A large part of my role in the pro bono team is to help our lawyers manage challenges...

To listen to Hai-Van's full story, go to:

claytonutz.com/graduates

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.



CLAYTON UTZ



Law Firms

Aside from the featured firms, here are some other firms where you may wish to pursue a vacation clerkship, graduate position, or casual employment.

Aherns Lawyers

Boutique commercial litigation firm located on the cappuccino strip in Fremantle.

Vacation Clerkships

Vacation clerkships are offered. Applications will be considered at any time.

Casual Employment

Casual employment is offered from time to time. Law clerks are generally employed on a casual basis, working 1- 3 days per week.

Graduate Employment

Applications must include a cover letter, CV and current academic transcript.

Contact Details

Telephone number: (08) 9335 8888

Email: info@ahernslawyers.com.au

Website: www.ahernslawyers.com.au

Allen & Overy

Allen & Overy is a leading international law firm specialising in mining and energy, mergers and acquisitions and banking.

Vacation Clerkships

Applications are to be directed to Jody Smith and include a cover letter, CV and current academic transcript. Between 8 to 10 vacation clerks are taken over summer however none are taken in winter.

Casual Employment

Allen & Overy have a limited number of paralegal positions available each year which are listed on the careers page of their website.

Graduate Employment

Allen & Overy abide by the standard recruitment dates for graduate positions. Applications are to be directed to Jody Smith and include a cover letter, CV and current academic transcript.

Contact Details

Jody Smith - Human Resources Manager

Telephone number: (08) 6315 5934

Email: jody.smith@allenoverly.com

Website: www.allenoverly.com

Allion Legal

Allion Legal is a national boutique law firm with offices in Perth and Sydney. We are a relationship based firm with a focus on the natural resources, infrastructure and agribusiness sectors. Our legal services cover corporate, M&A, resources, real estate, commercial, litigation & dispute resolution and workplace law.

Vacation Clerkships

Information relating to our vacation clerkship programme and applications is available on our website – www.allionlegal.com

Casual Employment

We offer casual employment to students from time to time although these positions are generally restricted to students who have completed vacation clerkships with us.

Graduate Employment

Information on our graduate programme and applications is available on our website – www.allionlegal.com. The majority of our graduate positions are filled from our vacation clerkship program.

Should we need additional graduates, we will update our website in May with the application details.

Contact Details

Sue Redmond - Human Resources Manager

Telephone number: (08) 9216 7110

Mobile number: 0417 178 377

Email: sredmond@allionlegal.com

Website: www.allionlegal.com

Anthony R Clarke & Associates

We are a boutique Family Law Firm located in Applecross.

Vacation Clerkship

We are happy to receive applications all year around and will work with candidates to arrange suitable dates for clerkships.

Graduate Employment

We offer graduate employment although there are no positions available at the moment.

Contact

Elsa Constant – Practice Manager

Telephone number: (08) 9316 0599

Email: elsa@anthonyrclarke.com.au

Website: anthonyrclarke.com.au

Civic Legal

Civic Legal is a boutique WA law firm that brings clarity to the legal issues of the local government, insurance and commercial sectors. We seek excellence in all we do, and have a highly approachable and supportive culture.

Casual Employment

Part-time positions may arise in the near future and Civic Legal invites expressions of interest (cover letter and CV). Candidates should show initiative, have strong academic skills (research and writing) and be hard-working team players.

Graduate Employment

Civic Legal law graduates get excellent professional experience, performing substantive and interesting tasks from day one. Positions may arise in the near future and Civic Legal invites expressions of interest (cover letter and CV). Candidates should show initiative, have strong academic skills (research and writing) and be hard-working team players.

Contact Details

Elizabeth Iacusso – Office Coordinator

Telephone number: 9200 4900

Email: eliacusso@civiclegal.com.au

Website: www.civiclegal.com.au

Curwoods Lawyers

For nearly 40 years, Curwoods has acted as a trusted legal advisor to our clients. Our focus on efficiency, innovation, quality and creating a great client experience distinguishes us as a 'go-to' firm across a broad range of industries.

Casual Employment

For all casual opportunities we require a minimum commitment of three days per week.

