



Sydney
University Law
Society



The 2017
Edition

Careers Guide



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Foreword

The legal profession is a rapidly changing environment - 2017 has already seen new innovative technologies that continue to grow in both their scope and capacity to transform the profession we've come to learn. Coupled with reports of these new innovative technologies is also discussion about how these technologies will impact (and even eradicate) the work of junior lawyers. As more of a traditional and conservative profession, the legal profession is fast becoming a profession that is setting out to embrace these new technologies and take innovation in its stride.

Yet, law students are an incredibly diverse group of people and their careers should be as well. There is no archetypal law student but we are an incredibly passionate bunch with a thirst for curiosity and the determination to tackle new challenges. The skills of a law student are becoming indispensable as growth, innovation and forward thinking become central to the evolving legal profession. It seems that for many law students, there is no career that is out of our reach.

It is on this note that we are proud to introduce the Sydney University Law Society Careers Guide 2017. While the prospect of finding a job upon graduation is one of the most cited concerns amongst law students, this guide is here to support you through the job-hunting process.

As one of the most comprehensive of the guides, we hope this edition of the Careers Guide, as it has been, continues to be a useful resource for law students to turn to whether they are looking for CV or cover letter writing advice, interview tips or exploring the range of career options available to them. Hopefully, you are able to find an organisation that resonates with you in this guide. As always, there

is a broad cross-section of different departments in the public sector, both at a state and national level, and different social justice organisations.

This year, we have sought to build on the strength of past Careers Guides, to provide students with an even more up to date resources section and re-introduced a section on going to the bar. For those considering practising internationally, the Careers Guide also canvases pathways to qualifying as a lawyer in other foreign jurisdictions. With the rising popularity of in-house lawyers, we have been fortunate to profile two very eminent and varied individuals working as chief legal counsel and general counsel for large organisations.

We were fortunate to work with such an incredible editorial team this year: Aliasgher Karimjee, Ann Wen, Curtis Minasian, David Badea, Jocelyn Zhou, Karen Chau, Shakira Harrison and Tiffany Britchford. They have all been spectacular in managing their sections, and shown their formidable editing skills.

A special and endless amount of thanks must also go to Judy Zhu in bringing this guide to life, whose design skills can't seem to escape the Careers Guide, and the SULLS Design team.

As Piglet in A.A. Milne's books once said "It is hard to be brave when you're only a Very Small Animal". We hope this edition of the Careers Guide continues to be a useful resource for law students to turn to, and enable you to pursue your career, whatever it may be, with the utmost confidence in your abilities and successes.

Gina Yeung

Editor-in-Chief

Tiff Wu

SULLS Vice-President (Careers)

Overview of organisations

Law firms

— Summer Clerkships in Law Firms

Summer clerkships provide an excellent opportunity to understand how the world of commercial law operates, and can often lead to a graduate position. Clerkship programs are generally offered over the university summer vacation period from late November/early December until early February.

The Summer Clerkship Program is generally open to penultimate year law students only (LLB IV/LLBV and JD II), however final year students with an extra semester left in their degree are also encouraged to apply.

The clerkship process begins with clerkship presentations by law firms throughout Weeks 9-12 of Semester One. Some firms also host information sessions at their offices and run skills and interview workshops.

The application process for summer clerkship programs is usually conducted through cvMail or the firm's own websites and are run through the Law Society of New South Wales. This year, applications are open from 15 June 2017 to 16 July 2017. The application process is often time-consuming and competitive, with some firms often receiving up to a thousand applications.

The selection process typically includes first and second round interviews, and events such as information nights, cocktail evenings and group discussions. Ability assessments and behavioural or performance-based testing are also being increasingly used, either as an additional requirement to qualify for interviews, or at a later stage in the interview process.

At the conclusion of the interview and assessment process, some firms hold a pre-offer cocktail evening so you can meet other people from the firm. This year offers can be made on 4 October 2017 and successful applicants must accept or decline by 6 October 2017.

— Graduate Programs in Law Firms

Many law firms may not participate in an independent graduate program, preferring to recruit graduates through their summer clerkship intake. See individual firm profiles to find out which ones have separate graduate recruitment programs. This especially applies to specialist or boutique firms.

— International Law Firms

Applications for overseas vacation programs generally close earlier in the year than summer clerkships. Firms also often fill positions on a rolling basis, so try and submit your application well before the deadline. Be prepared for commercially orientated questions in particular. Similarly for graduate recruitment, be aware that applications do not occur at the same time as Australian firms. Some firms recruit up to two years in advance.

Government Departments and Agencies

Government departments and agencies generally recruit candidates through a graduate intake selection process, and most do not offer summer clerkships (notable exceptions including the Department of Prime Minister and Cabinet, and the NSW Department of Attorney General and Justice).

The application process usually involves formal interviews in a question-answer style, group discussions, and psychometric and aptitude testing.

Social Justice

Most social justice organisations do not have formal internship or vacation programs, but take volunteers in their penultimate and final years at university. Many also offer graduate opportunities however application procedures vary significantly between organisations. Some social justice organisations also offer international opportunities – see individual organisation profiles for further information.

Courts and ADR

Careers in the Courts and in dispute resolution may be an attractive option for students interested in the process, judgement and resolution of legal disputes. The application processes for Associates and Tipstaves vary – see the Courts section of the Guide for further information.

Alternate Dispute Resolution organisations provide training and workshops for those interested in pursuing ADR. See the individual organisation profiles for information on participating in these.

Corporate Advisory

Most corporate organisations request online applications through their respective websites. The application process generally includes interviews, psychometric testing, problem questions and group activities. These are often filled on a rolling basis.

Accounting firms and investment banks usually take winter and summer vacationers in addition to graduate recruits. Management consultancy firms tend to offer graduate positions only, though some have seminars, short programmes, or networking events targeted at undergraduates looking to enter the field.



Submitting an application

The majority of online graduate applications require written responses to a range of questions. This process enables the firm or organisation to learn more about the candidate, assess their written communication skills, consider individual responses and how the candidate may be suited to the culture of the workplace. The key to answering these questions is to be precise and ensure that you have provided the relevant details and actually answer the question.

It is important that your application is free from any elementary mistakes. Some of the most common ones include stating the incorrect name of the firm or organisation, incorrect name of the person addressed, and grammatical and spelling errors. Be sure to proofread your applications carefully, and ask a second person (a friend or family member) to read over your application before you submit it.

Questions that are asked as part of the online application process generally fall into four categories:

1. Questions aimed at finding out more about you, your achievements, and what you can offer the firm or organisation

These types of questions are designed to encourage candidates to discuss achievements they are particularly proud of or worthy of mention. As part of your response, you should aim to describe specific situations and achievements that have showcased your skills and qualities. This ensures that candidates are not just academically successful, but are also well-rounded and have other talents.

This is a perfect opportunity for you to include any extracurricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills, as well as tie your experiences together to illustrate your ability to draw skills and expertise from different fields.

Examples questions may include:

- Describe how you have applied something significant that you have learnt to make a practical difference.
- What motivates you?
- What do you feel is your greatest achievement, and what challenges did you face in achieving it?
- Please detail your extracurricular activities and positions you have held.
- Please outline your level of involvement in community, sporting and charity organisations.
- What are your interests and what activities do you participate in outside university?
- What are your personal interests?

2. Questions aimed at discovering your motivation for joining the legal profession and/or the firm/organisation you are applying for in particular

One of the primary attributes employers look for in prospective employees is enthusiasm for the job or in a specific area of law. The aim of your response is to convince the firm or organisation of your genuine desire to be a lawyer there, and that you are aware and prepared to commit the time and effort required to successfully execute your given tasks. You must demonstrate willingness for a long-term partnership with the firm or organisation.

It is important that you have familiarised

yourself with the background of the firm or organisation, its areas of focus, its vision and elements about the firm or organisation that are different from its competitors. Be honest in your answers. Firms tend to favour genuine interest over false enthusiasm and can tell the difference - they're made up of real people with an interest in their field, and are looking to employ people who share those interests.

If your motivation for applying for a firm is purely financial gain, try and find some other aspect of the firm to discuss: there are many reasons to pursue a career in corporate law beyond financial remuneration!

Examples of questions in this category may include:

- What is your personal motivation for seeking a career in law?
- What has attracted you to this firm or organisation, and why do you want to work here?
- What do you think the core values of this firm or organisation are?
- This firm is a value-based organisation. Describe any of the firm's key values you have recently demonstrated.
- Which of the practice groups in our firm has attracted your interest, and why?
- What areas of law particularly interest you and how have you come to develop that interest?
- Our firm has recently been acknowledged as Australian Law Firm of the Year. What do you think has enabled us to achieve this accolade?
- What do you think are the three most important attributes of a successful lawyer?

3. Questions aimed at testing your level of commercial awareness

Major law firms act in commercial environments and represent corporate clients. They therefore want to know that you understand the realities of businesses, and how financial news affects the industry. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms and levies. This information can often be gleaned from reading The Australian or The Australian Financial Review.

On the other hand, if you are applying for a social justice organisation or a public sector department, the type of questions

will be substantially different, although they will remain focused on the activities of the organisation.

In answering these questions, be sure to remain on topic, provide a brief description of what the issue entails, and ensure that you link your response to the potential impacts on the organisation. These questions are designed to test your ability to process and analyse contemporary developments in the news, your level of interest in the type of work the organisation undertakes, and your commercial acumen.

To distinguish yourself, you will need to demonstrate a deeper understanding of the issue and its implications beyond basic facts. It is also helpful to demonstrate an understanding of how business operates, especially in relation to the impact of current events.

Research for this is essential. Following current events in the news, researching the organisation's recent deals or projects and forming your own opinion of these helps to develop your commercial awareness. Commercial awareness can't be developed overnight - try to keep an eye on the financial news in the two months leading up to your clerkship interviews, develop areas of interest and test out 'commercial speak' with family or friends.

Examples of questions in this category may include:

- Given the current economic and political landscape, what are some of the issues you think our clients might face in the short-term?
- Identify a current commercial issue that has attracted your attention recently. Why do you consider it to be significant? Who are the key stakeholders in this situation and what are the implications for those concerned?

Be wary of merely parroting back the firm's stated stance on contemporary issues, but also avoid openly criticising the firm. Whilst firms are generally looking for people who can offer novel analysis and suggestions to approaching complex issues, they're also unlikely to look favourably on people who disagree entirely with the firm's stance. This is not just a matter of pride on the part of the firm; the firm came to its decisions based on careful consideration, using a particular style of analysis, and are looking to see whether you can fit constructively into that approach.

Beyond the direct questions relating to current affairs, you can highlight commercial awareness through substantiating your statements about work experience with knowledge of the company and their drivers. For instance, you may discuss why the duties you

undertook were necessary for the company.

4. Residual section

Many firms provide a section where you can include any additional information relevant to your application. This is your opportunity to address any extenuating circumstances or issues that may be of concern such as gaps in education or employment, and failed subjects.

You may also choose to mention specific skills, achievements, awards, publications, or scholarships you have received which were not addressed elsewhere in your application, cover letter, or CV.

5. Questions designed to test your numeracy, reasoning, and logic skills (Psychometric)

These questions are increasingly common in online testing and even in an interview setting. There is no easy path to success in these questions, but like studying for a closed-book exam, it is possible to practice the kinds of skills and questions which may arise.

Ultimately, the best path to improving your performance in these questions is to practice logical reasoning and pattern recognition in everyday life; whether that be identifying trends and underlying principles in legislation or the common law, or spotting patterns and making predictions in financial analytics, the skills you develop through these activities are what makes you attractive to firms.

Psychometric Testing

Unlike applications by CV, cover letter, grade average or interview, you have little control over the nature of psychometric testing, as it varies between firms. That doesn't mean you can't prepare for these tests! Psychometric testing is designed to test your capacity for pattern recognition, numeracy, abstract thinking, and problem solving. Whilst these take a wide variety of forms, it is nevertheless possible to prepare and practice in slightly unconventional ways.

Apart from numeracy practice, which is relatively straightforward, logic puzzles, three-dimensional spatial puzzles, and other similar games and quizzes designed to test and promote logical thinking and rational analysis are your best bet to prepare for these styles of tests.

Ultimately firms aren't generally looking for perfect results; they're looking for results which indicate a particular pattern of thinking and approach to complex problems, so don't stress if you don't get a score comparable to your WAM, they are often pitched at a much

higher level than university exams.

It is also possible to train your brain in these areas. Most firms use similar providers for their online tests, for example CEB- SHL Talent Measurement. The websites of these third party providers often contain practice questions so you get a feel for the questions you will be asked. If you know someone who has completed these kinds of tests before, ask them what type of questions to expect and any strategies that worked for them.

In-Person Psychometric and Analytic Questions

An alternative form of performing these psychometric tests is via in-person questions, for instance being asked to estimate "How many bottles of wine are purchased in Australia per year?" These questions tend to be more common in corporate advisory firms. The best way to answer these questions is by reasoning carefully and thoughtfully, and explain your thought process as you go through.

The objective isn't necessarily to come up with a correct answer, but to illustrate your skills in reasoning, logical deduction, careful assumptions and hypotheses, and 'common sense'. As is with online psychometric testing, there is no quick path to success, these skills can only be improved with practice.

Personality Questionnaires

Increasingly, firms are using online tests to gauge applicants' personality types. These tests will ask the applicant a series of questions about which statement best represents their personality, usually asking the applicant to rank and compare statements e.g. I never miss deadlines, I am a natural leader, I often feel stressed etc.

Importantly, there is no right answer to these questions. The software is designed to test whether applicants are being consistent in answering the questions, so this is definitely a time where honesty is the best policy! Firms are also not looking for a single 'type', but often a clerk cohort that complements one another, so there's really no harm in just answering truthfully.

cvMail

cvMail is a law student portal run by Thomson Reuters that enables law students to access information regarding the application process and to apply and schedule interviews online. A number of major firms in Australia (as well as some overseas firms) now require applications be made via cvMail. Students usually log in with their cvMail account on the firm's website or through cvMail's own website.

Using cvMail means that you will only need to enter your personal and academic details once. The Application Manager keeps track of the closing dates for each firm and you can even schedule interviews through cvMail. The portal also provides comprehensive tips on compiling the application, what to include in a cover letter and CV examples.

Using cvMail online

- Go to www.cvmail.com.au and register as a 'First Time User.'
- Insert your name, email address and a password to create an account.
- Once you have created an account you can log on as a registered user using your email address and password.

step one: personal profile

Enter your personal details including name, address, email, and language ability. This information is automatically forwarded to the firm as you apply. All personal and academic profiles can be edited as required prior to applying to the firm.

step two: academic profile

Create an education record for each of your relevant academic qualifications, and enter the individual marks.

step three: submitting your application

Click on the Seasonal Tab for clerkships or the Graduate Tab, and select the state to which you are applying. This will display a list of the firms using cvMail.

Although each firm will have different application requirements, generally candidates can answer application questions, attach their resume and cover letter, and preview the application before submitting. The level of specificity regarding the application questions varies from one firm to another. It is important to note that answering these questions can take a significant amount of time.

When the application is ready for submission, simply click the 'Apply Here' button, next to the relevant firm.

Selection criteria

What are selection criteria?

Selection criteria are specific job requirements describing knowledge, skills, qualifications, experience and attributes identified by selectors as important to fulfil requirements of a particular job or for effective performance.

These specific job requirements are used to objectively and consistently assess applications and shortlist suitable candidates for interview. They also assist in choosing the candidate who ultimately gets the job.

Selection criteria common to many graduate jobs include:

- Organisational and planning skills;
- Ability to work as part of a team;
- Excellent written and oral communication skills; and
- Problem-solving and data analysis skills.

Addressing selection criteria

Addressing selection criteria clearly and effectively increases a candidate's chance of getting an interview. The completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role. Additionally, having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations.

When addressing selection criteria, it pays to be as precise and explicit as possible; asserting you meet all the criteria is not enough, tie your skills and experiences directly to the criteria at hand. The STAR method is useful here (see below).

Private sector roles

Private sector organisations usually require applicants to address selection criteria in the online application form and/or the cover letter. Your resume should also be tailored to match the skills required.

Selection criteria are usually stated in the job advertisement. However, you may need to read between the lines, e.g. if the advertisement lists 'an energetic ideas person' the selection criteria might include initiative, leadership ability, creativity or all of these.

If the advertisement does not specifically list selection criteria then imagine yourself as an employer describing the ideal candidate for that position, and tailor your letter and resume accordingly. Alternatively, you may wish to refer to the organisation's website for any indication as to the skills and attributes the organisation values in its people.

To address selection criteria, write about the skills and knowledge gained through your degree, work experience, extracurricular activities and other activities you have been involved in, ensuring that you relate these to each criterion, where relevant.

You need to give the employer specific examples that demonstrate each of the selection criteria. It is not sufficient to

Your application is likely to consist of:

- A cover letter;
- A resume; and
- A separate document consisting of a short statement outlining how you meet the role's requirements, or otherwise called 'Statement of Claims against Selection Criteria', or 'Statement of Claims'. If asked to submit a Statement of Claims or similar document, you must do so to have any chance of an interview. If you do not provide a statement for each criterion, the recruiter is not able to assess your suitability for the role.

Selection criteria are classed as either essential/critical or desirable. All essential criteria must be met to reach the interview stage. For highly sought-after positions, desirable criteria are also considered. See the section below about how to write a Statement of Claims.

include general comments stating that you have all the skills being sought.

It is also important that you address all the selection criteria and that you write concisely as employers will be assessing your written communication skills. For more information about what to include in a cover letter, refer to the examples in the following pages.

Graduate Recruitment Roles

Employers offering graduate programs will usually participate in on-campus activities such as careers fairs and employer presentations. This is your chance to clarify information about their organisation and selection criteria.