Graduate Employment

We strive to provide a supportive environment for our staff where we can offer growth and career progression. Therefore, most of our graduate opportunities are offered to our paralegals.

Contact Details

Kimberly Howe – Human Resources Consultant

Telephone number: (02) 8231 6270

Email: kimberly.howe@curwoods.com.au

Website: www.curwoods.com.au

Haynes Robinson

Haynes Robinson Lawyers (Est. 1889) is a law firm based in Albany, Western Australia that offers services across all areas of law. We are the oldest law firm in Western Australia and have been quality assured by the Law Society of Western Australia every year since 2002.

Vacation Clerkship

Haynes Robinson welcomes application submissions for vacation clerkships throughout the year. Applications should be sent to:

Mr JS Hodgkinson

Director

Haynes Robinson

PO Box 485

ALBANY WA 6331

Or by email to:

jamie@haynesrobinson.com.au

Casual Employment

N/A

Graduate Employment

Graduates should send applications and CV's to jamie@haynesrobinson.com.au. Haynes Robinson provides opportunities on an ongoing basis.

Contact Details

Jamie Hodgkinson - Director

Telephone number: (08) 9841 1122

Mobile number: 0438 840 948

Email: jamie@haynesrobinson.com.au

Website: www.haynesrobinson.com.au

HHG Legal Group

Our clients are diverse, ranging from individuals to international corporations. We practice in a variety of areas including employment, property and finance, corporate, local government, insurance, family and commercial litigation. We are a friendly firm in pursuit of excellence.

Vacation Clerkship

No fixed dates. We are always looking for top grade applicants with great life skills. However, see below.

Casual Employment

Instead of offering employment through the vacation clerkship program, HHG aims to provide a more meaning full opportunity by employing students in ongoing casual roles throughout the year. These roles include research, writing first drafts of papers and basic disclosure/discovery as well as whatever else might be on offer at the time.

Graduate Employment

Cover letters, full CV, and academic transcripts should be forwarded throughout the year. As a full service firm, graduates should research the firm and give a good indication as to what practice areas interest them most and therefore what areas they would be most interested in working in. We are looking for the best and brightest, but that is not all about grades.

Contact Details

Jo West - Practice Manager

Telephone number: (08) 9322 1966

Email: recruitment@hhg.com.au

Website: www.hhg.com.au

Johnson Winter & Slattery

Johnson Winter & Slattery is engaged by major Australian and international corporations as legal counsel on their business activities, disputes and most challenging transactions throughout Australia and surrounding regions.

Our representation of major corporations in many landmark and transformational deals and complex disputes positions us as a leading independent Australian firm.

Vacation Clerkship

Applications will only be accepted via cvMail – you can access our application form through our website or directly at cvMail.com.au.

We require a cover letter, CV, academic transcript. There is also a short application form that needs to be completed online.

Graduate Employment

Law Graduates are generally recruited through our clerkship program.

Contact Details

Wilma Lewis - Professional Development Advisor

Telephone number: (02) 8247 9630

Email: wilma.lewis@jws.com.au

Website: www.jws.com.au

Kakulas Legal

We are a specialist injury law firm with 6 lawyers who all are passionate about practicing injury law. Our primary area of speciality is motor vehicle accident personal and fatal injury claims and our other fields of practice cover all areas of injury law/torts including work accidents, public liability and criminal injury.

Vacation Clerkship

Applications by email to inpsych@kakulas.com.au with covering letter, CV and academic record. Only those with an interest in injury law ought to apply. Only applications received between 15 and 30 November 2016 will be considered.

Casual Employment

Yes

Graduate Employment

Applications by email to inpsych@kakulas.com.au with covering letter, CV and academic record. Only those with an interest in injury law ought to apply. Applications between 1 and 14 November 2016.

Contact Details

Soula Kakulas - Human Resources Officer

Telephone number: 9325 4799

Email: inpsych@kakulas.com.au

Website: www.kakulas.com.au

Kott Gunning Lawyers

We are an independent Western Australian law firm with a broad range of clients. We practice in a variety of areas including employment, property and finance, building and construction, corporate, local government, insurance, family and commercial litigation.

Vacation Clerkship

We recruit during the window announced by the Law Society of WA. We offer places during summer and winter. Many of our vacation clerks get to meet with clients, attend court and work closely with senior lawyers and partners.

Casual Employment

N/A

Graduate Employment

Graduates are recruited during the recruitment window announced by the Law Society. Our graduates are integral parts of our practice, often interacting directly with clients, experts, solicitors and the courts.

Contact Details

Kevin Chalklin - Human Resources Manager

Telephone number: (08) 9321 3755

Email: kchalklin@kottgunn.com.au

Website: www.kottgunn.com.au

Kroon Legal

We are a small firm based in Bunbury, our clients are mainly individuals and small businesses. The areas of law we specialise in include Family Law, Wills, Probate, Commercial Law, Partnerships, Trusts, Contracts, etc.

Vacation Clerkship

We have occasionally given short unpaid work experience to law students from the area.

Casual Employment

N/A

Graduate Employment

Yes, interested students should email a CV and covering letter.

Contact Details

Office Manager

Telephone number: (08) 9721 2900

Email: info@kroonlegal.com.au

Website: kroonlegal.com.au

MDC Legal

MDC Legal is a specialist workplace relations firm providing solutions efficiently and effectively through high quality legal services. We act for a variety of clients including professionals, executives and senior employees in the public and private sector. We also act for unions and select employers. We provide advice, auditing, reviewing, drafting, negotiation, advocacy and litigation in workplace related matters.

MDC Legal also provides workplace training in a variety of employment and human resources related areas.

Vacation Clerkship

We accept applications for vacation clerkships during the usual recruitment period around August. We are looking for students that have an interest in workplace relations and ideally have had some exposure to this area of law in the way of work experience or study.

Applicants should submit their resume along with a cover letter and transcript. We normally accommodate 3 vacation clerks over the summer period.

Casual Employment

Depending on capacity, MDC Legal supports a casual law clerk position for students who have strong experience and interest in workplace relations.

Graduate Employment

MDC Legal generally has capacity for 1-2 law graduates who have experience and strong interest in the area of workplace relations.

Contact Details

Susan Nguyen - Office Manager

Telephone number: (08) 9721 2900

Email: reception@mdclegal.com.au

Website: <http://www.mdclegal.com.au>

O'Sullivan Davies

O'Sullivan Davies is a premier Australian law firm practicing in the area of family law. The firm's partners and solicitors are highly experienced and well regarded in the field. We adopt an innovative and client focused approach to all our work with a view to delivering responsive and meaningful solutions.

Vacation Clerkship

O'Sullivan Davies do offer vacation clerkships, please see our website for more information.

Casual Employment

We do offer casual employment, check our website for advertised opportunities.

Graduate Employment

We do offer graduate employment, please refer to our website for advertised positions.

Contact Details

Nikki Rollason - Practice Manager

Telephone number: (08) 9426 4711

Email: nrollason@osullivandavies.com.au

Website: www.osullivandavies.com.au

Price Sierakowski Corporate

Price Sierakowski Corporate is a boutique commercial law firm with expertise in high level corporate work, including capital raising, mergers/acquisition, resources/energy, reconstructions, and litigation. Price Sierakowski Corporate engages in "big firm" commercial work whilst maintaining a more relaxed social culture.

Vacation Clerkship

Price Sierakowski Corporate offers between 8-10 Summer/Winter Clerkship positions per year. The details for 2017 Vacation Clerkship positions are as follows:

Applications open: Monday 18 July 2016

Applications close: 5.00pm Friday 5 August 2016

Offers made: Wednesday 21 September 2016

Graduate Employment

The Price Sierakowski Corporate Graduate application process for 2017 positions is as follows:

Applications open: No set date

Applications close: No set date

Offers made: Friday 29 July 2016

Contact Details

Dani Lawrence - Senior Advisor

Telephone number: (08) 6298 6400

Email: apply@pricesierakowski.com.au or dani@checkside.com.au

Website: <http://www.pricesierakowski.com.au>

Tottle Partners

With around 45 staff, Tottle Partners is a boutique law firm providing commercial legal services in Perth, to clients nation-wide and in the Asia Pacific region. The firm specialises in dispute resolution, corporate, commercial, construction, property, insurance and health law.