You'll also find useful information about selection criteria in the graduate recruitment section of the employer's website and resources available through the Careers Centre.

Public sector and other roles

It is more common for public sector positions and those in health, welfare, professional associations and educational institutions to clearly state selection criteria in the job advertisement.

You can often obtain further information, such as a duty statement or detailed list of selection criteria, on enquiry if this isn't already listed in the advertisement.

Making a good first impression

If the advertisement includes a contact name and number (or an e-mail address), contact this person to discuss the vacancy if you have any questions.

Whether or not you believe the contact person is one of the selectors, it's important to make a good first impression:

- Before you call, make sure your question isn't one that can easily be answered by a quick search. Be prepared to talk about how you meet the main criteria, as you may be asked some questions about your experience.
- Indicate your enthusiasm and clarify any areas where you have questions.
- If possible and appropriate, ask if you can visit the organisation and have a look.

How to write a statement of claims

- Your Statement of Claims should include your name as a header on each page with your contact details on the first page. Use the title the organisation has given this document and include the job title and the reference number, if applicable.
- List criteria as headings in bold print, and address each criterion in a couple of paragraphs or a list of bulleted points (provide more information if requested). For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.
- Deal with the criteria in the same order as in the advertisement or duty statement.
- If you have been provided with the relative weighting of criteria, provide more details for the more important ones.

- Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/or other documentation, use these as examples.
- Quantify your experience or skills if you can, e.g. 'Three years' experience in creating monthly budgets using Microsoft Excel.'
- Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

A good way of addressing selection criteria is to use the STAR formula:

Situation

where, when and context of your example

Task

the task or problem to be solved

Action

how you solved the problem, fulfilled the task or handled the situation

Result

the outcome achieved as result of your action/s

EXAMPLE:

Q: When is a time you have responded to feedback to improve the quality of your performance?

A: During law school, I once received a poor mark in a research assignment for a particular subject. As such, I sought feedback from my lecturers and tutors to see exactly where I had gone wrong, and where I could improve, and then took steps to practice rewriting the assessment and other similar problems taking this advice on board. This meant that by the time of the final exam, I had enough practice that I was able to apply my skills and answer the exam questions to a much higher standard than during the mid-semester assignment

Here you can see the situation (Law School assignment), a task (needing to improve research and problem-question skills), action (speaking to lecturers and tutors, practicing similar questions), and results (improved answer in the final exam), demonstrating that you do respond to feedback, thus meeting the criterion.

Further information

For further information about selection criteria, see the University of Sydney's Careers Centre.

You can find information about applying for jobs in the Australian Public Service at the Australian Public Service Commission website: www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code

Writing a cover letter

The cover letter is the means by which an employer will gain an initial impression of a candidate. It is the key way to ensure your application stands out. The primary purpose of a cover letter is to secure an interview; indeed, a well-written cover letter is just as important as the resume.

Why a well thought out and well written cover letter is important:

- It is the first introduction of the candidate to the organisation;
- It links the skills, abilities, and experience of the candidate to the position applied for;
- It highlights how the candidate can contribute to the organisation;
- It demonstrates effective communication skills, and the ability to write clearly; and
- It emphasises that the candidate has conducted research into the organisation, has knowledge on the nature of the position, and has conducted a thoughtful analysis of their qualities in addressing the selection criteria.

Structure

Cover letters should look like a formal letter, with the date, followed by your name, address, contact phone number and email address on the upper right corner. The name of the contact person, their position within the organisation, the name of the organisation, and the address of the organisation should come after.

Salutation

Always begin the letter with Dear [name of contact person], as it is best to avoid "Dear Sir/Madam" or "To whom it may concern," as it indicates that the candidate cannot ascertain the name of the relevant person. For the purpose of graduate/ internship programs, it is acceptable to use "Dear Head of Graduate Recruitment" where you cannot ascertain the person's identity.

Heading

State the name of the position you are applying for, and a reference number (if applicable).

1

Paragraph 1: Introduction

This paragraph serves as your introduction, states the position you are applying for, and where the advertisement was placed. Try to summarise your purpose for applying and why the prospective employer should be considering you. But keep the introduction brief - unlike an essay there's no need to summarise the body of your letter!

2

Paragraph 2: The organisation

This paragraph should focus on why you are interested in the role and the organisation. Ideally, you should have conducted research into the organisation through their webpage and industry contacts. An awareness of the organisation in news headlines is worth mentioning. Reasons may include values, people you have met, practice group presentations you have attended, and any recent achievements by the company.

3

Paragraph 3: Meeting the criteria

This paragraph outlines your skills and qualifications in terms of meeting the selection criteria. Evidence should be provided by describing your experience, your employment history, extra-curricular activities, and volunteer positions you have held. Be persuasive and positive in your account of your qualities.

4

Paragraph 4: Organisation's values

This paragraph outlines why your values align with those of the organisation you are applying to. These values can usually be found on an organisation's website, and may include values such as being client-centric, community-focussed, social, able to work in a team, innovative etc. You can use your own experiences and qualities to demonstrate how you have these values. Be careful not to come across as overly pretentious - be clear, precise, and honest using the terminology that the firm uses on their website and other promotional material.

5

Paragraph 5: The result

This paragraph should mention your availability for an interview, and conclude that on the basis of outlined skills and experience you would be pleased to be considered for an interview. Thereafter, thank the person addressed for their time, and state that you look forward to hearing from them.

Tips to consider

- Plan your cover letter well in advance;
- Identify strong points in your personal qualities, skills, work/life experience and academic achievements;
- Tailor your letter to each organisation;
- Be familiar with the organisation and the selection criteria;
- Make reference to the aspects of the firm which you find interesting;
- The style should be clear and simple;

colourful adjectives and phrases can detract from conveying a strong message. Firms are looking to see that you can communicate in plain English - a skill required to be a commercial lawyer;

- Be sure not to copy information from the website or brochures of the firm;
- Keep the cover letter to one page: four or five brief paragraphs is sufficient.

- Remember concision is a skill, widening the margins is not;
- Meticulously check spelling, grammar and punctuation; and
- Emphasise how you can contribute to the organisation, and not what you are expecting to gain from the organisation.

Example cover letters

These example cover letters are intended as a guide only and should not be used in place of your own efforts and experience. It is important that you do not merely copy these, but tailor your cover letters to your own interests and achievements. SULLS accepts no responsibility for the quality or success of these examples.

[Your name]
[Your address]
[Your contact number and/or email]
[Name of contact person]

[Position]
[Organisation name]
[Address]
[Date]

Dear [Mr/Ms last name of contact person],

RE: Application for [Organisation] Summer Clerkship Program

I write to apply for the Summer Clerkship program at [Organisation Name]. I am currently in my penultimate year of a Bachelor of Arts/Bachelor of Laws degree at the University of Sydney, having just completed my undergraduate major in [Major]. I have a strong distinction average, which I have achieved whilst maintaining heavy extra-curricular commitments, including being elected by my peers to the role of 2015 [Position] of [Student Society/Leadership Organisation], and working part-time.

I am applying to [Organisation Name] because of its position as the leading law firm in the Asia Pacific Region, and the first and only global legal practice headquartered in Asia. This is reflected in [Organisation's] success in consistently winning the [award], and in winning the [award]. [Organisation's] position as a market leader in Banking and Finance is reflected in its consistent Chambers Asia Pacific Band 1 ranking, and in its role in advising on the financing of the [deal/matter/project]. Further, [Organisation's] status as a leading global Banking and Finance practice is evident in its receipt of the [award]. [Organisation's] role in [litigation/deal/matter], and [litigation/deal/matter], affirms its Chambers Band 1 ranking in Litigation and Dispute Resolution, and the recognition of partners such as [relevant partner name] and [relevant partner name] as leading Australian commercial litigators reflects the excellence of [Organisation's] commercial litigation practice. My interest in commercial litigation is reflected in my success in winning both the 2015 and 2014 [Moot Competition]. However, I would welcome the opportunity to experience any of [Organisation's] practice groups.

I am the ideal candidate for [Organisation] because my achievements and experience exemplify the characteristics [Organisation] seeks in its lawyers. My role as a [position] at [Organisation] provided me with legal experience in working in-house for a commercial client, teaching me the importance of client-focused work. My attainment of a High Distinction in Introduction to Property and Commercial Law reflects my interest in commercial law. My commitment to excellence in client service is reflected in my previous experience in hospitality, which afforded me the ability to work collaboratively under pressure. My role as a Debating Coach at [School] has afforded me excellent communication and analytical skills. In my capacity as [Student Leadership Role], I am responsible for overseeing the [role] Subcommittee, facilitating [role responsibilities/activities], and inaugurating the [important initiative/publication]. This role also sees me working collaboratively with the rest of the [leadership board/student society executive] to make important decisions for the society, providing me with strong leadership and teamwork skills. My extensive extra-curricular involvements have afforded me excellent organisational skills, and the ability to meet tight deadlines under pressure.

My personal values and interests suggest I would be an ideal cultural fit for [Organisation]. I actively participate in volunteer work at the [Volunteer Organisation] and with the [Other Volunteer Organisation], and would be keen to contribute to [Organisation's] pro bono program. My involvement in various sports, as well as my membership of the 2014 [Role] subcommittees, reflects the social culture of [Organisation]. My drive for success and commitment to excellence is evidenced by having spent the 2015 winter break preparing for, and ultimately winning, the [Moot Competition].

I believe that my academic and personal achievements would make me an asset to [Organisation], and I welcome the opportunity to discuss my potential to be a valued member of the [Organisation] team. I may be contacted either via my mobile on [number] or via email at [email].

Yours sincerely,

[Your name]

[Your Name]
[Address]
[Phone] [E-Mail]

Attention: [Name of Contact Person] [Position] [Organisation]

Dear [Mr/Ms last name of contact person],

I wish to express my interest in applying for a summer clerkship with [Organisation]. I am currently in my penultimate year of a combined Arts/Law degree at the University of Sydney. For me, a position at [Organisation] offers an unrivalled foundation to a rewarding career in commercial law. In turn, I thoroughly believe that I represent a promising candidate as someone who wholeheartedly embodies the values at the core of this firm.

I am an ambitious student who approaches work with rigorous commitment and enthusiasm. As evidence of this, I am a recipient of the [academic scholarship] and was awarded [subject prize]. I am globally-minded, an avid traveller who enjoys the challenge of working in new environments, as was affirmed during my recent exchange to [foreign University] where I held the position of International Student Ambassador for Australia. It is my ambition that impels me to seek work at a world-leading law firm, where I will be exposed to matters that are complex and intellectually stimulating, and advising clients of significant public import – as exemplified by the current [takeover/acquisition] that is making headlines.

Beyond my academic results, my extra-curricular pursuits demonstrate that I am an assured and well-rounded individual. As a seasoned debater, I have had extensive experience competing in both national and international tournaments, requiring me to think critically and communicate clearly and articulately under pressure. My involvement with Young UN Women as [position] has also required me to demonstrate strong verbal communication skills through collaboration with NGOs and marketing events. As an English Major and editor of [student journal] and [student magazine], I have had extensive opportunities to refine my written communication skills, culminating this year in the opportunity of being published in the [publication name]. In my spare time I am an enthusiastic reader [insert hobbies]. As such, I am attracted to the diversity that [Organisation] celebrates and would love the opportunity to work amongst its interesting and eclectic group of individuals.

Through my professional experiences I have proved perceptive in applying my analytical skills to the real world. As an intern at the [Organisation] I was fortunate to take part in stakeholder collaborations, a process that taught me the importance of considering wider contexts and varied interests in the creation of inventive solutions. As a Law Clerk at [Law Firm], I received extensive practice drafting formal legal documents, an experience that reinforced the need for clarity and concision when conveying complex ideas.

Like [Organisation], I recognise the fundamentality of human relationships and empathy in the provision of legal services. I pride myself on being down-to-earth and accessible while at the same time maintaining an appropriate level of professionalism. Through my work experiences I have demonstrated maturity in professional relations and a capacity to work collaboratively in a structured team environment, yet as a Juniperina mentor, [Organisation] ambassador and student representative, I have taken those interpersonal skills further, practising leadership through sensitivity to the needs of others. For this reason I believe I would readily embrace the client-centric culture and would thrive in the friendly, meritocratic and open working environment that your firm promotes.

I firmly believe that I would complement the successful culture of [Organisation] and would greatly relish the opportunity to build a meaningful career at such a prestigious firm. Thank you for considering my application.

Sincerely,

[Your name]

Writing a CV

A Curriculum Vitae (CV) or resume is a summary of various aspects of your life to date with emphasis on education, employment history, skills and experience, extracurricular activities, and interests. It can be seen as a marketing tool that should be tailored accordingly to highlight your suitability and experience relevant to the area of employment you are targeting.

The purpose of a CV is to ensure an offer for an interview with the prospective employer, so therefore it is important to consider the format and content. A successfully drafted CV will take considerable time and effort to construct. As it is the first contact you have with a prospective employer, it forms their first impression of you.

The basics

Some basic points to remember when writing your CV:

- Use relevant and professional language
- Active verbs highlight your skills and qualifications, such as achieved, delivered, negotiated, organised, and supervised. Key words are important during the 'screening' of CVs as some organisations filter through

applications this way.

- Leave a comfortable margin on all sides.
- Keep your CV to two pages.
- Have a family member or friend proofread your CV.
- Don't forget to include your name, address, phone, and email in the main heading.
- No Comic Sans MS.
- There is no single correct format or style to use, however you should be consistent.
- Use 12 point font in a clear style such as Arial, Times New Roman or Garamond to ensure the CV is legible.
- Use headings to divide the CV into appropriate sections such as career objective, education, work experience, hobbies and interests.
- Use short sentences and bullet points rather than dense paragraphs of text.

The essential objective is to clearly and effectively communicate your skills and qualification for the job; ultimately if that can be served by using a different heading structure, or different breakdown of your achievements, then that is preferable. Adhering to conventional CV structure comes second to you promoting your candidacy for the role.

Elements of a successful CV

Personal details

This section outlines your full name (including a preferred name if any), home and/or correspondence address, telephone number, and email address.

Tip: ensure your voicemail message is professional and polite.

Career objective

This section is a brief paragraph that informs potential employers of your intended career direction and field of interest, and the skills you can offer to the employer. Primarily, this serves to inspire the reader to review and analyse the remainder of your CV, and therefore, it is important to be specific, factual, and use short sentences.

Education & academic achievements

For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first.

This section includes your course of study in reverse chronological order, indicating the name of the course, institution, and period of study. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good). It is advisable to include any academic achievements, honours, awards or scholarships you have received during your education, and, if you choose, your GPA or WAM.

Work experience

This section should discuss your employment history and responsibilities or duties you undertook as part of your job. You should include your job title, start/finish dates of employment, name of employer, location, duties and responsibilities, and any specific accomplishments you may wish to address. Once again, these listings should be in reverse chronological order, and ensure that you extract your skills and achievements from each position using sentences with strong action words. Highlight the manner in which you contributed to previous positions, and quantify your accomplishments where possible. It is important that you do not merely list a point form of your duties.

Extracurricular activities

This is the section to address your involvement in extracurricular activities at school, university and in the broader community, and highlight the use and development of certain skills such as leadership and teamwork. Examples may include involvement in university societies, mootings or other competitions, sporting teams and community work.

Interests

This section allows you to demonstrate that you are a well-rounded person capable of balancing work and study commitments with your other interests, such as reading, baking, or playing tennis. Often potential employers use these interests as a springboard for discussion in the interview, so make sure they are genuine interests, not just what you think the firm wants to hear!

Referees

Your referees are usually at the end of your CV. You can choose to include two to three references or note that 'referees are available upon request'. References should include the name of the contact person, their title or position, company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee).

If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for. If you have a contact or mentor within the organisation who would be willing to be your referee, that can be a great way to show a personal connection to the firm.

Other headings

You have the freedom to develop your own categories that best highlight your background and achievements in your CV. Examples could include Awards, Personal Achievements, Positions of Responsibility, Leadership, Professional Memberships, and Completed Courses such as first aid or computer skills.

Example CV #1

This example CV is intended as a guide only and should not be used in place of your own efforts and experience. It is important that you do not merely copy these pro forma, but tailor your CV to your own interests and achievements. SULT accepts no responsibility for the quality or success of this example.

[Name]
[Address] - [Phone number] -[Email]

Education

University of Sydney
Bachelor of Arts (Hons I in Government and International Relations)/Bachelor of Laws
LLB Weighted Average Mark: 2012 – Present
Honours: [Scholarship], 2015
[Academic Prize], 2015
[Scholarship], 2012-2017

[Exchange University] Jan 2014 - Jun 2014
International Exchange Program
Grade Point Average:
Honours: [Academic Prize], 2014
[Scholarship], 2014

[High School] 2006-2011
Higher School Certificate - ATAR:
Honours: [Academic Prize], 2012
Premier's Award for All-Round Excellence, 2011
[Scholarship], 2006-2011

Work History

Paralegal Feb 2016 - Present
[Organisation Name]

- Assist the [Supervisor Role] in a variety of legal and administrative tasks concerning commercial, property, corporate and aviation law.
- Review financing and insurance contracts, leases and non-disclosure agreements.
- Developed new internal policies on anti-corruption, privacy and safety compliance.

Debating, Mock Trial and Mooting Coach Feb 2012 - Present
[High School]

- Mentoring high school students to improve their communication skills, knowledge of current affairs and legal reasoning.
- Successfully coached two teams to win [competition].

Paralegal Nov 2014 - Nov 2015
[Organisation Name]
Assisted in three class action litigation matters.

- Completed extensive document review and prepared briefs to counsel.
- Drafted the successful settlement claims of twelve group members, which involved client liaison and the compilation of expert evidence.
- Regularly exceeded billable hours targets and contributed to business development.

Research Intern Jan 2015 - May 2015
[Organisation Name]

- Assisted [Supervisor Role] with their research [describe research].
- Edited and proofread academic publications regarding corporate law.

Campus Culture Director Jan 2013 - Dec 2013
University of Sydney Union

- Delivered a 26-week entertainment program for the largest student union in Australia.

- Developed a strategic plan of events while managing an annual \$20,000 budget.
- Collaborated with external contractors and university staff to ensure successful events.
- Named the most successful program in a 2013 internal review.

Community Service

Volunteer Legal Assistant Aug 2014 - Mar 2015
 [Organisation Name]

- Volunteered at a community legal centre.
- Responded to enquiries from the public, clients and other community services and provided referrals for legal advice.

Court Watch Volunteer Feb 2014 - May 2014
 [Organisation Name]

- Assisted in a law reform project undertaken by a domestic violence advocacy service.
- Attended the Superior Court of the District of Columbia to observe Civil Protection Order proceedings and recorded outcomes for data analysis.

Extra-curricular Involvement

Treasurer Dec 2015 - Present
 Sydney University Law Society

- Manage and oversee the finances of a law student society with a turnover of \$400,000.
- Developed a budget that delivered the first projected surplus in three years.
- Negotiated with external organisations to ensure the repayment of outstanding debts from previous officeholders.

President; Producer; Treasurer; Stage Manager; Crew Jul 2012 - Present
 Sydney Law Revue

- Produced the 2015 Sydney Law Revue, a comedic show written and performed by Sydney Law School students.
- Coordinated the logistics of presenting a production, including liaising with the Seymour Centre and establishing an inaugural online ticketing system.
- Managed a budget to deliver a \$12,000 surplus, by decreasing expenditure and increasing ticket income by 10% from the previous year.

University of Sydney Mooting Oct 2015 - Mar 2016
 • Selected to represent the Sydney Law School in the [mooting competition].
 • Achievements:

University of Sydney Union Debating Mar 2013 - Nov 2015
 • Selected to represent the University of Sydney Union in the [name of competitions].
 • Achievements: Quarterfinalist, [name of competition]

Other Extra-Curricular Involvement 2013 - 2015
 • Convenor, King & Wood Mallesons Women's Mentoring Program, 2015.
 • Councillor, University of Sydney Student Representative Council, 2013.
 • Sponsorship Officer, [Society name].
 • Internal Events Director, [Society name].

Interests

Reading (particularly longform journalism), travelling, listening to podcasts, finding good food to eat and watching political satire.

Referees

Example CV #2

This example CV is intended as a guide only and should not be used in place of your own efforts and experience. It is important that you do not merely copy these pro forma, but tailor your CV to your own interests and achievements. SALS accepts no responsibility for the quality or success of this example.

[Your Name - Curriculum Vitae]
[Your address]
Phone:
Email:
LinkedIn profile URL

Education

Bachelor of Arts (English Literature)/Bachelor of Laws, The University of Sydney 2012 – Present

Achievements:

- Winner [Moot Competition] 2015
- Winner [Moot Competition] 2014
- Winner [Academic Award] 2014

Higher School Certificate, [Your School] 1998 – 2011

Achievements:

- [Award] (2011)
- Premier's Award for All-Round Excellence in the New South Wales Higher School Certificate (2011)
- School Captain (2011)

Legal Experience

[Organisation Name] August 2013 – June 2015

Legal Intern (8 hours per week)

- Directly assisted the [Supervisor Role] in a variety of research, legal, and administrative tasks
- Gained experience in the areas of commercial law, trusts and bequests, intellectual property, marketing, and development and review of internal policy
- Developed practical legal skills and the ability to balance multiple tasks in a busy office environment

Other Experience

[Organisation Name] July 2011 – present

Debating Coach (5 hours per week)

- Responsible for students in communication and speaking skills, current affairs, and argument preparation
- Responsible for adjudicating debates and providing constructive feedback to students

[Café Name] December 2011 – December 2012

Waitress (10 hours per week)

- Waitressed tables and served clients in a fast-paced, high pressure environment
- Ensured effective communication between team members in the efficient completion of tasks
- Gained awareness of the importance of client-focused service and excellence in customer interaction

Extra-curricular Involvement

Sydney University Law Society (SALS)

2014 Competitions Director

November 2013 – November 2014

- Responsible for organisation of SALS' nine internal and eleven intervarsity mooting and skills competitions; organisation of

- advocacy forums and social events; preparation of budgets and funding proposals
- Created the inaugural 2014 Competitions Handbook, a comprehensive resource for mooting and skills competitors at all levels

Convenor, Allens Torts Moot

March 2013 – June 2013

- Facilitated semester-long mooting competition with over 100 participants
- Responsible for preparation of draws, organization of student judges, and liaising with competitors, faculty members, barristers and professional judges to ensure effective running of the competition

Other Extra-Curricular Involvement

2011 – 2014

- SULS Careers Mentoring Program – Mentor: [Mentor Name]
- SULS Women’s Mentoring Program – Mentor: [Mentor Name]
- 2014 [Debating Competition] Adjudicator
- Sydney University Law Society Interfaculty Sport Competition 2012–2015
- SULS-Compass Regional Schools Visit 2013
- Faculty of Law Peer and International Student Mentor, 2013

Volunteer Work

[Volunteer Organisation Name]

February 2010 – Present

Volunteer, Café Staff (2 hours per fortnight)

- Volunteer at charity for the homeless, working as a member of the café team
- Developed skills in engaging with vulnerable patrons and clientele of varying backgrounds
- Gained experience in problem solving and working under pressure

Juniperina Juvenile Justice Centre

March 2013 – November 2014

Volunteer Mentor (2 hours per fortnight)

- Volunteer as a visiting mentor through SULS’ Juvenile Justice Mentoring Scheme
- Responsible for the creation of educational and recreational programs and activities for inmates
- Assisted in establishing positive role models through building trust between inmates and volunteers

Hobbies

- Touch Football
- Baking
- Singing

Referees

[Referee Name]

[Position]

[Organisation]

[Phone Number]

[Email]

[Referee Name]

[Position]

[Organisation]

[Phone Number]

[Email]

Attending the interview

If you are invited for an interview, know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities. Receiving an interview means they think you are capable of doing the job, and now want to ascertain whether you will fit into the workplace. Congratulate yourself on getting this far, and prepare yourself so you can confidently seal the deal.

The interview gives you the opportunity to reinforce the positive impression you have already created. You need to respond to the questions asked, relating them back to the interviewer's needs. You should elaborate on the achievements already stated in your CV and explain how you will contribute to their organisation. It's also an opportunity for you to learn more about the firm and the position. An interview is a two-way process in which both you and the interviewer are selling and evaluating.

Employers now utilise more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms. Be prepared for multiple rounds of interviews intended to expose different aspects of your aptitude for the job.

Prior to the interview

The interview process is designed for you and the organisation to get to know each other better. You should undertake general research to understand the culture of the organisation and what they are looking for in employees.

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and desire to be a part of it. It is vital to research and understand the way the organisation works before the interview. It may also be helpful to do some research on your interviewers prior to your interview, if you know who they are. Most organisations list bios and CVs, and LinkedIn is always a good option.

It is tempting to use this information to pre-script answers to questions. Whilst you should have prepared answers for the reasonably expected questions, it

is far more valuable to have a structure enabling you to clearly respond to any question using information about the firm and your qualifications. Overly rehearsed answers run the risk of sounding stilted and mechanical, and worse, missing the crux of the question being asked. Make sure you focus on a systemic understanding of the firm, the job, and your qualifications, such that you can answer any question with clarity and confidence.

Areas of research

Websites

Websites are a great tool for gathering up-to-date information regarding partner profiles, practice areas, organisational structure, the latest transactions, values and mission statements, and details of the clerkship/graduate programs.

Websites have various sections that can assist you in terms of preparing for interview questions and in answering application questions online, such as "About Us" and "Our People".

Media

Media searches can also assist in gathering information about recent and current deals, enterprises or matters an organisation has recently been involved in. They also provide a broader indication of an organisation's place in the business or community landscape. The Australian Financial Review has a "Legal" section, which gives a good overview of current legal issues.

Organisations will also use the interview to test your understanding of commercial awareness. Gaining a solid understanding of current events is therefore an integral aspect of your interview preparation.

Personal

A more informal and very effective method of finding information about an organisation is to talk to people who are currently employed, or have worked there. It is also worth talking to some experienced legal professionals so you can better understand what, for example, a plaintiff law firm, corporate law firm, boutique IP practice, or government organisation looks for in their graduates, as they will all be looking for different attributes.

Research yourself

Re-read your resume and familiarise yourself with its contents. You will most likely be asked on specific aspects relating to your resume and application, such as explaining a gap in employment, a fail on your transcript or your answer to a particular question. The interview will work much more in your favour if you already have prepared responses to these questions. It is certainly possible to explain poor marks or employment gaps in context, and doing so might enable you to discuss your other skills and experiences, but this requires preparation as these unforeseen questions may cause anxiety and uncertainty.

On the day of the interview

Ignore everything anyone has said to you contrary to this: first impressions last. Some helpful (and hopefully self-evident) tips:

- Ensure your clothes are clean, neat and professional.
- Prepare all relevant documents such as your transcript, references, awards, etc.
- Be prepared to share examples of your achievements, failures or past behaviours and discuss them in some detail.
- Ensure you can describe a situation, the challenges faced, the action you took, and the outcomes of your action.
- Check the format of the interview: duration, how many people are interviewing you.

Arriving at the interview

Make sure you know how to get to your interview and leave enough time to. Punctuality is crucial and you should aim to arrive at the interview ten minutes early. If you are late due to unforeseen circumstances, contact the organisation and apologise for your lateness with a brief explanation, and provide them with an estimated arrival time. This should be obvious but be courteous to everyone, especially the receptionist as you never know who is sitting behind the desk, or how they may influence the interviewer's decision.

Meeting your interviewers

When you are introduced to those who will be conducting the interview, shake hands with a smile. It is vitally important to remember their names, and address them accordingly during the interview. This is also relevant during "small talk" which interviewers often use to break the ice. Just remember to be yourself, relax, and enjoy the experience. Overall you have to look like you want to be there, which shouldn't be difficult considering you want the job.

If you aren't particularly good at small talk, practice. It is an essential skill in ensuring that you make a strong, confident, and articulate first impression.

Body Language

Being relaxed and professional, and maintaining eye contact throughout the interview are key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, make eye contact with everyone in the room, even if one person seems to be doing all the talking. Occasional eye contact with the other interviewers will establish a connection with them and will involve them in the interview, even if you are not answering their questions.

Listening and Talking

The ability to listen is important in any position. Listen carefully to the question being asked, and answer the question directly by providing detailed answers, which demonstrate that you can fully articulate your ideas. If required, don't shy away from beginning your response with a simple 'yes' or 'no', followed by an explanation.

Don't be afraid to follow your interviewer's lead, they will tend to dictate the formality and scope of your interview. If they want to spend the whole of your interview talking about travel or sport, go with it! They're probably trying to see if you're someone they could get along with in the office.

Taking into account that the aim of an interview is to assess your suitability for the role, both in professionalism and your personality, an interviewer will seek to include the following key features:

Experience

The organisation will be looking for relevant experience or other life experience that may be appropriate for the role, such as experience in research or dealing with people. What have you achieved in your life that will set you apart from your competition? Draw on areas outside of employment such as extra-curricular activities, voluntary roles, etc.

Communication and Listening Skills

Your ability to express yourself orally in a complete yet succinct way, which follows from your ability to listen to the questions asked, will be keenly observed by the interviewers. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways. Take some time to think about your response before answering, having a clear structure to your answer is preferable to a long winded, off the cuff response.

People Skills and Confidence

Your ability to develop a rapport with the interviewers will be important, as this will be seen as a reflection of your ability to deal with colleagues and clients alike. So smile, even if you feel uncomfortable. While it is hard to be confident when you are nervous, it is important to be as relaxed as possible so that you give the impression of being reasonably self-assured. Again, employers are looking for candidates who will be able to interact with their clients and represent the organisation, so confidence is important.

Tips for the nervous

- Don't try to rehearse answers to questions - this will be immediately obvious. Practise answering questions off the cuff with someone, or record yourself. This has the advantage of letting you see what the interviewers see, and can help identify unconscious habits, bad posture, particular forms of speech you'd want to avoid, etc.
- Don't skate over mistakes or weaknesses that may come up. Acknowledge them and focus on what you have learnt. Similarly, if asked to describe your weaknesses, don't say "working too hard" or "being too good at my job" - be honest, and use the question to demonstrate how you're aware of your shortcomings and have acted to overcome them (which is what the interviewer is looking for anyway).
- Take time to find a secluded spot before you enter the firm to check over your appearance and demeanour, and mentally prepare yourself for the interview.

Individual and group interviews

Individual interviews

In a one-on-one interview, a senior person from the organisation such as a Manager or Partner will ask you questions on how and why you would fit within the organisation.

The aim of such an interview is:

- To determine if you have sufficient communication skills by effectively engaging throughout the interview process.
- To analyse whether or not you are a 'good fit' within the organisation.
- To consider your levels of confidence and ability to respond to questions.
- To weigh up areas of development/training you would require from the organisation.

In order for an organisation to come to a conclusion on the above four points, it is most likely you will be confronted with two types of interview questions:

Questions to analyse you and what you have achieved

Examples include 'tell us about your favourite subject at uni and why it interested you,' or 'explain what led you to select your major/s.'

Questions to determine if you are a 'good fit' within the organisation

Examples include 'describe a time where you represented the values of this organisation,' or 'tell us about a time where you displayed courage to lead or to think outside of your comfort zone,' or 'what do you value in a professional relationship?'

During the interviews, it is often possible to understand the culture within the organisation based on the questions asked and the conduct of the interviewer.

Group interviews

This type of interview usually involves working with a small group (about 5 or 6 people) and discussing a particular problem scenario. This method has become increasingly common for Summer Clerkship and Graduate programs, although not too common in the social justice and government sectors.

The problem scenario given to a group is usually generic, and can be concentrated around a number of areas such as ethics, and technical related questions. During this, one or two 'silent interviewers' observe the dynamics of the team, but do not actually provide any input into the deliberations.

A group interview assesses how you would interact with team members, and in this sort of environment, you are likely to notice different types of individuals.

The 'Talker'

This type of individual usually enjoys being in control of the situation and may try to dominate the dialogue between group members. At times, they can be overbearing and force their ideas on the group, to the extent of disregarding any other suggestions made.

The 'Quiet Person'

This type of individual is generally quiet during group discussions and fairly reluctant to volunteer their opinions or suggestions. Rather, they will prefer to go along with whatever decisions are said and done by the other members of the group.

The 'Complainer'

This type of individual may continually reflect on the supposed difficulty in the situation and divert conversations from the topic at hand. They usually make comments such as 'The question would be better if...,' or 'I really think we have too short a time to discuss such a complicated problem...' and so on.

The 'Mediator'

Within a group interview, it is best to establish yourself as the 'mediator' between the different 'factions' as noted above, and try to find the middle ground.

For example, when the 'talker' is in the middle of forcing their opinions, try to pause and get input from the 'quiet' person on what they think of the scenario.

Completion of the interview

It will reflect well at the conclusion of your interview if you demonstrate your genuine desire for the position by commenting briefly along the lines of "Thank you for your time, I look forward to hearing from you".

Remember, not all positions you apply for are right for you. The purpose of the interview is to find out whether the 'organisational fit' is right in terms of matching the position and organisation with your personal values. You should ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture. If you suffer several rejections, don't give up. Interviewing is a skill that comes with practice, so treat your interviews as a learning experience.

Pitfalls

- Arriving late - aim to arrive 5-10 minutes before
- Bad manners, slouching, mumbling, no eye contact
- Addressing the interviewer by the wrong name
- Lack of cleanliness and improper dress
- Poor organisation/presentation of CV
- Dishonesty when answering questions
- Inability to listen/not answering questions appropriately
- Talking too much, or not enough
- Having little or no knowledge about the organisation

Interview questions

Typical questions an interviewer may ask

Think of possible answers to these questions before your interview, using your own experiences and skills to create interesting answers that demonstrate you have the qualities they seek. You may even wish to practice answering them out loud, or have a friend or family member act as an interviewer in a mock interview.

— **How would you describe yourself to a stranger?**

This is often the first question interviewers ask, and is surprisingly hard to answer! Try to think of characteristics about you as opposed to what you do i.e. being funny, outgoing, hardworking etc as opposed to a law student in their penultimate year who plays rugby.

— **You have chosen to pursue a career path in criminal law. What aspects of criminal law have captured your interest?**

The key to answering any question is to be honest. Be sure you know why you want to go into the field you're applying for.

— **What do you think sets you apart from other applicants?**

This question requires the confidence to assess your own capabilities and provides an opportunity to highlight your best qualities for the role.

— **How have you demonstrated leadership skills within a group situation?**

The ideal way to answer this question is to reference a specific event or challenge. Remember to outline the situation, the task required, the action you took, and the outcome.

— **Where do you see yourself in the next five years?**

Answering this type of a question requires care and effort, as in most cases the organisation is looking for your long-term commitment to the role. However, firms may not favour candidates who don't have any ambition, as this could be taken to provide evidence of a lack of motivation. The key is to balance long-term commitment with passion and ambition for the role within the firm.

— **What do you regard as your strengths and weaknesses?**

This is another common question that you must be prepared for. You should be aware of your strengths and weaknesses well enough to give an answer that is self-analytical. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement. Make sure your weaknesses are genuine, rather than contrived answers such as 'being too good at my job' or 'working too hard'.