Vacation Clerkship

We welcome applications from students in their penultimate or final year of study. The firm usually takes up to 4 clerks over each of the winter and summer breaks. Please email applications to the firm's HR Consultant, attaching a cover letter, curriculum vitae and copy academic transcripts.

Casual Employment

N/A

Graduate Employment

We employ up to 2 graduates each year. Please email applications to our HR Consultant, attaching a cover letter, curriculum vitae and a copy of your most recent academic transcripts.

Contact Details

Human Resources Consultant

Tottle Partners Lawyers

Ph: (08) 9217 6700

Email: mail@tottle.com

Website: www.tottle.com

Young & Young

Our firm is located in Bunbury and we provide advice in most areas of law.

Vacation Clerkships

- We offer unpaid vacation clerkships subject to certain insurance requirements.
- We accept applications via the postal system and email.
- We do not have specific recruitment dates.

Casual Employment

We offer unpaid work experience to law students subject to certain insurance requirements.

Graduate Employment

CV and Academic records must be included with application.

Contact Details

Wendy Dyer – Administration Manager

Telephone number: (08) 9721 4144

Email: youngs@yy.com.au

Website: yy.com.au

**Exciting and challenging
work, great people, and
a truly supportive culture.**

'Since starting my legal career as a graduate in February 2013, Norton Rose Fulbright has given me many opportunities to gain meaningful practical experience in the areas of law that interest me.

In my two years at the practice, I have been involved in a diverse range of work including a particular project where I worked directly with another Norton Rose Fulbright office overseas. It is amazing to be part of an organisation with offices all around the world.

Norton Rose Fulbright has the right balance – amazing and passionate work colleagues, exciting and challenging work, and a genuinely supportive culture. I know that the practice will always support me 100 per cent in achieving my personal goals and career aspirations.'

Joshua Chan, lawyer, real estate, joined February 2013

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To see how you could define your own path
within our global legal practice, visit:

nortonrosefulbrightgraduates.com/australia

Progress with purpose

Finance

Once you finish your degree, you may decide that working in a law firm is not necessarily for you. Certain banks, accountants and consulting firms take on students for internships and often employ graduates. Browse through this section to give yourself an idea of what is on offer in the finance industry.

Argonaut

Argonaut is a full service financial advisory, stockbroking & research and investment house with offices in Perth and Hong Kong. We provide a comprehensive range of services in corporate advisory, mergers and acquisitions, equity and debt capital markets, stockbroking and special situations financing. Argonaut is technically driven and focused on natural resource and W.A. based industrial companies and businesses that service the metals, mining, energy and agri-business sectors.

Vacation Clerkships

N/A

Casual Employment

Argonaut offers internships to high achieving students in Commerce, Economics, Engineering, Law, Geology, Mathematical Science or similar disciplines who are passionate about the commerce arena.

Graduate Employment

Argonaut offers internships to high achieving students in Commerce, Economics, Engineering, Law, Geology, Mathematical Science or similar disciplines who are passionate about the commerce arena. Interviews are conducted in August annually for roles commencing in the following year.

Contact Details

Michael Price - Chief Operating Officer

Telephone number: (08) 9224 6888

Email: mprice@argonaut.com

Website: www.argonaut.com

Ernst & Young

Work at the heart of global business and be part of a team that includes 175,000 people in more than 150 countries. As a global organisation, our people are vital to business, industries and economies worldwide; advising on issues that matter most. Working here connects you to global clients and colleagues, and offers firsthand experience on the big issues that are shaping the business world. We give you a part to play in helping major businesses make informed decisions and grow in a sustainable way.

Vacation Clerkships

Our Vacationer Program is a great way to experience the working world during your holidays. Show us what you're capable of and you may be invited to join us after graduation full-time. If you're a high performing vacationer, you may be selected to attend the International Intern Leadership Conference (IILC) in Florida, USA. We're interested in talented students and graduates from many disciplines, including: accounting, actuarial, business, commerce, economics, engineering, finance, human resources, information systems, law and science.