— **Why did you fail a unit?**

The first thing to remember is that a fail is not the end of the world. Be honest and explain your reasons for the fail, such as illness, family issues or full-time work. This is the perfect opportunity to express what you have learnt from it, and remind them that your marks have been improving continuously since then.

— **What attracts you to this organisation?**

Research the website of the organisation and consider its future direction. Specifically, reference the recent activities of the firm, such as high-profile cases. Again, be honest.

— **Could you describe a time when you were faced with a difficult problem, how did you approach it?**

These questions are great to highlight your ability in facing a challenge, addressing the situation, and applying your problem solving skills. You should come to the interview with a specific scenario in mind.

— **What type of activities do you participate in outside of your studies?**

These questions are designed to relax you, allowing you the opportunity to outline your ability to multi-task. For example, if you have been playing a sport or volunteering for your local community while working part time, this shows that you can manage your time effectively.

— **Describe a time when you have had to meet a difficult deadline, and how did you approach it?**

This question is asking you about your time management skills and ability to work to a deadline, and offers an opportunity to demonstrate your ability to work under pressure.

— **What specific skills can you contribute to this position?**

This is another opportunity for you to highlight the skills you have gained from your previous employment and why you perceive them to be important for the position. If specific skills were outlined in the job advertisement, address these.

— **Describe a time when you have been part of a team and were confronted with a difficult situation?**

Teamwork is universally acknowledged as very important, so it is vital you demonstrate that you can work cohesively with other people.

Questions for the interviewer

Other examples of interview questions

- Why do you want to work in commercial law?
- Why do you want to work for this firm/ why are you a good fit?
- If you received a number of offers what factors would you take into consideration?
- What areas of law/practice groups are you most interested in?
- Why did you study law/what does the law mean to you?
- What do you like about the law?
- What's your favourite/least favourite subject and why?
- What do you hope to get out of this role?
- Why did you leave your last job?
- Tell me about yourself?
- How can you demonstrate commercial awareness/commercial acumen?
- What are your greatest achievements?
- Tell us about a case you have studied that has particularly interested you.
- When have you made a mistake?
- How do you deal with difficult co-workers?
- When is time you've failed/had to be resilient?
- What's your biggest regret?
- When have you had to convince someone of your point of view?
- What work environment motivates you?
- What is your working style?
- What do you value in colleagues?
- What do you think are the successful attributes of a commercial lawyer?
- When have you demonstrated these attributes?
- What have you learnt from previous jobs?
- How have you dealt with criticism?
- When has your integrity been challenged?
- Tell me about a time you worked in a team
- Tell me about a time you worked under pressure
- Tell me about a time you demonstrated leadership skills
- How do you handle conflict?

Often, at the end of an interview you will be provided with an opportunity to ask any questions you may have. Ask questions you genuinely want to know the answer and couldn't find the answer to online, and keep it within the boundaries of the role and the organisation. Don't ask a question for the sake of asking one.

This is your opportunity to learn things about the organisation which may not have been available from brochures or the website. It's better to ask questions about the firm and the clerkship structure as opposed to questions better addressed to Human Resources, such as 'when will we find out the outcome of our interview' etc.

Example questions you could ask include:

- Do you like working here? Best and worst aspects?
- What's the most exciting/interesting part of working here?
- What attracted you to working in your practice group?
- What would an average day as a clerk here be like?
- What would an average day as a partner or SA be like?
- How is the health and wellbeing of employees encouraged in the organisation?
- How is work/life balance encouraged in the organisation?
- How are long-term career opportunities encouraged in the organisation?
- How is performance management conducted?
- How often is feedback provided?
- How is employee performance rewarded?
- What are the key responsibilities for this position?
- Does the organisation have policies in place for ongoing/further studies?
- What are examples of work that is given to clerks/grads in your team?
- What do you personally value in clerks working for you?
- How often does the firm get together in a social setting/how important is collegiality to the firm?
- What do you consider to be the 'culture' of this firm?
- How did you personally make the decision about which firm to join?
- How many clerks end up taking on a grad role?
- How do you feel when someone more junior has a different perspective from you/how do partners react to juniors challenging them?
- Do you have any advice for someone interested in a career in the law?
- Specific questions about mergers etc.
- Specific questions about the interviewer's practice area



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Practising in Australia

Practising in Australia

Academic and practical legal training requirements

Your pathway towards becoming a lawyer usually begins with a law degree, or by completing a course prescribed by the Legal Profession Admission Board. After graduating, prospective practitioners must then complete a practical legal training program (PLT). These are available through several providers, the College of Law, or from a number of universities, including ANU and UTS. Such programs provide practical instruction in legal tasks often undertaken by solicitors, and offer training in the legal skills needed to carry them out.

At the end of your PLT, you will be issued with a Certificate of Completion, after which you can apply for admission in NSW, Victoria, Queensland, ACT or the Northern Territory. In order to enrol in the Professional Program, you must be a graduate, or be qualified to graduate, in law or another relevant course. Foreign degrees or foreign admitted practitioners may also apply, subject to approval from the admitting body.

Admission to practice

After completing their PLT, a person may be admitted as an Australian Lawyer in the relevant State or Territory's Supreme Court. In NSW, an application must be made to the Legal Practitioners Admission Board. Once admitted, you may practise either as a barrister (by obtaining a practising certificate through the New South Wales Bar Association), or as a solicitor (by obtaining a practising certificate through the Law Society of New South Wales).

Practising solicitors in NSW

To practise as a solicitor in NSW, a person must hold a practising certificate issued by the NSW Law Society. After receiving the certificate, you must complete two years of supervised practise. In addition, you must undertake an approved Practice Management Course if you wish to practise on your own account.

The certificate is renewed annually, subject to compliance with the requirements of Mandatory Continuing Legal Education (MCLE). A certain number of hours of legal career development must be undertaken each year (10 MCLE points), which may include attending seminars, publishing journal articles, studying privately, preparing and giving lectures, etc.

Practising federal law

Entitlement to practice in a court exercising federal jurisdiction requires both entitlement to practice in the Supreme Court of a State or Territory, and entry in the Register of Practitioners kept in the High Court of Australia.

Practising in other jurisdictions

Practitioners may practise in other states and in New Zealand through mutual recognition schemes without need for re-admission. However, solicitors seeking to principally practise in NSW must obtain a practising certificate from the Law Society of NSW

Going to the Bar

(sourced from the NSW Bar Association)

Qualifying for a career at the Bar

To apply for a NSW Barrister's practising certificate, you must first be admitted as a lawyer of the Supreme Court of NSW or another Australian State or Territory. You must be a competent and fit person in order to practice. The Legal Profession Admission Board oversees the admission of lawyers in NSW.

Applicants must then sit the NSW Bar Examination, an examination that covers advocacy, legal ethics for barristers, aspects of evidence, and practice and procedure for barristers. The exam consists of two 2-hour long papers with examinees requiring 75% to pass. The NSW Bar Exam is offered twice a year, usually in February and June, with an examination fee of \$750.00. The NSW Bar Association also offers exam tutorials in the lead up to the NSW Bar Exams.

Reading Program

After successfully passing the NSW Bar Exam, applicants are known as 'readers' and are issued with an initial practising certificate with conditions attached.

The Reading Program consists of two elements: the Bar Practice Course and reading with a tutor (usually a minimum of 12 months).

Bar Practice Course

The Bar Practice Course consists of a series of lectures, workshops, court practice sessions and informal discussions to teach advocacy, mediation and other skills useful to be a barrister and provides insights into practising at the Bar. The Bar Practice Course usually runs for a month in May and August/September of each year and readers must not practice during the course. The cost of the course is \$3,800.00.

Reading with a Tutor

During the period of reading, the reader is under the supervision of an experienced barrister, called a tutor. In the first six months, readers must complete 10 days of civil and 10 days of criminal reading by participating in cases as much as possible.

During the 12 months, you are required to read with at least one but not more than two barristers. You are to choose the barristers from a list of potential tutors maintained by the Bar Council.

Indigenous Law Students

The NSW Bar Association offers mentoring and employment schemes to Indigenous law students across NSW. The mentoring program pairs students with a barrister where they are able to discuss their career and any other questions. Similarly, the employment scheme aims to provide part-time employment opportunities for Indigenous law students working together with barristers or at Chambers. Employment opportunities include administrative work or research work. For more information, see <http://www.nswbar.asn.au/coming-to-the-bar/indigenous-barristers-trust>.

For further information, visit the NSW Bar Association's website www.nswbar.asn.au.

Profile: Margaux Harris

Barrister, Nine Wentworth Chambers

— Areas of practice

Most areas of civil law, in particular Defamation and Media, Corporate and Commercial, Competition and Consumer, Intellectual Property and French-related disputes.

— What was your career pathway to being a barrister?

I was an associate at global law firm Baker McKenzie before coming to the Bar and also pursued a passion for acting and a Masters at Oxford.

— Why did you choose to go to the Bar?

I've always had a strong sense of justice and a passion for advocacy and performance. The independence also really suits me: being my own boss means I can be the master of my own destiny and call the shots.

— Do you have any tips or advice for law students who wish to go to the Bar?

Do it early, after a few years' experience at a firm. Also the bar needs more women. There's a misconception that the bar doesn't suit women but it is actually as flexible as you want it to be.

— What do you wish you had known about being a barrister before you decided to go to the Bar?

That you need to apply for chambers up to 2 years in advance, before even sitting the bar exam. Also that being a barrister is running your own business so you need to be prepared for that.

ANU Legal Workshop

"ANU is Australia's leading tertiary provider of Practical Legal Training (PLT). The ANU Graduate Diploma of Legal Practice (GDLP) provides the qualification you need to be admitted as a lawyer in Australia."

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Contact

Tracey Mylecharane, Lecturer, FHEA,
Professional Engagement Coordinator
E: lwsa.law@anu.edu.au

Subjects – Professionalism in Practice, Ethics and Professional Responsibility, Trust Accounting, Civil Litigation Practice, Property Practice, Commercial Practice, Banking and Finance Law, Criminal Practice, Family Law Practice, Wills and Estates Practice, Administrative Law Practice, Government Law Practice, Consumer Law Practice, Employment and Industrial Practice, Planning and Environmental Practice, Legal Placement

About us

ANU Legal Workshop is one of Australia's largest PLT providers and is part of the ANU College of Law, a world top 20 law school. ANU Legal Workshop has been delivering PLT through the Graduate Diploma of Legal Practice (GDLP) for over 40 years. The GDLP is accredited, practical and flexible, providing the qualification you need to be admitted as a lawyer. The GDLP program combines an initial four day face-to-face intensive introduction course with a range of online learning throughout the course, to enable you to balance your PLT with employment and other personal commitments. You can complete your study at ANU from anywhere in the country, or across the globe.

Students have the option to continue to a Master of Legal Practice (MLP) by completing an additional 4 courses, within 2 years of completing their GDLP.

GDLP program

The program comprises 5 elements:

Becoming a Practitioner - a 4-day face-to-face entry course focusing on interviewing, negotiation and advocacy.

Professional Practice Core - a 12-week course delivered wholly online.

Electives - choose from the suite of elective courses offered.

Ready for Practice - a 3-week capstone experience.

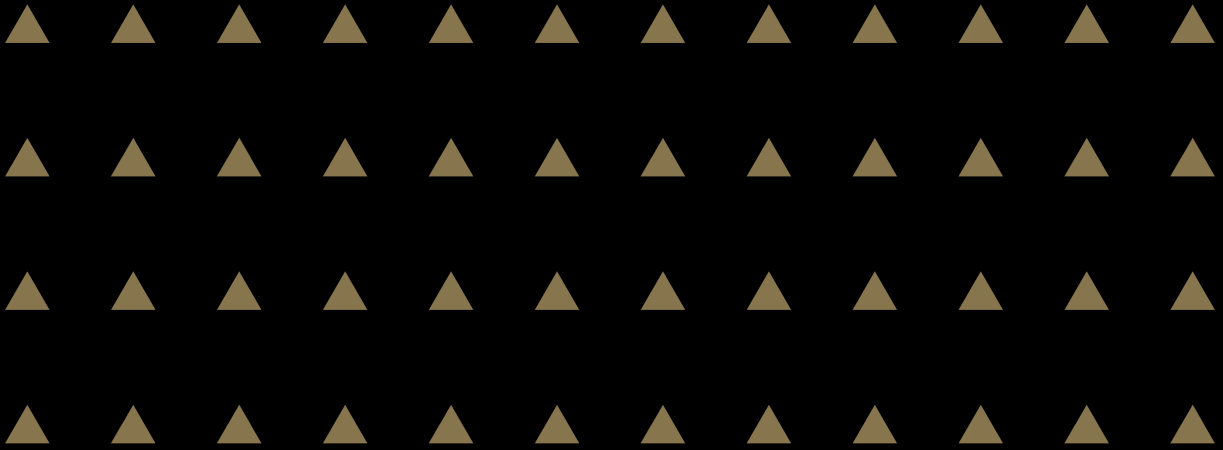
Legal Practice Experience - completed in a total of 20, 50 or 80 days.

The GDLP is taught by expert Practitioner Teachers, providing supportive coaching and mentoring to ensure smooth transition to practice. Individual one-on-one mentoring is offered to students throughout the GDLP, and students choose their individual mentor.



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*Areas – Practical Legal Training, Legal
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About us

The College of Law is the school of professional practice for lawyers. We deliver innovative, practice-focussed legal education and training to enhance the careers of practising professionals across Australasia and its region.

We are unique in having locations in Sydney, Melbourne, Brisbane, Perth, Adelaide, Auckland and Wellington, as well as providing onsite training in key regional centres. The College as a whole has over 60,000 graduates and more than 400 staff with all teaching staff having extensive practising experience.

Graduates of all law schools in Australia and New Zealand come to The College to undertake a comprehensive program of practical legal training, leading to admission into the profession. The College is the largest provider in both countries.

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PLT Plus – today's most in-demand Practical Legal Training (PLT) program, delivered by The College of Law.

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5 Reasons to choose PLT Plus



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PLT Plus places greater emphasis on task-based, hands-on learning. It's also the only program that offers a Legal Business Skills Series – equipping you with vital workplace skills such as time management, leadership and communication.



YOU'LL STUDY HOW AND WHEN YOU WANT

With only 5 days of face-to-face attendance plus full-time, part-time, onsite and offsite study options, PLT Plus is truly flexible. We also offer more than 10 courses a year in Sydney, allowing you to study at a time that suits *you* – not us.



YOU'LL BE MORE ATTRACTIVE TO EMPLOYERS

As Australasia's largest provider of PLT, The College of Law has a global reputation for excellence. We are also the preferred provider to 9 of the top 10 law firms in Australia.



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

The College of Law is Australasia's largest provider of Practical Legal Training (PLT), with campuses in Brisbane, Melbourne, Sydney and Perth. We also conduct programs in Adelaide, Canberra and regional Queensland, as well as onsite sessions in London. The College of Law's PLT program leads to the award of a Graduate Diploma of Legal Practice (GDLP) which makes you eligible to apply for direct admission to your state or territory.



Practising internationally

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Though most of this guide is focused on Australian firms and organisations, we appreciate that many law students are increasingly interested in the prospect of a global career - whether that be after graduation or later down the track. With many firms also seeing the value in a global career, many have also established representative offices in other countries, especially in the Asia-Pacific.

There are a number of ways to pursue a global career, such as via secondments, lateral hiring, or graduate positions. Working overseas is even a possibility without qualifying in that country's jurisdiction. Each country has its own procedures and processes for qualification as a lawyer.

This section of the guide covers the procedures for several other English-speaking countries, including Canada, England and Wales, and the US, as well as other Asian jurisdictions including Hong Kong, Singapore, China, Japan and South Korea. However, the following is only a brief outline, so if you are serious about practising overseas, we strongly recommend you undertake further research.

United Kingdom (England & Wales)

The UK legal market is extremely diverse and remains a popular destination for Australian law graduates. The UK legal market can be a fun and challenging change of pace for Australian law graduates who want to participate in one of the major hubs of the global stage.

The structure of the legal market in the UK is similar to that in Australia in that it can be separated into different tiers of firms. The 5 leading firms are known collectively as the "Magic Circle": Allen & Overy, Clifford Chance, Freshfields Bruckhaus Deringer, Linklaters, and Slaughter and May.

Next, the 'Silver Circle' firms, record slightly lower turnover but a much greater than average profit. These are generally seen as Herbert Smith Freehills, Ashurst, Berwin Leighton Paisner, Macfarlanes and Travers Smith. Many of the firms in the UK have regional or global alliances or partners, so working in the UK can provide an excellent opportunity to work across many different jurisdictions.

Recruitment Process

To work in the UK as a graduate lawyer, your best shot is to secure a training contract. Operating like a graduate program, most will run for two years, over which time you will complete four rotations. Otherwise, Australian lawyers can also practise as a foreign lawyer in England, however you will need to register as a Registered Foreign Lawyer with the Law Society of England and Wales.

Many firms will recruit their 'trainees' from vacation scheme programs. Vacation schemes are short internships (usually about 4 weeks) that run during semester breaks and are similar to clerkships. Vacation schemes in London usually take place during July or November/December, with applications closing up to half a year in advance. After the completion of a vacation scheme, you will interview for a training contract.

Though a training contract does not guarantee you a job at the firm, most trainees stay on afterwards. Deadlines for applications for training contracts starting 2019 range from 31 May 2017 - 1 August 2017, however prospective applicants should seek out specific firm policies.

Steps for qualified Australian lawyers

Solicitors

1. Apply to the SRA using the Qualified Lawyers Transfer Scheme Form (QLTS-2), fulfilling the requirements of the Suitability test

Requirements under the Suitability Test:

- Must be a qualified lawyer in recognised jurisdiction;
- Must satisfy English Language requirements or have completed your degree in English; and
- Must be of good character.

2. If you receive a Certificate of Eligibility certifying the above, you then sit the QLTS examinations and complete two tests:

- Multiple Choice Test; and
- Objective Structured Clinical examinations.

Barristers

1. Apply to Bar Standards Board to have training assessed by the Qualifications Committee.

Requirements:

- Must provide evidence that they are of a good character;
- Must prove you have practised for at least three years, and regularly practised in court;
- Must prove you are in good standing and do not have a criminal record; and
- Must provide proof of professional qualifications and English competency.

2. Depending on qualifications and experience, you may then be assigned to complete further academic or vocational training, or assigned the Bar Transfer Test, which can exempt you from certain stages of training.

Steps for non-qualified Australian lawyers

Solicitors

1. Satisfy the academic requirements and then apply to the SRA to have your qualifications assessed.

2. Follow the domestic route for qualification:

- Apply for 12-month full-time Legal Practice Course (LPC);
- Undertake a 2-year training contract at a law firm; and
- Complete the Professional Skills Course (PSC).

Barristers

1. Satisfy the academic requirements and then apply to the BSB to have your qualifications assessed and be granted a 'Certificate of Academic Standing'.

2. Follow the domestic route for qualification:

- Apply for 12-24-month full-time Bar Professional Training Course (BPTC);
- Undertake 1-year pupillage; and
- Obtain tenancy.

Resources

The Law Society of England and Wales website: <http://www.lawsociety.org.uk>

Solicitors Regulation Authority website: <http://www.sra.org.uk>

The Bar Council website: <http://www.barcouncil.org.uk>

United States of America

Unlike their UK counterparts, US firms have traditionally never recruited out of Australia at the graduate level, although certain US firms, such as White & Case, Sullivan & Cromwell and Sidley Austin, have made their way into the Australian market. However, certain US firms with offices in Hong Kong, for example Skadden, recruit Australian graduates in Hong Kong.

There are currently only three jurisdictions which recognise Australian law degrees: New York, California, and Washington D.C. Other states require certain units of study be undertaken that are only available in the US.

New York has traditionally been the most receptive US legal market to Australian qualified lawyers. This is mainly due to the strong alumni network between US and Australian firms, and the transferability of skills in corporate practice areas such as M&A, Capital Markets, and Banking & Finance.

The legal market in Washington D.C. is more difficult for Australian practitioners to enter, as the work is mainly driven by public sector clients with a significant government focus. If you are interested in practicing in D.C., it is advisable to begin in New York, then apply in D.C. after gaining quality US experience and a US Bar qualification or Masters.

It is crucial to note that there is little to no mutual recognition between different bar associations both within the US and internationally - e.g. admittance to the New York Bar only permits practice in the state of New York though the Uniform Bar Examination (UBE) allows the 'portability' of your UBE score which allows people to seek admission in other jurisdictions that have also adopted the UBE.

Pathways

Those wishing to practise in the US are best served by first practising at an Australian firm, then moving laterally after a few years of domestic experience. Most US firms will not require Australian lawyers to already be qualified for the bar upon hiring, but will expect completion of the Bar Exam within 12 months.

However, the number of Australian lawyers that successfully make the transition to New York is small compared to the overall outflow of lawyers from Australia to other locations. Given the large overall number of lawyers who take their careers offshore, transition of Australian lawyers to the US totals only around 5% of international recruitment practices.

New York

Steps for qualified Australian lawyers

1. Have a 'qualifying degree' from a law school accredited by the NY Bar Association.
2. Complete online 'Foreign Evaluation Form' via the New York State Board of Law Examiners.
3. Once approved, complete the 'Online Bar Exam Application' and pay \$750 Application Fee.
4. Sit the online New York Law Course and pass the New York Uniform Bar Exam.

For full details on the application process, visit the official website of the New York State Board of Examiners: <http://www.nybarexam.org>.

Some helpful links

New York State Bar Association: <http://www.nysba.org>

New York Board of Examiners: <http://www.nybarexam.org>

California

Steps for qualified Australian lawyers

1. Comply with Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules).
2. Have a 'qualifying degree' from a law school accredited by the State Bar of California.
3. Complete online 'Registration as a Foreign Educated General Applicant' and pay \$113 Registration Fee.
4. Have an evaluated law degree equivalency report and 'Foreign Law Study Evaluation Summary Form' to be completed by credential evaluation agency (approved by Committee)
5. Provide certified transcript of all legal studies completed
6. Sit the California Bar Exam

For full details on the application process, visit the official website of the State Bar of California: <http://www.calbar.ca.gov>.

Some helpful links

State Bar of California: <http://www.calbar.ca.gov>

Canada



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Like Australia, the majority of the Canadian provinces implement the UK common law system apart from Québec who derives their legal system from France's civil law system. The legal profession is regulated by individual provinces and as such, applicants need to apply to individual provincial bar associations for practising certificates.

The National Mobility Agreement provides lawyers with the ability to practise law in different provinces. However, until each law society implements this arrangement, the National Mobility Agreement only gives lawyers temporary mobility between all common law jurisdictions in Canada for a maximum of 100 days per year.

The top tier law firms in Canada are collectively known as the "seven sisters":

- Blake, Cassels & Graydon LLP
- Davies Ward Phillips & Vineberg LLP
- Goodmans LLP
- McCarthy Tetrault LLP
- Osler, Hoskin & Harcourt LLP
- Stikeman Elliott LLP
- Torys LLP

The National Accreditation Committee oversees the accreditation of international degree holders. After their application is assessed, applicants may be assigned subjects to complete in a Canadian law school, and/or required to pass certain exams set by the NCA. Applicants will then need to meet the requirements of the specific province or territory they wish to practise in.

Some helpful links

National Accreditation Committee: <http://flsc.ca/national-committee-on-accreditation-nca/>

Law Society of British Columbia: <https://www.lawsociety.bc.ca>

Law Society of Alberta: <http://www.lawsociety.ab.ca>

Qualifying in Canada

Coming from the University of Sydney, applicants will need to pass 5 Canadian specific subject examinations:

- Canadian Administrative Law
- Canadian Constitutional Law
- Canadian Criminal Law
- Foundations of Canadian Law
- Canadian Professional Responsibility

In addition, candidates must demonstrate competency (55% or higher) in Contracts, Torts, Property and Business Organisations (Corporations law). After completion of the NCA Accreditation process, candidates must complete the province-specific accreditation program.

British Columbia

- Complete 12 month Law Society's Admission program, which require you to:
 - Complete 9 months of articles in a legal workplace;
 - Complete 10 week Professional Legal Training Course (PLTC); and
 - Pass 2 qualification examinations.

Alberta

- Complete the Canadian Centre for Professional Legal Education Articling Program (CPLED); and
- Pass 10 competency assessments

Ontario

Complete 'Barrister Examination' and/or 'Solicitor Examination' followed by one of the following:

- Complete an Articling Program
 - Complete a 10 month articling term;
 - Complete online Professional Responsibility and Practice Course.
- Complete the Law Practice Program at Ryerson University (English) or University of Ottawa (French), which includes:
 - Four month training program;
 - Four month work placement,

Hong Kong

As a former British colony, Hong Kong's Common Law legal system resembles the legal system of England in many ways. Like Australia, the profession is split into barristers and solicitors. Additionally, registered foreign lawyers can practice in Hong Kong advising on the law of their home jurisdiction.

The Big Five firms in Hong Kong are:

- Mayer Brown JSM
- Deacons
- Baker McKenzie
- Linklaters
- Clifford Chance

Outside the big 5, there are also a number of other prominent firms:

- King & Wood Mallesons
- Herbert Smith Freehills
- Allen & Overy
- Reed Smith Richards Butler
- Woo Kwan Lee & Lo
- Hogan Lovells

Recruitment process

The recruitment process is slightly different from that of Australia, with firms offering clerkships, vacation schemes, training contracts and pupillages. The process is not as standardised as in Australia and each firm has a slightly different process.

Vacation programs/clerkships

Vacation schemes/clerkship programs are similar to clerkship programs in Australia, in that they expose students to the legal industry and are usually the main pathway to securing a training contract. Successful applicants have the opportunity to gain an understanding of the skills required to become an effective solicitor in commercial law. Firms usually run a Summer and Winter program with applications closing January/February of the relevant year (i.e. 2018 summer programs will close January/February 2018 and 2018 winter programs will close August/September 2017).

Recruitment process: Applicants must generally complete an application form detailing relevant information and submit a resume, cover letter and academic transcript online or by email. Generally, selected applicants then proceed to a telephone interview with HR and then a second interview with senior partners of the firm. Applications are usually assessed on a rolling basis and thus, it is recommended that students apply early.

Training contracts (graduate roles)

Completion of the training program will lead to admission as a practicing solicitor. The process will differ from firm to firm, however the standard application must be completed approximately 2 years before your first day at work.

Recruitment process: The application process is similar to that for the clerkship - generally consisting of a detailed application form, resume, cover letter and potential interviews. Those

who have completed a vacation scheme with the firm will usually interview for a training contract at the end of the vacation scheme, however all applicants will be considered. Applicants may only accept an offer if they have passed the PCLL examination.

Pupillages

Those who wish to become barristers should apply for pupillage programs, run by a large number of chambers in Hong Kong. Pupillages aim to provide comprehensive and in-depth training. Throughout the program, pupils will be exposed to a wide range of commercial, company and general civil work as well as have the opportunity to learn from leading practitioners at the Hong Kong Bar.

Recruitment process: Applicants generally submit a full resume and detailed cover letter along with academic references by email or post. Selected applicants will be invited to attend potential interviews with the relevant recruiters. Applications should be made 1 to 2 years in advance.



Qualifying and practising in Hong Kong

Trainee solicitor pathways

To qualify as a solicitor in Hong Kong after graduation, you must:

1. Complete an LLB or JD in a common law jurisdiction.
2. Complete the Post-graduate Certificate in Laws (PCLL).
3. Work in a Hong Kong law firm for two years under a training contract.

The PCLL requires applicants to demonstrate competency in 11 core subjects.

- Contract
- Tort
- Constitutional Law
- Criminal Law
- Land Law
- Equity
- Civil Procedure
- Criminal Procedure
- Evidence
- Business Associations
- Commercial Law

For applicants with a common law degree from outside of Hong Kong, competence may be demonstrated if the core subjects were completed as part of their degree; exemptions may be granted by the PCLL Conversion Board. If these exemptions are not granted, students will have to sit the Hong Kong Conversion Examination for PCLL Admission.

Barrister pathways

To work as a barrister in Hong Kong, you must:

1. Meet one of the following requirements:
 - Hold a Postgraduate Certificate in Law (PCLL);
 - Be a solicitor in Hong Kong; or
 - Be an overseas lawyer.
2. Undertake a one year pupillage at chambers (unpaid).
3. Apply to the Bar Council for admission.

Qualified Australian Lawyers

Qualifying in Hong Kong

1. Have at least two years of post-admission experience in law; and
2. Pass all Heads of the Overseas Lawyers Qualification Examinations (though applicants may apply for exemptions):
 - Conveyancing
 - Civil and Criminal Procedure
 - Commercial and Company Law
 - Accounts and Professional Conduct
 - Principles of the Common Law

Practising as an admitted Australian lawyer in Hong Kong

Foreign lawyers can practise on a fly-in/fly-out basis if their presence in Hong Kong is limited to three continuous months or 90 days in total (over a 12-month period). Any longer stays require registration as a foreign legal consultant. Foreign lawyers are not permitted to advise on Hong Kong law unless they are admitted as a solicitor in Hong Kong.

People's Republic of China



The legal system in the PRC is primarily based on the civil law system. With China's continued rapid economic growth and increased outbound activities, many global law firms have entered China's legal market, establishing alliances with domestic firms. Foreign law firms are subject to various restrictions; they are not allowed to practice PRC law, including providing any legal advice, and any PRC lawyers they hire must suspend their licenses. Foreign law firms can only provide legal advice on the law of their home jurisdiction or international law and represent clients in transnational cases.

Practising in China with a University of Sydney degree is complicated by the fact that foreign nationals cannot be admitted to practise in mainland China. Foreigners are not allowed to practise as an authorised lawyer in mainland China but can be employed by Chinese firms or foreign firms with representative offices in China.

Foreign lawyers can only work as legal counsel, that is, to provide legal advice regarding certain issues for a representative office of a foreign law firm established in mainland China.

There are no universal pathways to practice in China as a foreign national; it comes down to the individual firm. Some global firms with offices in China may offer secondments (e.g. King & Wood Mallesons and Baker McKenzie), and some firms also offer internships to overseas students.

Large law firms/ offices in Mainland China include:

- Yingke Law Firm
- Dacheng Law Office
- King & Wood Mallesons
- DeHeng Law Offices
- Grandall Law Firm

Chinese citizens or residents of Hong Kong, Macau or Taiwan

1. Obtain approval for eligibility of the degree at the Chinese Service Center for Scholarly Exchange (CSCSE).
2. Pass the National Judicial Examination (NJE), administered by the Ministry of Justice.
3. Complete a one-year internship at a law firm.
4. Take an exam at the end of this training program - and then apply to be admitted as a practising lawyer.

photo by Judy Zhu / All rights reserved.

South Korea

In recent years, the gradual deregulation of the South Korean legal market has seen a growing number of international firms open representative offices to advise Korean and international clients. As the home of family-owned multinational companies like Samsung, Hyundai and LG, foreign law firms remain committed to South Korea. Foreign-trained lawyers may either practice as a Foreign Legal Consultant (FLC), who are prohibited from practicing Korean law but able to advise on the jurisdiction in which they are qualified, or pass the Korean Bar exam and be qualified to practice in Korean law as an attorney.

Practising in South Korea as a Foreign Legal Consultant

To become an FLC, candidates must have practised in their respective jurisdiction for at least three years. FLCs must then register with the Korean Bar Association as FLCs to advise on the law of their respective jurisdiction. FLCs may then operate representative offices, or be hired by law firms whose head offices' countries have signed and ratified a relevant Free Trade Agreement with the Republic of Korea. Relevant registration criteria include a license to practice law in a country that is a party to an FTA with Korea, a minimum of three years' experience in that country, and residence in the Republic of Korea for at least 180 days per year. There are also restrictions on the area of legal services that FLCs may participate in.

Practising in South Korea as a Locally Admitted Attorney

Alternatively, there are two requirements for a foreign practitioner to be admitted locally. Candidates must first complete a graduate level law school program at an approved Korean university and then pass the Korean Bar Examination. After qualifying, the applicant must register with the KBA.

Singapore

Singapore is widely regarded as one of the leading commercial legal centres of Southeast Asia and the larger region. The increasing dominance of Asia in driving the world economy is cementing Singapore's position as a global legal hub, with many global firms expanding into the region. Singapore's international reputation as the leading centre for arbitration in the Asian region has placed it the world map as the arbitration and international dispute resolution place of choice.

Recruitment Process

Many firms will offer Summer and Winter internship programs that run during July and December respectively. Applications will typically close around 6 months before the start date.

Applications for practice training contracts are generally open in September with the intention to start two years down the track e.g. September 2017 for a 2019 start date.

Singapore Citizens or Singapore Permanent Residents:

1. Obtain at least a 70% average from an approved overseas university as a full-time candidate;
2. Pass Part A of the Singapore Bar Exam
3. Attain at least six months of recognised legal experience
4. Pass Part B of the Singapore Bar Exam - a compulsory 5-month practical law course on Singaporean law and examination for both local and overseas graduates; and
5. Fulfil the Practice Training Period requirement e.g. a six-month Training Contract with a Singapore law practice.

Other Graduates

Foreign law graduates may also practise law in Singapore by undergoing the Foreign Practitioners Examination (FPE), which allows experienced foreign lawyers to practise Singaporean law within permitted areas of legal practice. The permitted areas include banking and finance, mergers and acquisitions and intellectual property.

Foreign practitioners are required to have gained admission to a Bar overseas with at least three years of practical experience, and have obtained an offer to work in Singapore.

New Zealand

Though not a particularly large legal market, New Zealand still provides a great legal market for people looking to gain experience. Under the Trans-Tasman Mutual Recognition Act 1997, to practice in New Zealand, Australian lawyers with a practising certificate must first be admitted as a barrister and solicitor in the High Court (by filing forms), after which, the New Zealand Law Society issues you a practising certificate.

Law firms

Working in a law firm is the logical career pathway into the legal profession. A career in a law firm, whether in Sydney or overseas, is a clear and well-recognised progression from graduation. A career in a law firm is highly regarded because it provides constant opportunities for intellectual and organisational growth.

However, legal training after graduation does not limit you to a career in the legal profession. Working in a law firm is often an opportune gateway into politics, finance and the public service. Furthermore, it is impossible to homogenise law firms, as the experience each firm offers depends upon its practice areas and the clients it has. Law firms with a background in banking and finance differ vastly from law firms that specialise in family and criminal law, and these differentiators must be forefront considerations.

This guide profiles Australian firms, Australian firms that partner with overseas firms, and global firms that have offices in Australia. The experience offered by a global firm will differ immensely from a domestic firm, and it is important to geographically differentiate firms that you may be interested in. Australia's legal market has also been rapidly evolving, so keeping updated on Australian ties with the Asia-Pacific region is integral to both domestic and international legal work.

The profiles provide a quick glimpse of what a firm offers and what they are looking for. For more in-depth information on the firm and whether they are a good fit for you, further research is recommended. This will help gauge whether their vision and values align with yours, whether you are interested in their practice areas and how you can best achieve your career goals.

As an overview of some of the most recognised law firms, this is an excellent starting point for students who are unsure about career paths after graduation.



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Clerkships

The Basics

Summer clerkships are paid work experience programs in major commercial law firms over the summer break. Other states like Queensland and Melbourne also offer a winter intake in addition to a summer intake, however these usually run for three weeks. Some overseas firms also offer variations of the program.