- ey.com/au/careers/vacationer

Casual Employment

N/A

Graduate Employment

Join our Graduate Program and you'll get early responsibility, support and training as you set out to achieve your career ambitions. We're interested in talented students and graduates from many disciplines, including: accounting, actuarial, business, commerce, economics, engineering, finance, human resources, information systems, law and science.

- ey.com/au/careers/graduate

Contact Details

Pippa Winship - Campus Recruitment Manager

Phone: (08) 9429 2297

Website: www.ey.com/au/careers/apply

Discover more at: ey.com/careers

Follow us on Instagram: [instagram.com/EYAUCareers](https://www.instagram.com/EYAUCareers)

Become a fan on Facebook: [facebook.com/eycareers](https://www.facebook.com/eycareers)

Follow us on Twitter: twitter.com/EY_Australia

KPMG

With one of the country's most diverse range of projects – in advisory, tax and accounting – we'll have you working with the nation's most respected companies from day one. You'll receive world-class training and mentoring, and mix with some of the brightest minds around. Plus, you'll have the opportunity to work on community and environmental programs that make a genuine difference to our society.

Vacation Clerkships

Applications for our 2016/17 summer vacationer positions and 2017 graduate positions are now closed, but we will reopen applications for our 2016/17 summer vacation program and any remaining graduate roles in July/August 2016. Please check our website in July and keep an eye on our Facebook page for updates.

Casual Employment

N/A

Graduate Employment

To find out more and to apply please visit our website:

<https://home.kpmg.com/au/en/home/careers/graduates.html>.

Contact Details

Kate Rydberg - Recruitment Consultant

Email: wagradrecruit@kpmg.com.au

Website: www.kpmg.com.au

Macquarie

Macquarie Group is a leading provider of banking, financial advisory, investment and funds management services.

Vacation Clerkships

Macquarie Group is looking for high-calibre penultimate year students to join as interns in November 2016 for our 11 week summer internship program. Our summer internship program is a great chance to get your foot in the door at one of Australia's leading financial institutions and gain valuable work experience. Opportunities for our 2016/17 Australian Summer Internship program are available across our business and service groups. Please apply online at macquarie.com.au/graduates. You will need to attach your cover letter, resume and academic transcript.

Casual Employment

Macquarie offers casual and part time employment in office and administrative sectors. Please see our website for current opportunities.

Contact Details

Macquarie (Sydney)

Phone: (02) 8232 3333

Website: <http://www.macquarie.com/au/about/careers/graduate>

RSM

RSM is one of the largest global accounting firms and is a firm of choice for emerging and fast-growing businesses. We have 29 offices throughout Australia and offer personalised services with in-depth expertise and resources in the accountancy, business consulting and risk management areas. Globally RSM is located in over 110 Countries, has over 730 offices worldwide and employs around 37,000 people.

Vacation Clerkships

RSM's vacation program involves paid employment to gain practical experience during your university summer and winter semester break and gives you the opportunity to experience firsthand who we are and what we do.

Applications for our Vacation Program are closed for 2016. They are open annually from February to April. Please refer to our website for further information about this program.

Casual Employment

N/A

Graduate Employment

Our Graduate Program is designed to set you up with the skills and experience to progress throughout your career with us.

Applications for our 2017 Graduate Program are now closed. They are open annually from February to April. Please refer to our website for further information about this program.

Contact Details

Kirsten Wilson - Human Resources Advisor

Telephone number: (08) 9261 9399

Email: kirsten.wilson@rsm.com.au

Website: <http://www.rsm.global/australia/careers/student-opportunities>

Government

With a law degree you can also pursue work in government agencies. This section provides you with some examples of government organisations where you may wish to seek employment.

Australian Bureau of Statistics

The Australian Bureau of Statistics (ABS) is Australia's official statistical agency. The ABS has an important coordination function with respect to the statistical activities of other official bodies, both in Australia and overseas. The ABS produces and disseminates statistics in a number of key areas including social, economic, population, labour and environmental statistics.