The 2017 NSW Graduate Employment and Summer Clerkship Programs are coordinated by the Law Society of NSW.

The Summer Clerkship Program is generally open to penultimate year law students only (LLB IV and JD).

Common terms and Distinctions

"Big Six" = Allens, Ashurst, Clayton Utz, Herbert Smith Freehills, King & Wood Mallesons, Minter Ellison. Otherwise known as the "top tier" firms.

"Magic Circle" and "Silver Circle" = UK-headquartered law firms regarded as the first and second-ranked groups of law firms respectively.

"White Shoe" = the US-version of the top tier.

Don't feel pressured

Don't do a clerkship just because everyone else is doing one. A clerkship is not something you have to do, or need to do, but it can be a great thing to do if you're interested in a pursuing a career in commercial law.

Why apply?

A clerkship is the best way to try out a law firm and find out if a career in commercial law is right for you. You get to experience different areas of practice and do your best Harvey Spector impersonation for ten weeks in an environment that supports and looks after you. Law firms don't expect you to know everything - you just need to be eager to learn.

Clerkships can give you great training. The firms want to show you that they are invested in your future and are interested in your learning and development. At most firms, you will be given introductions to every practice group in the firm as well as their leading partners, and can get a feel for which practice group you might be interested in.

Certain practice groups can draw upon the knowledge you've picked up only recently in law school, which is an interesting opportunity to see your skills applied in real life, and might make all those late nights you've spent in the library seem a little more worthwhile. Most firms recruit their graduates through the clerkship intake. The amount of clerks taken in any one year is often dependent on graduate business needs. There's definitely a feeling of security knowing you can graduate, travel for a year if you want to or if the firm allows, and come back to a job, an income and, hopefully, a firm you love!

Areas of law you can be exposed to

Firms practice across a range of industries, including construction, energy and resources, technology media and communications, competition and regulation and banking and infrastructure to name a few. Learning about these groups becomes easier with the help of a buddy and mentor, which is usually organised by the firm.

Within industry areas, you'll have the opportunity to choose rotations in different groups like corporate, property, taxation, private equity, insolvency and M&A. Most firms offer two or three rotations over the summer.

The size of different practice groups can vary dramatically. Small groups can be closer to 15 lawyers (for example tax and IP) whereas larger groups can require around 60 lawyers (for example corporate and litigation).

It is not uncommon to be placed in a group outside of your comfort zone, but that can often lead to rewarding and interesting experiences. Keep an open mind and choose rotations that you think you might be interested in but don't know much about.

Groups can be either transactional, litigious, advisory, or a mix of the three. Transactional groups deal with 'front end' work - negotiating with clients and developing and drawing up contracts and other document packages. For example, a front-end Construction group could deal with lots of negotiating over which party would bear the most risk in the contract in the event of defaults or delay. Litigious groups deal with 'back end' work and basically everything after the contract is signed. Examples of back end groups include dispute resolution, litigation and insolvency.

What you 'need' to get a clerkship

Despite the heading, there is no checklist you "need" to tick in order to get a clerkship. The most important thing is that you are interested in commercial law, get involved in as many different activities as you can, try and improve your marks (not that you should ever stop trying) and accept that if you do not get one, corporate law may not be for you, or you're just not ready yet.

Marks are obviously important. Some firms may only look at applications of students with an average over a certain number. You could ask as many people as you possibly can, but no one truly knows what the "cut-off" mark is. A distinction average helps a lot - but there's more to it than that. Have your marks improved throughout university? Have you been consistent? What are your strongest subjects? What does that say about you? The answers to these questions can be selling points, and can help to make a rogue bad mark unimportant.

You don't need to have worked in a law firm or barristers' chambers - and don't let anyone tell you otherwise. General work experience is important because it shows you can balance study and work - time management is a crucial skill in a commercial environment. Think about what skills your job requires and how you can apply those in a commercial firm setting. For example, law firms are at their core focused on customer service, so maybe your job in retail where you assist grumpy shoppers has allowed you to develop the kind of client focus a law firm thrives on.

There are varied qualities firms look for in their clerks. People who are eager to learn and get their hands dirty. People who get along well with others and are

team players. People who can think and communicate clearly - communication is the job of a lawyer and language is your tool. People with a sense of commercial awareness of the legal industry. People who have attention to detail. People who have interests and lives outside of law. People who are well-rounded individuals. Firms seek diversity because different individuals offer varied and complementary skills and perspectives, which ensures firms are able to attain the best possible outcome for their clients. Don't try and mimic the personality type that you think the firm wants, rather find what is valuable within your personality and use that to highlight your skills and utility to the firm.

Firms want to know what kind of person you are beyond your WAM. Show them what you have been involved in and what it means to you (e.g. clubs, student leadership, hobbies, sports, jobs, interests). Ultimately firms want to hire people whom they would like to work with, and being well-rounded generally helps.

Most importantly - firms aren't just after people who want to work in a commercial law firm - they want people who want to work in their particular commercial law firm, so tailor your application to each individual firm.

Finding the right fit

Finding the right fit for you is hard and in most cases, you won't know until you have experienced it yourself. It could just be luck finding out what firm resonates the most with you. There may be differences in the competitiveness of a firm, how down to earth they are, or how strong they are in certain industries; but law firms are fundamentally similar. Distinctions worth keeping in mind: top tier v mid tier v boutique; big firm v small firm; global v national; big clerk group v small clerk group.

In saying this, try and speak to as many people you know in the industry, look into firms' websites and social media channels and make the most of cocktail nights, presentations, interviews and 'buddy' systems. This is often the best way to get a feel of each firm's culture and you'll soon be able to discern the subtle differences and discover which is the right fit for you.

Ask yourself: "What qualities are important to me in a workplace?", "What kind of culture would I feel best in?", "What will make me happy at work?".

The clerkship experience

Rotations

It is important to be open-minded and to attempt new areas you're not sure about. You could be surprised at what you end up liking. The people in your team can sometimes be more important to the enjoyment of your work than what specific area of law you are practising.

The work done is usually a mixture of interesting and mundane tasks. As clerks are still very much in the process of learning, the work will rarely be too challenging. Depending on the business of your group or the culture of the firm, clerks are usually able to work reasonable hours.

The fun

There are lots of sporting opportunities to take advantage of for summer clerks: (i) Monday night sport; (ii) Firm lunchtime sports; (iii) Clerk-solicitor cricket matches; (iv) Beach volleyball competitions. Some of these are internal competitions and others are against other firms.

The Inter-Firm Cruise is an annual tradition and a fun way to meet clerks at other firms. Firm-wide and practice group Christmas parties are also another great way to mingle with your future colleagues.

Key dates

For firms participating in the Law Society of NSW's Summer Clerkship Program, the key dates are listed below. For other firms, you will need to check their websites.

**Thursday
15 June**

Applications for summer clerkships open.

**Sunday
16 July**

Applications for summer clerkships close at 11.59pm

**Monday
14 August**

Interviews for summer clerkships commence.

**Wednesday
4 October**

Offers for summer clerkships can be made.

**Friday
6 October**

Offers for summer clerkships must be accepted or declined by 5.00pm.

The application process is time-sensitive, so make sure you are organised throughout. Don't be that person that submits their application at 11.59pm on the closing date.

The application process

Documentation

For information on putting together your CV and cover letters, please refer to earlier parts of the Careers Guide.

Firms will generally ask you to submit your official academic transcript. After your Semester 1 marks come out, send them in too. Transcripts take some time to order, so be prepared and have them organised early. Each firm will require you to submit a certified copy of your transcript via cvMail. As such, you only need to purchase one from Uni. If you have an interview, then you will need to bring a certified copy with you to the interview.

Interviews

Please see the previous section of the Careers Guide for further information about interviews.

Cocktail Evenings

Cocktail evenings are designed to see how you are in a social setting. It is a good opportunity for the firm to get to know you in a more relaxed environment outside of the interview setting, and for you to talk to as many different people as you want to give you an idea of the firm culture.

Tips:

- Wear a suit/corporate dress (cocktail dresses are not suitable).
- Be on your best behaviour. Don't be "that person" - there's always one.
- Be sure to be pro-active and mingle: don't limit your social interactions to your friends. People will notice if you only stand with other interviewees.
- Be polite to other interviewees - remember: these people may be your future colleagues and it's not a competition.
- If you have to go to two in one night, email the firm that you are going to second and inform them that you will be late.
- Try to rotate around the party, speaking to lawyers of different levels in different groups. This is the only way you'll get a feel for the whole firm, and an insight into which team or which area you might like to work in.
- Remember: be yourself. They chose you to be a part of this late stage of the recruitment process for a reason.

Offers

Firms make offers on the same day to give people the best choice, and to ensure you can decide between multiple offers fairly.

There are a number of things that can inform this decision. (i) Call HR/buddies/partners for advice; (ii) Consider the size of the firm you can ultimately see yourself working at; (iii) Consider the "specialty" of the firms; (iv) Consider the structural benefits to working at a certain firm e.g. some firms offer Paralegal opportunities in your final year of study.

Sometimes it can come down to which firm gave you the best feeling. Go with your gut and where you think you'll be happiest.

If you do not get a clerkship offer but you're determined to work in commercial law, there are other pathways. Try to secure a paralegal position so you can best qualify yourself for a graduate role. Plenty of other firms also offer graduate positions, including the larger ones or the smaller, boutique firms. Or, consider delaying your degree by taking three subjects a semester, and applying again the following year. This sounds like an extreme choice, but is not uncommon in the law school community.

NOT YOUR GRANDMA'S CLERKSHIP TIPS



Figure out what your hobbies are

Sooner or later someone is going to ask you what you do for fun and either way there's lying involved - you haven't done anything for fun in months, your entire life has been dedicated to application-boosting activities. So get your story straight.

Hot tip: Don't pretend to know about blockchain if you don't.



Do you want to meet your interviewer?

Firm networking evenings are risky business. If you're the nervous type who would feel more at ease in an interview if you knew your interviewers better then go ahead. But if you're not feeling 100% it may be better to steer clear.

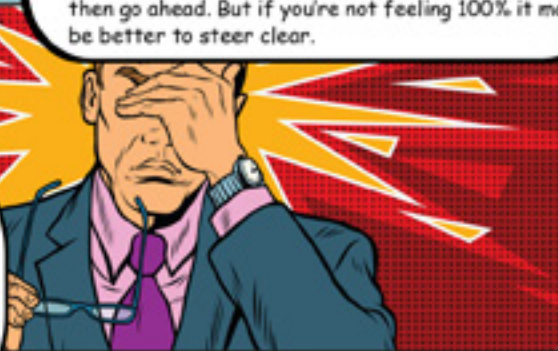
Strategic haircut timing

Looking neat and professional is important. But arriving fresh from the hairdresser is a risky move - you look just a little too fresh and they can tell you've just had a haircut. Or worse, the \$10 CBD barber gave you what looks like a \$10 haircut.



No stupid questions

There are stupid questions. Avoid them. As a general rule: if you could've found the answer with a Google search, don't ask it.



LinkedIn Stalk

Take yourself off private mode and look at your interviewer's profile the day before - they'll be able to see you're interested and your name will also be fresh in their minds come the interview.

Head over heels!

If you're going to wear heels, get to know them. While shiny new heels might bump up your confidence, nothing is worth having to leave early because your toes are crying out for mercy.

Hot tip: BYO band aids. This ain't a club bathroom, no one's going to lend you one.

Low key hot tip: you don't even have to wear heels.



Save yourself the awkwardness of fumbling around trying to offer a hand to shake. Leave the phone in the bag.

Leave on time

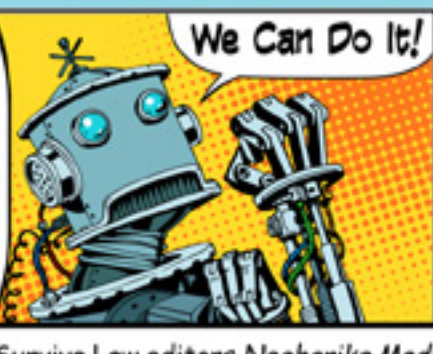
While your weekend self might be the last one to leave a party, don't be the last one to leave a cocktail evening. As much as you'd like to network your little heart out, leave on or before the scheduled end time (and with your dignity).



Eat something before cocktail nights

Spoiler alert: you're not going to sit-down for a 3 course meal. If you're going to eat, be strategic: first date rules apply. Fried chicken, is a no-go. Best case scenario is that you're shaking someone's hand right after you've eaten fried chicken. Worst case scenario is that you're having a spirited discussion and waving a bone at a Freehills partner.

Hot tip: Arancini - two bites, not one.



These tips were brought to you by Survive Law editors Neeharika Maddula & Gina Yeung. For more tips visit <http://www.survivelaw.com/>.

Allen & Overy

"Be part of something exciting."

Address

Level 25, 85 Castlereagh Street, Sydney NSW 2000

Location

Sydney, Perth, with 44 offices across Europe, the Middle East, the Asia-Pacific, the Middle East, North Africa, South Africa, the USA and Brazil.

Contact

Australian Recruitment team
E: australianrecruitment@allenoverly.com

Areas - Banking & Finance, Corporate, Litigation, International and Debt Capital Markets, Mergers & Acquisitions, Private Equity, Projects, Structured Products, Funds, Competition, Tax, Energy & Resources and International Arbitration.

About us

Allen & Overy offers the expertise and resources of a global elite law practice coupled with a leading group of senior domestic practitioners. Since their arrival, Allen & Overy has quickly established a track record of executing both complex, unique and strategic cross-border and domestic transactions.

As a global elite practice, Allen & Overy is at the cutting edge of international legal and commercial insights. Their teams are often advising on market developments and 'firsts' around the world. In addition to this first-hand experience, they have established a 'Global Intelligence Unit' to track trends and emerging legal and commercial issues and analyse what they mean for their clients.

Clerkship program

Our Summer Clerkship Program is a standout pathway for someone beginning their legal career. You will have the opportunity to work alongside like-minded global elite lawyers from day one. By experiencing our work and culture first-hand, you will find us to be supportive, inclusive, friendly and professional; which ultimately provides you with the best opportunity to start your career.

During your clerkship program at Allen & Overy, you will participate in real transactions from beginning to end as well as specifically designed exercises and training sessions that provide a valuable insight into the role of an Allen & Overy lawyer.

The Summer Clerkship Program features numerous opportunities to meet and socialise with other Allen & Overy people to help you broaden your knowledge and extend your contacts around the firm.

ALLEN & OVERY

*Get connected to the
rest of the world*

Be part of
something exciting



allenovery.com



Advancing You

As an Allen & Overy Summer Clerk, you will be a part of a team which prides itself in working on top tier Australian and international deals and matters.

Accelerated learning

During your 10 week placement at Allen & Overy, you will participate in real transactions from beginning to end as well as specifically designed exercises that provide a valuable insight into the role of an Allen & Overy lawyer. Bespoke training is provided by some of our leading lawyers in Australia including access to international training sessions too. As your career progresses with Allen & Overy, you will be given a range of choices to develop your experiences, such as taking up the

opportunity to spend time working in another office, whether that's a rotation as a junior lawyer, a longer term secondment or a permanent transfer.

Friendly and collaborative

Our shared culture and the values inspire the way we work and behave: excellence in everyone and everything, dedication to our clients, helping our people to achieve their potential, respecting and including every individual, working together as one firm, entrepreneurial spirit and energy.

There is no typical Allen & Overy lawyer. We realise each person has their unique skills and qualities. In addition to excellent academic results, we seek students who are team players, show resilience, are good communicators, have strength in planning and organisation, are adept at problem solving and general commercial awareness with an overall ambition to build a career at Allen & Overy.



Top tier Australian and international work

From the moment you join the firm, you'll be involved in helping our clients to protect and grow their assets. You will get involved in cross-border deals including inbound investment by international clients and outbound investment by Australian clients; international disputes and regulatory reviews; project financing for projects both in Australia and around the world; and international bond programs. Clients increasingly expect global

service providers and Allen & Overy is currently one of the only firms in Australia able to provide a fully integrated domestic, regional and global offering. Our three core Practice Groups provide a full suite of corporate, finance (debt and equity) and litigation services. Within these Groups, the practice areas are diverse, including Mergers & Acquisitions, Private Equity, Projects, Structured Products, International and Capital Markets, Funds, Asset Finance, Competition, Tax, Litigation and International Arbitration.

Allen & Overy Australia offers the best of both worlds

The expertise and resources of a global elite law practice coupled with a leading group of senior Australian practitioners allows us to provide our clients with instant access to the firm's regional and global resources. This enables the Australian team to deliver innovative, timely and cost effective legal solutions.

Be part of something exciting

Join an elite group of Summer Clerks at Allen & Overy in 2017/18. Applications for the Sydney program open on Thursday 15 June 2017 and close at 11:59pm on Sunday 16 July 2017.

We accept applications from overseas students, however applicants must demonstrate a commitment to starting their legal career in Australia and have the right to live and work in Australia.

We invest in hand-selecting our Summer Clerks each year and were pleased to offer graduate positions to all our Sydney Summer Clerks from our initial program in 2010/11 to our 2016/17 intake.

To apply for our Summer Clerkship program in 2017/18, please visit our website: allenoverly.com/careers/australia/en-gb/students-andgraduates/Pages/default.aspx
The website also contains details of our Clerkship program in Perth.

ALLEN & OVERY

Allen & Overy Summer Clerks 2016/2017

Eric, Isobel and I were fortunate enough to join Allen & Overy as Summer Clerks in November 2016. During our time at A&O we each completed two rotations, attended at least three Christmas parties, lost 7 games at the inter-firm sports competition and had one unforgettable summer.