Casual Employment

The ABS has non-ongoing (temporary) employment opportunities that may arise nationally across all our offices in Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth. The register is used to allow ABS Managers to search for suitable candidates when a vacancy arises. The positions may be Full Time, Part Time or Casual. Casual positions are of an intermittent nature with hours and working days varying as required.

Graduate Employment

The ABS Graduate Development Program (GDP) provides you with training to help you quickly build your capability to become effective in the ABS environment. Your program will involve structured formal training and development activities that are designed to:

- Assist you to transition into the ABS and the Australian Public Service
- Improve your communication skills
- Gain experience with the statistical cycle
- Improve your understanding and gain experience in project management
- Better understand your strengths and preferences in the context of your work
- Develop your soft skills to effectively contribute to the strategic direction of the ABS For more information please visit our website.

Applications for this program are not yet open. However we have a Graduate Register of Interest on our ABS Careers Page (you can access this register via this link: <https://abs.nga.net.au/cp>).

Contact Details

Phone: 1800 149 583

Email: recruitment@abs.gov.au

Website: <http://www.abs.gov.au/careers>

Australian Law Reform Commission

The Australian Law Reform Commission is a federal agency that reviews Australia's laws, at the request of the Attorney-General of Australia, to ensure they provide improved access to justice for all Australians by making laws and related processes more equitable, modern, fair and efficient.

Vacation Clerkships

The ALRC run a voluntary student internship over the summer vacation.

Casual Employment

N/A

Graduate Employment

There are no current positions available.

Contact Details

Phone: (02) 8238 6333

Email: info@alrc.gov.au

Department of Defence

The Department of Defence employs around 20,000 Australian Public Service (APS) employees. Defence APS employees are employed in an array of critical positions, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence APS employees are involved in most facets of Defence from providing the equipment Australian Defence Force personnel use, to making Defence policy by implementing the Government's directions.

Graduate Employment

As a graduate in Defence you will enjoy experiences that, as a civilian, you simply wouldn't find with any other organisation. You will work with diverse and professional women and men who are dedicated to protecting Australian interests and supporting the Australian Defence Force. You will be trained to carry out work that has true purpose and may be used to inform decisions at the highest level of Government, while alongside you is a support network that's equally driven by a desire to achieve the best outcome – for your career and your country.

Explore our graduate opportunities and launch your career today. See: www.defence.gov.au/Graduates/.

Contact Details

See: www.defence.gov.au/apscareers/.

Department of Immigration and Border Protection

Our diverse portfolio includes managing migration, humanitarian and citizenship policy and programmes. We work to keep Australia secure through border management and facilitate travellers crossing the border. Our organisation strives to make fair and reasonable decisions for people entering or leaving the country, ensuring compliance with Australia's immigration laws and integrity in decision-making. Every day we help people take the final step in their migration journey to become Australian citizens.

Vacation Clerkships

N/A

Casual Employment

N/A

Graduate Employment

Through the Graduate Development Program, Immigration and Border Protection Portfolio provides a specialised entry level development programme that forms an important part of the department's investment in its future workforce.

Contact Details

Phone: (02) 6225 6378

Email: grad.recruitment@immi.gov.au

Website: www.immi.gov.au

Department of the Senate

The Department of the Senate provides the Senate, its committees, the President of the Senate and senators with a broad range of advisory and support services. The department is responsible, not to the government of the day, but to the Senate and all senators, and maintains impartiality in serving all senators equally.

Vacation Clerkships

N/A

Casual Employment

The department offers limited casual positions as Chamber Attendants, General Support Officers, Transport Officers and Casual Educators. These positions (with the exception of Casual Educators) require employees to be available to work during Parliamentary Sitting periods and other times as required. Casual Educators support the work of the Parliamentary Education Office and work on an as needed basis.

Graduate Employment

The Parliament of Australia Graduate Program operates annually in conjunction with other parliamentary departments, however, applicants must be participating in a graduate program with an Australian Public Service department of agency to be eligible to apply.

Further details on this program are at:

http://www.aph.gov.au/About_Parliament/Employment/Graduate.

Contact Details

HR Officer

Phone: (02) 6277 5924

Email: HRM.sen@aph.gov.au

Website: <http://www.aph.gov.au/>

Legal Aid Commission of WA

The Legal Aid Commission is the governing body of Legal Aid WA. The Commission is an independent statutory authority that operates under the Legal Aid Commission Act 1976. Legal Aid WA has ten regional offices and a head office in Perth.

Legal Aid WA provides information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with particular legal problems.

Vacation Clerkships

Legal Aid WA offers a Voluntary Intern Placement Program to law students and recent graduates, you will experience a legal environment and develop an understanding of the work of Legal Aid WA. The hours completed can also be used towards practical legal experience for Practical Legal Training (PLT).

Applications only accepted online: (see How to apply on the website). Your written application should consist of a cover letter (no more than 1 or 2 pages in length) outlining your particular interest in working at Legal Aid WA, your current resume and a copy of your Academic Record.

Casual Employment

N/A

Graduate Employment

Please note that the Legal Aid WA Graduate Program is currently on hold and there will be no intake in 2016.

Contact Details

Helen DeBrito - Solicitor: Division of Legal Practice Development

Telephone number: (08) 9261 6221

Email: Helen.DeBrito@legalaid.wa.gov.au

Website: www.legalaid.wa.gov.au

Office of the Director of Public Prosecutions (ODPP)

Office of the Director of Public Prosecutions ODPP is the independent prosecuting authority for the WA, responsible for the prosecution of all serious offences committed against State criminal law. ODPP acts independently of Government in decision making on criminal prosecutions. ODPP does not investigate crime.

Vacation Clerkships

The ODPP will undertake a recruitment process for Vacation Clerkships for summer 2016/2017 and winter 2017 around July 2016. Specific dates will be posted in the coming months.

Casual Employment

N/A

Graduate Employment

ODPP employs up to 4 graduates each year. ODPP Graduate Program provides Law Graduates with exposure to a broad range of legal experiences and training opportunities.

Contact Details

Human Resources Consultant

Telephone number: (08) 9425 3818

Email: jobs@dpp.wa.gov.au

Website: <http://www.dpp.wa.gov.au>

Social Justice

Some students choose to use their law degree to better our community. There are many local community law centres and organisations focusing on social justice. These are great places to seek out work experience or to volunteer at. You may want to choose a career in social justice. This section will provide you with a handful of social justice organisations.

The Aurora Native Title Internship Program

The Aurora Native Title Internship Program places law, anthropology and related social science (archaeology, cultural heritage, environmental management, human geography, history and sociology) students and graduates in 5 – 6 week unpaid internships at Native Title Representative Bodies (NTRBs), Prescribed Bodies Corporate (PBCs) and other organisations working in native title, policy, human rights and Indigenous affairs. The program provides much needed assistance to under-resourced host organisations and attracts students to work in the sector.

Vacation Clerkships

We offer unpaid internships and they are offered for 5 - 6 weeks over the university breaks (this time frame is flexible depending on the availability of the applicant). Some internships can be undertaken for longer periods to fulfil the applicant's PLT requirements. Graduates may also undertake 6 week unpaid internship which often can lead to paid locum placements where the opportunity arises. Applications are open twice a year in March and August for one month via on-line applications via the Aurora website at www.auroraproject.com.au.

Casual Employment

The Aurora Native Title Internship Program does not hire law students on a casual basis.

Graduate Employment

There are currently no graduate positions.

Contact Details

Website: www.auroraproject.com.au

Environmental Defender's Office WA (Inc)

"Empowering the community to protect the environment through law".

The EDO is a non-profit, non-government Community Legal Centre specialising in public interest environmental law. Our services include providing community groups and individuals with free legal advice and representation on environmental issues, promoting environmental law reform, and undertaking community legal education.

Vacation Clerkships

Yes, If you are a law student please provide the following information;

- Current Curriculum Vitae
- Most recent academic transcript including administrative law and a completion of at least 1 of the following 3, all with a grade of 'credit' or higher;
 - Environmental Law
 - Energy/natural resources law
 - Maritime law/law of oceans
- A short sample of research relevant to environmental law (3 pages or more).

Casual Employment

The EDO does not currently offer casual employment.