Everything else aside, the one thing that made our summer so outstanding was the quality of the people that we were working with. Everyone at A&O, no matter what their role, is extremely intelligent, commercially minded, approachable, friendly and light-hearted. Don't take our word for it though, put in an application and come and meet the team at one of A&O's summer clerk functions!

Allen & Overy is a member of the elite, London-based international law firms known as the Magic Circle. A&O's 44 offices in 31 countries form one global partnership, of which its Sydney office is an integral part. As a firm that creates change, A&O was the first heavyweight international law firm to arrive in the Australian market, forcing the consolidation between international and domestic operations seen today.

Focusing on high-value, cross-border work, the Sydney office has developed unrivalled expertise in its three core practice areas: Banking, Corporate and Litigation. As Summer Clerks we each sat in two of these practice areas, and experienced the inner workings of each of their respective subgroups, such as project finance, competition, M&A, and corruption and anti-bribery.

A&O has 530 partners globally, with currently 21 based out of the Sydney and Perth offices. This setup gave us the best of both worlds: we were able to connect on a meaningful level with almost everyone in the office, whether that be support staff or partners, whilst having access to the resources, training and support of a global law firm.

A&O's international network is a key part of its offering to clients. During our short time there we saw secondees to the Bangkok office return, Associates from the Tokyo office work remotely out of Sydney and Associates from the Sydney office get sent to London for week long training courses. Best of all, however, we each spent a week working in one of A&O's Asian offices; from Shanghai to Tokyo to Hong Kong we were thrown in the deep end of jurisdictions that we had only ever dreamt about.

The international nature of A&O as a firm drives the international nature of its client base. Whilst Summer Clerks we worked on matters for multinational financial institutions, global consumer goods companies and foreign

governments across jurisdictions from Brunei Darussalam to Indonesia and the US. That said, A&O's international dominance shouldn't be conflated with a lack of depth in the Australian market. All three of us got stuck into headline matters involving state governments as well as some of Australia's most successful companies, such as international mining and resources corporations, and domestic retail and commercial banks.

A&O takes the training of its lawyers seriously and, as a result, regular seminars were organised to explain exactly what each team does all day. These seminars saved us a lot of time using Investopedia to decipher financial jargon. In a further effort to show us what life as a lawyer is really like, we were each asked to pitch to a panel of partners acting as clients to win appointment as their legal advisors; having each been 'appointed', we went head-to-head in negotiating a sale and purchase agreement and relevant loan documentation for a mock acquisition. Guided by Senior Associates and the dedicated business development team we quickly learned to swim, rather than sink.

Since its arrival down under, A&O has cemented itself as a youthful brand, unafraid to challenge the status quo. On the final day of our clerkship we organised a 'Back to University' themed party as equal parts a thank you to the firm and a send off to us.

– Alex, Isobel & Eric



Careers at Allen & Overy
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Arnold Bloch Leibler

"With a reputation built on a long history of success, our lawyers are often at the centre of law reform and regularly advise on landmark matters."

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Level 24, Chifley Tower, 2 Chifley Square Sydney NSW 2000, Australia

Locations

Sydney, Melbourne

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Areas - ABL Private; Banking & Finance; Capital Markets; Competition; Corporate and M&A; Dispute Resolution & Litigation; Intellectual Property; Native Title & Public Interest Law; Property & Development; Reconstruction & Insolvency; Taxation; Technology, Media & Telecomms; Workplace Advisory

About us

With a unique internal structure, ABL lawyers are trained to be 'generalist specialists' - able to straddle a range of different legal matters, as opposed to being specialised in a narrow field. Working in a broad based practice group, you'll work across the full range of matters that the group deals with.

While ABL is located in Australia, they have significant global reach, advising businesses all over the world. They have been consistently recognised for the excellence of their legal advice and client service by a number of independent and peer-reviewed legal guides, including Chambers & Partners, Legal 500 and Best Lawyers.

Clerkship program

At Arnold Bloch Leibler, your clerkship experience is an insight into the unique experience you'd have as a graduate. You will be given real responsibilities and work on active matters, allowing you to quickly become immersed in their culture. You will have direct contact with partners and clients in meetings, calls and court hearings.



Arnold Bloch Leibler

Lawyers and Advisers

The ABL difference

Arnold Bloch Leibler is regarded as one of Australia's leading commercial law firms.

We're known for doing things a little differently by the way we work and our approach to problem solving.

We do not try to be everything to everyone – rather, we strive for excellence in our chosen areas of expertise.

For information about our seasonal clerkship and graduate recruitment programmes, visit our careers page www.abl.grad.careers



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Hayley Brown, Human Resources Consultant
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Arnold Bloch Leibler is the commercial law firm clients turn to for advice and support on their most complex legal matters, high stakes transactions, litigation and commercial decisions. With a reputation built on a long history of success, our lawyers are often at the centre of law reform and regularly advise on landmark matters.

Our firm advises entrepreneurial family-owned businesses, ASX listed companies, private clients and international corporations. We enjoy long-standing relationships with a select group of other professional advisors – including accountants, hedge funds, insolvency practitioners, private bankers and equity firms and overseas-based specialist law firms.

We pride ourselves on our ability to deliver innovative strategic guidance and solutions to complex problems related to our clients' commercial interests, legal position and reputation.

What distinguishes ABL from other firms?

At Arnold Bloch Leibler we relish our exposure to a wide range of interesting and challenging matters that enable our lawyers to draw on their expertise and intellectual potential.

We encourage them to bring their whole selves to work each day, recognising that diversity of thought, background and life experience all contribute to our distinctive culture and the solutions we deliver for each of our clients.

Our internal structure is also a little different to our competitors. Our lawyers are trained to be 'generalist specialists' - able to straddle a range of different legal matters, as opposed to only being super specialised in a narrow field. Working in a broad based practice group this way, you'll work across the full range of matters that the group deals with.

For example, you might choose to be a finance lawyer and work across corporate finance, property & development finance, restructuring and insolvency. In addition to core finance work, you'll also be exposed to broader commercial transactions like shareholders and joint venture agreements, equity transactions, fund management and financial services - instead of specialising in just one of these areas.

This allows our lawyers to maintain a client-centric focus which is at the core of what we do. What's the downside? Hard work and the ability to think differently. You have to cover more ground and be attuned to a larger range of issues. The feedback from our lawyers is that, while it's more challenging, the satisfaction that comes from achieving excellent outcomes for our clients is unique. In fact, they say it's pretty incredible.

Clerkship and Graduate Opportunities

For clerkship and graduate opportunities in our Sydney office, please visit our careers page on our website, www.abl.com.au. Expressions of interests are available year round as we hire on an ad hoc basis.

For further information about our clerkship and graduate programmes, please visit www.abl.grad.careers

Allens

"If you want to make the most of your career in 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."

Address

Level 28, Deutsche Bank Place, 126
Phillip Street, Sydney NSW 2000

Locations

Brisbane, Melbourne, Sydney, Hanoi, Perth, Ho Chi Minh City, Port Moresby, Jakarta, Singapore. Allens' Integrated alliance with Linklaters allows them access to a global network of 40 offices across 29 countries, including emerging markets in Africa, Asia and South America.

Contact

Lauren Kay, Graduate
Resourcing Consultant
E: Student.Careers@allens.com.au

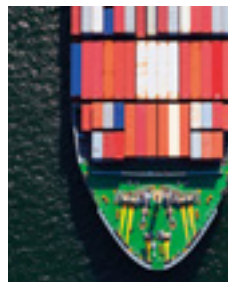
About us

Allens has some of the world's longest ongoing client relationships, stretching back more than 150 years. Allens 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. The Allens and Linklaters international alliance provides clients with access to market leading lawyers through a global network of 40 offices across 29 countries.

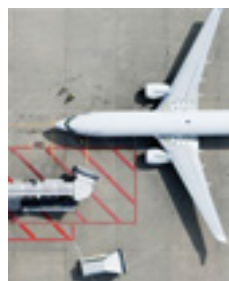
Clerkship program

The clerkship programs are designed to give you insights into the workings of a large corporate law firm and help you make an informed decision on where you want to start your career. During the program, you will get involved in market leading work with some of the most experienced and talented lawyers.

Areas - Arbitration, Banking & Finance, Capital Markets, Class Actions, Climate Change, Company Secretariat, Competition Law, Construction & Major Projects, Energy, Environment & Planning, Financial Services Regulation, Funds Management, Head Office & Governance, Insurance & Reinsurance, Intellectual Property, International Business Obligations, Litigation & Dispute Resolution, Mergers & Acquisitions, Patents & Trademarks, Personal Property Securities, Privacy & Data Protection, Private Equity, Project Finance, Resources, Restructuring & Insolvency, Superannuation, Tax, Technology & Outsourcing, Water, Workplace Relations



LIVE YOUR AMBITION



ABOUT US

If you want to make the most of your career in 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.

Teamwork

The ability to work collaboratively and efficiently with others is of fundamental importance to working successfully at a commercial law firm. Negotiations involve work with multi-disciplinary teams across borders and successful lawyers work to reach the best possible outcome in transactions, mediations and arbitrations.

Attention to detail

Lawyers are expected to have an accurate and meticulous approach to their work. You need a good eye for detail to be able to communicate effectively on paper with both colleagues and clients. Attention to detail is part of providing a quality service to our clients.

HOW TO APPLY

www.allens.com.au/careers

www.linklaters.com/ukgrads

www.linklaters.com/hkcareers

Allens adopts a Rare approach to recruitment



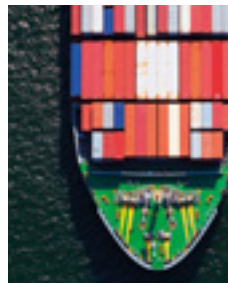
Contextual Recruitment in Australia

Greater social inclusion and more workforce diversity are good for business, good for employees and good for the community. We are proud to be the first business in Australia to launch a data-driven tool to further increase diversity in our workforce.

We have partnered with Rare, a multi-award winning company, to develop a unique Contextual Recruitment System (CRS) that enables us to view a candidate in context by offering a more complete picture of an individual's background, including socio-economic and family background, education experience and performance and culture. The CRS is used by all the magic circle firms in the UK. The research shows that students from less privileged backgrounds are 50% more likely to be hired using this tool.

We are committed to meeting students who are resilient, innovative, team players and who can build strong relationships with clients. If that's you, we want to hear more!

If you have any questions about the CRS please contact our Graduate Resourcing team at Student.Careers@allens.com.au or visit www.allens.com.au/graduates



LIVE YOUR AMBITION



GENEVA SEKULA

At the start of 2015 when my law school was abuzz with the prospect of completing clerkships, I had not decided if I was even going to apply. I had heard a lot about cocktail nights and canapés and interviews, but I didn't know much about what completing a clerkship actually entailed or why I should sacrifice my beloved summer holidays to do one. Having spent the summer at Allens, I can definitely recommend doing a clerkship. It's an invaluable way to see the inner workings of a commercial firm.

I was unspeakably nervous on the first day of my first rotation. I had never worked in a law firm before and I was concerned that I didn't remember an awful lot from my first year Contracts class at university. I needn't have worried. That first day I hardly got through any work because the people in my team kept stopping by to say hello, have a chat and see how I was going with everything. I was amazed at how genuinely interested everyone was in getting to know me and making sure I was feeling confident in my work.

This was indicative of the wider culture of the firm and I was deeply impressed by how supportive and enthusiastic everyone was, and how much time the lawyers were willing to take to explain tasks to me or answer my questions. The firm instigates a formal support network with a buddy, development lawyer and supervising partner, which was a great source of comfort and helped to keep me on track. But, beyond that, there were plenty of lawyers who were keen to get involved with the clerkship and offer their help and feedback.

One of the reasons I decided to go to Allens was because I saw it as a firm where there would be opportunities to work overseas, and having an international dimension to my career was important to me. I hadn't ever guessed that my first chance to travel with Allens would be in my sixth week working for the firm. After the Christmas break, instead of boarding a train to Wynyard, I found myself boarding a plane to Ho Chi Minh City where I was to complete a three-week rotation.

The Ho Chi Minh City office was very different to the Sydney office. For one thing, it was a lot smaller, and the contracts were in both Vietnamese and English. I had an amazing time in Vietnam experiencing different food and a different culture, but also having the

opportunity to experience first-hand how commercial law operates in a different legal system. I had some memorable experiences zipping through Saigon traffic on a motorbike and visiting tourist hotspots; certainly different to the weekends I would have been having at home! Although I didn't come back particularly fluent in business Vietnamese, I definitely came home with a broader international perspective on commercial law, and felt privileged to have been able to experience life in one of the Asian offices.

I was exposed to lots of different work during my time at Allens. I helped to draft letters, write research memos, conduct title searches, proofread contracts, and attend meetings, among many other things. But the summer was much more than simply doing a job. It was an opportunity to learn the ins and outs of the firm and we went to a number of seminars which helped to shed more light on the culture of the firm. We heard about Allens' pro bono work and presence in the community and about the alliance with Linklaters, we heard from a panel of partners who gave us insight into their career progression with the firm, and we heard from a panel of graduates who answered any and all of our questions. I attended Christmas parties (yes, plural), was invited to welcome yum cha, and had many, many coffee catch-ups with lawyers and other clerks. Beyond the legal work and the firm, the clerkship is a great way to expand your social networks. We also went to inter-firm trivia nights and the clerk cruise, and had lots of other opportunities to get to know each other, and the clerks at other firms.

Allens is a firm full of opportunities. In 10 weeks I travelled internationally, went on an overnight trip to a client office, went on a tour of a coalmine, experienced a Women at Allens panel, visited the Sydney Children's Hospital, and had the chance to work on pro bono matters. I can't tell you exactly what to expect from an Allens clerkship, because you never know what opportunities will be there for you to take. The clerkship program gives you the chance to peer inside a commercial firm and to think about your future. I loved my time with the firm and can't wait to start my career. A clerkship with Allens feels like unlocking the door to an incredible future and I would recommend it to anyone.

CLERKSHIPS AND GRADUATE OPPORTUNITIES
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Contact

Jo Dean, Graduate Programs Consultant
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Areas - Banking & Finance, Capital Markets, Competition and Anti-Trust, Corporate and M&A, Digital Economy, Dispute Resolution, Employment, Financial Regulation, Insurance & Reinsurance, Intellectual Property, Investigations, Investment Funds, Projects, Real Estate, Restructuring, Insolvency & Special Situations, Tax

About us

As a firm, we are dynamic, self-reflective and agile. Internationalism is part of the fabric of our organisation. What will this mean to you? More access to intellectually demanding, multi-jurisdictional work. Greater international mobility and secondment opportunities. And the opportunity to collaborate on a daily basis with creative, open-minded and approachable experts around the world.

Clerkship program

Every year, we offer clerkships to give you an intensive experience of our culture and the kind of work we do. You'll spend time in two departments, where you'll work with a supervising partner, a lawyer and a buddy who'll get you involved in real work. You'll also attend workshops and department training, as well as get a chance to take part in team social events.

ASHURST

At Ashurst, you won't just be learning from the past or from specifics. You will also be developing the instincts to tackle the most complex issues in international law and building an understanding of each client's business. We want a broad range of minds, all united by a common set of strengths.

10
time zones

WE'LL HELP MOVE MINDS

Internationalism is part of the fabric of our firm. It's not just how many offices we have in how many countries. It's how closely, how seamlessly and how naturally all of those offices work together.

15
countries

Pick up the phone. Send off an email. In the world's largest financial and business centres across Europe, Asia Pacific, the Middle East and the USA, there are Ashurst lawyers who'll answer you – swiftly, efficiently, skilfully.

25
offices

SO WHAT DO THE NUMBERS MEAN?

More access to intellectually demanding, multijurisdictional work. Great international mobility and secondment opportunities.

Most of all: collaborations. Across the firm, you will find the same engaging culture wherever you are based.

3,150
people

OUR STRENGTHS

We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 25 offices across the world's leading financial and resource centres in Europe, Asia-Pacific, Middle East and the USA, we operate at the cutting edge of the financial, resources and infrastructure, corporate and new economy markets.

We tackle diverse areas of law, including finance, M&A, disputes and competition. In each, we offer advice that's as commercially astute as it is technically accurate.

1,250+
lawyers

400+
partners

CURIOUS?

The best way to understand what it feels like to work here is to actually work here! Every year, we hold clerkships in each of our offices to give you an intensive experience of our culture and the kind of work we do.

We work hard to make sure they're as useful and as stimulating as possible. You'll spend time in our departments, where you'll work with a supervising partner, a lawyer and a buddy who'll get you involved in real work.

STARTING YOUR CAREER

As a firm, everything we do is characterised by a pursuit of insight, understanding and clarity. We share our clients' ambitions and we cut to the heart of their issues with speed and clarity, whether we're working locally or globally.

As a graduate, you'll benefit from a tailored rotation plan, in-house PLT and global firm structured aQ training to help develop the highest standards of technical legal expertise, industry know-how and business and legal skills.

APPLY

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 need people with a rare kind of mindset: an openness to the way you work, an agility to the way you think, and a strong desire to keep evolving as a professional.

To start moving your mind, begin now at careers.ashurst.com

Connect with us on



A DAY IN THE LIFE OF...