Graduate Employment

The EDO does not currently offer graduate employment.

Contact Information

Majella Metuamate – Office Coordinator (coordinate receipt of EOI)

Patrick Pearlman – Principal Solicitor (Recruitment)

Phone: (08) 9221 3030

Email: edowa@edowa.org.au

Website: www.edowa.org.au

Mental Health Law Centre WA (Inc)

The Mental Health Law Centre (MHLC) is a Community Legal Centre providing advice and representation to people who experience mental health issues/illnesses.

The main areas of law the Centre deals with are:

1. Matters arising under the *Mental Health Act 2014*, in particular involuntary status and reviews by the Mental Health Tribunal;
2. Criminal matters (START Court, Magistrates & District Court)
3. Guardianship and Administration matters; and
4. Criminal Injuries Compensation.

Alongside providing legal representation and advice MHLC additionally provides legal education to Clinicians, members of the legal fraternity, Carers and members of the public.

Vacation Clerkships

No, however the MHLC offers a volunteer program that operates throughout the year.

Casual Employment

MHLC does not offer casual employment.

Graduate Employment

MHLC does not offer graduate employment.

Contact Information

Telephone number: (08) 9328 8012

Email: Reception@mhlcwa.org.au

Website: <http://www.mhlcwa.org.au/>

United Nations High Commissioner for Refugees

UNHCR's Regional Representation is based in Canberra, and is responsible for the promotion and protection of refugee rights in the region which includes Australia, New Zealand, Papua New Guinea and the Pacific.

Vacation Clerkships

Legal Protection Unit

Applicants must have, or be in the process of acquiring, a law degree and have experience or a demonstrated interest in asylum and refugee protection or human rights. The internship is a full-time voluntary position for a minimum period of three months. The working hours are 8:45am – 5:00pm Monday to Friday. The Legal Protection Unit normally recruits several persons per intake. There are four intakes per year commencing on 1 February, 1 May, 1 August, and 1 November.

Public Information Unit

A small number of internships are available in the Public Information unit for graduate students from the region in International Relations, Journalism, or Communications with some work experience in a relevant field. In addition, people with significant experience in community education, public relations or journalism are also encouraged to apply.

Casual Employment

N/A

Graduate Employment

N/A

Contact Details

Telephone number: (02) 6281 9111

Email: AULCA@unhcr.org

Website: <http://www.unhcr.org.au>

Women's Law Centre of WA Inc

We are a community legal centre offering free legal advice to disadvantaged women in the areas of family law and criminal injuries compensation.

Vacation Clerkships

There are not current positions for vocational clerkships.

Casual Employment

Women's Law Centre does not hire law students on a casual basis.

Graduate Employment

There are currently no graduate positions.

Contact Details

Office Manager

Telephone number: (08) 9272 8800

Email: wlc@wlcwa.org.au

Website: www.wlcwa.org.au

Yamatji Marlpa Aboriginal Corporation

YMAC is the native title representative body for the Pilbara and Yamatji regions of Western Australia. YMAC provides Indigenous groups with legal advice and representation in native title claims and future act matters. YMAC also provides a range of anthropological and archaeological research services which assist in advancing Indigenous land claims and protecting Indigenous heritage and sites in light of development activities on Indigenous lands. Finally, YMAC works with Indigenous groups to develop economic and community- based projects and corporate structures for the development and management of their communities.

Vacation Clerkships

YMAC offers vacation clerkships for law students over the summer and winter holidays. These clerkships are of 2 weeks duration and are non-remunerated. YMAC typically offers ten clerkship positions per year. Applications usually open in late June and close in late July. Applicants must provide an up- to-date curriculum vitae, a copy of their academic transcript and a brief cover letter outlining their interest in the clerkship. YMAC also facilitates the placement of both legal and anthropology interns through the Aurora Internship program (see page 182).

Casual Employment

YMAC does not currently have any casual positions available.

Graduate Employment

There are no current positions available.

Contact Details

To apply for a vacation clerkship, send through your CV, academic transcript and cover letter to jobs@ymac.org.au.

If you are interested in longer-term clerkships please contact the Aurora Project www.auroraproject.com (see page 182).