Tiarne, Seasonal Clerk

Studied: Bachelor of Arts (majoring in Government and International Relations and Industrial Relations and Human Resource Management / Juris Doctor, University of Sydney



As a seasonal clerk everyday is different and that keeps it interesting and exciting. Below is an example of what you may expect as a clerk at Ashurst:

- 08:30 I start each morning by doing a quick check of my emails to see if any tasks have been sent through overnight or if there are any urgent emails. My buddy during this rotation stops by my desk to have a quick chat and check in with how things are going.
- 09:00 I head upstairs to the ballroom for a clerk learning and development (L&D) session. We're covering how to write an effective research memorandum which will be helpful to know over the clerkship.
- 10:00 After the L&D session myself and another clerk meet up with the juniors lawyers in our team for the weekly junior's coffee. It's a great chance to get to know the junior lawyer's in the team, understand the types of work they undertake and why they chose the particular practice group to settle in. The lawyers are very friendly and happy to answer any questions we have.
- 10:30 My first task this morning is to help one of the Senior Associates in my team. A matter is going before the court soon and she needs some help drafting some key documents and a letter to the client. The senior associate briefs me on the matter and asks that I prepare a first draft of the documents to send through for review. She provides me with some helpful resources to assist. I quickly write down some notes on the background of the matter and head back to my desk to get started.
- 11:30 My supervising partner stops by desk and asks if I have time this afternoon to attend a client meeting. I quickly check my diary to make sure I'm free. The partner explains the reason for the meeting and sends through some background information. I quickly read through the client documents so that I'm up to speed for the meeting.
- 12:00 I head down to the lobby to meet a few of the other clerks for one of the free yoga classes held in the building at lunch.
- 13:00 After lunch I start working on my Pro-Bono task. I'm assisting a lawyer with completing a Victim's Compensation Application for a Pro-Bono client. Ashurst has a standalone Pro -Bono practice so there are plenty of opportunities to get involved in a variety of Pro-Bono tasks. This particular task came out of my visit with one of the graduates who is on a Pro-Bono secondment. I was able to meet the client first hand which enriched the experience in completing the task. I finish drafting the submission and send it to the lawyer for review.
- 14:45 I join my partner and head upstairs for the client meeting. The meeting is important as were assisting the client to go through key business documents. The client is very friendly and happy to have me there. I take careful notes as my partner will need to refer to these later.
- 16:00 I head back to my desk after the meeting, there's an email from a junior lawyer in my team who needs some help with an urgent research task. We go over to a breakout area and spend some time going over the facts of the matter and the research problem. He asks me to present my research in a memorandum. If I can't find the answer I know the library will be able to help.
- 17:15 I check with the lawyers I have been working with today to see if they require any more help. I head down to the lobby to meet the other clerks - we are grabbing a drink and dinner at our local spot before heading to trivia in the Rocks.

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Contact

Angelique Wanner, Talent Management Consultant - Graduate Recruitment & Diversity
E: angelique.wanner@bakermckenzie.com
P: 02 8922 5596

About us

Baker McKenzie was born following a chance meeting in the back of a taxi in Chicago. Russell Baker shared with John McKenzie his vision to create an international law firm, unparalleled in its global reach. In 1949, the first Baker McKenzie office opened in Chicago. Baker McKenzie is now the world's premier global law firm. Baker McKenzie is known for its market leading expertise, commitment to quality client service, and a strong culture of diversity and inclusion. For six decades Baker McKenzie has followed clients into new and growing markets, establishing offices driven by local lawyers and talent.

Clerkship program

Right from the start, our clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, shadowing, research and other everyday activities within your assigned practice group. During the Summer Clerkship you will also experience life in-house during a one week client secondment. Clerks who accept a graduate role with Baker McKenzie are eligible to apply for an International Clerkship, with the opportunity to work in one of our overseas offices in the year following their clerkship. Recipients typically work with lawyers in an overseas office over a 4 week period.

Areas - Banking & Finance, Corporate (including Mergers & Acquisitions, Private Equity and Capital Markets), Commercial Real Estate, Construction, Dispute Resolution & Litigation, Employment & Industrial Relations, Energy, Resources, Infrastructure & Corporate, Environmental Markets, Financial Services and Structured Transactions, Technology, Communications & Commercial, Intellectual Property, Media and Tax, Insolvency & Special Situations, Tax

Baker McKenzie.



**Your journey to
a world-class
career begins here**

Baker McKenzie is Australia's first global law firm. We've been developing global lawyers in Australia for more than 50 years – each started out as a law student, just like you.

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our world?**

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A DAY IN THE LIFE

Elizabeth Pearson

Graduate, Sydney
International Clerk, Hong Kong

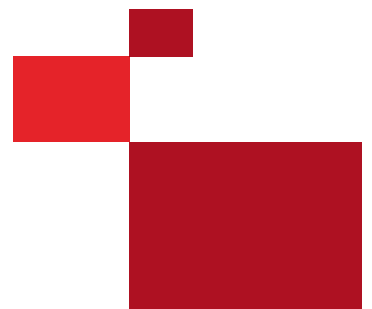


77 offices, 47 countries, 1 truly global culture

Baker McKenzie was my number one choice for a Summer Clerkship because it is an international firm that doesn't just talk the talk of being global; it walks the walk. Baker McKenzie's lawyers are actively encouraged and supported at all stages of their careers to think and work globally, regardless of where their desks are physically located. As a Summer Clerk, I rotated through the Construction and Dispute Resolution Practice Groups and worked on Australian matters for clients who are household names around the world. I was absolutely thrilled to be given the opportunity to complete an International Clerkship with our Hong Kong office before starting as a Graduate in Sydney.

Asia's World City

I flew into Hong Kong in February 2017, just in time to catch the end of the Chinese New Year festivities. It was my first time in Hong Kong and I was blown away by the vibrant culture, frenetic pace and remarkable heritage of the pulsing city. The Baker McKenzie Hong Kong office is situated on Hong Kong Island, with uninterrupted views of the harbour





on one side and views of the dramatic Victoria Peak rising steeply on the other.

The office culture was friendly and I was made to feel very welcome. I took the Mass Transit Rail to work every morning and caught the iconic Star Ferry home across Victoria Harbour each evening— a very glamorous commute enjoying the spectacular skyline and the world’s largest permanent laser show! During my lunch break, I explored the historic district of Central. In just a few blocks I would walk past modern shopping malls, skyscrapers, gardens, colonial architecture, then turn a corner to find heritage trams and traditional street markets.

Working for a global firm in Asia’s World City made these experiences all the sweeter.

Tax and trade

I was incredibly excited to be placed in the Tax and Trade Practice Group. Baker McKenzie’s Tax Practice is one of the most acclaimed and highly regarded in the world, and the Hong Kong Practice is no exception, ranked Band 1 by Chambers Global. It was a real privilege to work alongside and learn from the Hong Kong team. These were not just incredible lawyers at the top of their fields but amazing, genuine people who were very generous with their time and advice. The work was exhilarating and rewarding.

My tasks included drafting client advice and correspondence, researching and undertaking comparative cross-jurisdictional analysis on a wide range of legal issues: from Hong Kong tax and trust ordinances, case law and policy; to Chinese and Japanese export laws; to the domestic enforcement of international conventions concerning anti-money laundering and the exchange of residents’ financial information across a dozen different jurisdictions.

My clerkship was international in every sense of the word. Hong Kong is a global financial hub and an integral part of Baker McKenzie’s Joint Asian Offices (JAO). One of the many highlights for me was working shoulder to shoulder with colleagues across borders through the JAO. I participated in meetings and professional development with colleagues from our offices in Shanghai, Beijing, Singapore and Malaysia. What really struck me about the JAO was the sense of camaraderie across offices, a real testament to the firm’s culture of friendship.

No two days were the same and almost every task involved a cross-border element. Working in another jurisdiction and engaging with different law opened my eyes to the opportunities and nuances of cross-border commercial law. I developed my global business acumen and learnt to appreciate the needs of clients doing business across borders in the twenty-first century. I have developed a network of international contacts, colleagues and friends that I will continue to keep in touch with throughout my career.

Learn more:

Visit: <http://www.bakermckenzie.com/careers/australia/sydney/>

Clayton Utz

Address

Level 15, 1 Bligh Street Sydney NSW 2000

Locations

Sydney, Brisbane, Canberra,
Darwin, Melbourne, Perth

Contact

Zoe Wickham, Graduate
Resourcing Consultant
E: zwickham@claytonutz.com
P: +61 2 9353 5474

W: www.claytonutz.com/graduates

Areas - 15 National Practice Groups: *Banking & Financial Services; Commercial Litigation; Competition; Corporate, M&A and Capital Markets; Environment and Planning; Insurance; IP & Technology; Major Projects & Construction; Public Sector; Real Estate; Restructuring & Insolvency; Pro Bono; Tax; Workplace Relations, Employment & Safety; Forensics & Technology Services.*

About us

— What is unique about this firm?

People. It always starts with people. At Clayton Utz, we've built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what your client needs. We offer the sharpest legal minds. The clearest advice that cuts through the complexity, so our clients can concentrate on the things that really matter. And an unshakeable sense of what's possible.

This offers our graduates the opportunities to work on cutting-edge, complex transactions and litigation with lawyers who are recognised as leaders in their fields. We also provide first-class training and development to support our lawyers to be the best they can be. As one of the world's top 10 pro bono firms*, graduates will also have the chance to contribute to our pro bono practice and help make a difference to the individuals and organisations it supports.

Clayton Utz was named among the ten leading pro bono firms in the world in the inaugural Who's Who Legal Global Pro Bono Survey. The survey recognises firms that are leading the way in their pro bono contributions, levels of participation and efforts to institutionalise pro bono work. What does the firm look for in a potential employee?

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; and
- adept at building relationships with clients and peers to achieve goals.

— What advice would you offer to someone applying to the firm?

- Invest some time in preparing your application and doing some research on Clayton Utz: our business, our position in the market, our clients, our community involvement, and our people.
- Talk to Clayton Utz summer clerks and employees to find out about the firm first-hand.
- If you're offered an interview, think about what you've learnt, and what you would like to learn from us in the interview, and prepare some questions.
- Practise answering standard and behavioural interview questions with family and friends. Always provide supporting examples of previous situations and explain the outcomes.

— How does the firm encourage employees to learn and develop?

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.

Our national training program offers a range of professional and personal development opportunities to support our people in reaching their full potential.

We encourage our employees to learn and develop through:

- intensive orientation programs at the beginning of the clerkship period and graduate program;
- on-the-job guidance and support from peers and senior lawyers;
- regular Continuing Legal Education sessions led by specialists sharing their knowledge and experience;
- tuition assistance for further study; and
- external courses and seminars relevant to your professional and personal development.

— **Does the firm engage in pro bono, volunteer or other community activities?**

Clayton Utz is a leader of Australian law firms in pro bono practice and social responsibility programs.

About clerkships

— **How do students apply for clerkships to this firm this year?**

Via the Clayton Utz Graduate website - www.claytonutz.com/graduates.

— **What is the anticipated clerkship intake this year?** 35-40.

— **How many clerks did the firm take last year?** 38.

— **What does the firm look for in a clerk?**

The most important ingredient in our success is our people.

We're looking for clerks who are personable, practical, commercially-savvy, as well as flexible. Our lawyers undertake complex and innovative legal work, so it's important that they are intelligent and motivated individuals who aren't afraid of a challenge. We'll look at whether they've had a broad range of experiences, such as part-time employment, voluntary work, legal experience (voluntary or otherwise), or sporting, cultural or community pursuits. They need to show they have behavioural skills such as time management, initiative, goal-setting and achievement, teamwork, an understanding of client service and self-motivation.

About the graduate program

— **Graduate Program**

It's not just about wearing a suit.

No matter how good your law degree, there's always a gap between theory and practice, and finishing university can be daunting. How do you make the jump to working in a commercial law firm?

That's where we come in.

Once you've completed your studies, our national Graduate Program gives you the perfect foundation for your legal career. 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.

Our rotation program means you'll discover different areas and find the right fit. From day one you'll be working on complex and

Since we established our Pro Bono practice in 1997, our lawyers have completed over half a million hours of pro bono legal work.

The Clayton Utz Foundation provides financial support to charities where our partners and employees are already giving pro bono or volunteering support through a Clayton Utz program or in their own time. Since its establishment, the Foundation has made over \$7.3 million in grants.

— **Outside of work, what does the firm offer its employees?**

Clayton Utz offers a vibrant and supportive work environment. We recognise the need for our people to stay true to themselves by maintaining balance in their lives. That's why we have a range of flexible work options and health and wellbeing initiatives, as well as social and sporting activities and community volunteering opportunities.

Most importantly, we are looking for clerks who we'd enjoy working alongside. We want clerks who embody the firm's values, every day, in all that they do.

— **What work does the firm offer a clerk?**

Over the course of the program, you'll join legal teams and work on actual matters for our clients across a wide range of legal areas, under the supervision of a Partner, and with the support of the team. You'll have an opportunity to discover the office environment and culture at Clayton Utz first-hand, and to extend yourself and expand your knowledge.

Clayton Utz prides itself on exceptional training, and our seasonal clerks receive extensive research training and practical work experience. And because of our proud tradition of pro bono work and community involvement, seasonal clerks will have every opportunity to get involved in Pro Bono work and Community Connect initiatives.

— **Does this firm intend to offer clerkships to students outside their penultimate year?**

We prefer applicants to be in their penultimate year (LLB IV or JD II), but we may consider students in their final year.

sophisticated legal issues, and with our innovative approach to learning & development, you'll get the support you need to become the best you can be.

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.

STAY TRUE.

As a junior lawyer, your enthusiasm is in overdrive. Everything is interesting. You have a million questions for everyone. You want to be the best. And for me, I wanted to be the best lawyer and leader I could be.

Right now I'm a corporate and tax lawyer, buying and selling companies, structuring investments and having the occasional battle with the ATO.

So, a little while after I started at Clayton Utz, I joined the social committee. A powerful assembly fuelled by lunchtime pizza-wielding lawyers making important decisions like choosing the Christmas party theme. They knew I liked pizza, but had no idea I was gay. You see, I wasn't out at work yet and this became a genuine source of anxiety for a good two years.

But In May 2015 this all changed...

To listen to Luke'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.



CLERKSHIP PROGRAM

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 PROGRAM

It's not just about wearing a suit.

There's always a gap between theory and practice, and post-university prospects can be daunting. How do you make the leap to working in the industry?

That's where we come in.

Once you've completed your studies, our national Graduate Program gives you the perfect foundation for your legal career. 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.

Our rotations will help you discover different areas and find the right fit. From day one you'll be working on complex and sophisticated legal issues, and with our innovative learning and development approach, you'll get the support to become the best you can be.

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
- the chance to participate in our Community Connect and Pro Bono programs and really give back
- 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. These opportunities will be listed on our website.



Clifford Chance

"Investment in developing our people makes a fundamental difference in our ability to exceed client expectations."

Address

Level 16, No. 1 O'Connell Street,
Sydney NSW 2000

Locations

33 offices in 23 countries

Contact

Debbie McKell, HR Manager, Sydney
P: +61 2 8922 8010
E: sydneyhr@cliffordchance.com

Areas - Antitrust, Banking and Finance,
Corporate, Litigation and Dispute Resolution

About us

— Number of people

6,100 people including 3,300 lawyers

— Qualities we are seeking

Clifford Chance looks for the brightest and most talented individuals - ambitious people who offer new ideas and fresh perspectives, with a diverse range of experiences and qualities.

We are looking for well rounded, articulate, interested and engaging graduates. Each of your applications may seem very similar to you in some ways, but you will all have strengths, interests and skills that will distinguish you from other candidates both on paper and in person.

— What to expect

You will have an opportunity to be hands-on, working at both a national and international level. Our graduate program is inclusive of individual work and teamwork. Our program runs for 2 years (4 rotations of 6 months each) and thoroughly covers all of our practice areas, including Corporate Responsibility initiatives, together with an opportunity to work in one of our overseas offices for a period of up to 6 months (subject to our business needs). We offer a dynamic and diverse working environment with a strong focus on people, not numbers. The firm is well resourced and all employees have access to a wide range of support networks that don't just focus on career paths, but also health and wellbeing.

You will work within a team, jointly and individually throughout our program. Our partners and lawyers are friendly, approachable and helpful. Throughout the graduate program, you will be closely supported, both informally and through formal mentoring, with advice and guidance and a supervisor in each rotation. We have a hands-on approach and a genuine interest and investment in our successful candidates. A graduate opportunity with Clifford Chance will definitely give you exposure in the national and international market.

— Graduate Opening and Closing Dates

from now to 30 June 2017

— Sydney Graduate intake

March 2019 (with an option to work as a paralegal prior to starting as a graduate)

— What we expect of you

Clifford Chance expects you to put your best foot forward at all times as you are an ambassador and representative of the firm. To be successful at Clifford Chance you have to be ambitious. You should be able to trust in your own ability, but it's also important to ask for help when you need it. You will be challenged, but also given the right support to ensure you are performing at your best.

The two-year graduate program turns gifted beginners into professionals. Investment in developing our people makes a fundamental difference in our ability to exceed client expectations. From the day you join the Firm, the opportunities and training received is geared towards giving you the best opportunities to achieve more; more for our clients, for our communities and for yourselves. We offer and encourage on-going training at all lawyer levels. We will help you to build your network locally and internationally, you will participate in local retreats and Asia Pacific networking retreats giving you the chance to meet and build relationships with lawyers from all our global offices.

— We Value Corporate Responsibility

For us, Corporate Responsibility is all about creating a relationship of trust with, and commitment to, the broader communities in which we operate; it's what gives us our reputational licence to operate, so is absolutely critical. This is reflected in our approach to how we run our firm, how we deliver value to our clients and the commitments we make to our people and the communities we operate in.

Our Corporate Responsibility work forms an integral part of the culture of the Firm and staff at all levels are encouraged to participate. From mentoring a young person to providing legal advice, we believe that helping others not only benefits the receiver, but also builds the skills and enthusiasm of the giver.

— Our Culture

We foster a culture that is inclusive, collaborative, embraces diversity and allows our people to flourish in an environment where they are supported in expanding their careers and developing their resilience.

In Sydney we are an office of approximately 40 lawyers. This means that as a graduate you will be given work and transactions where your involvement makes a direct impact and your contributions are valued. Our teams are carefully structured to ensure you will be given maximum opportunities to learn on cross-border and innovative matters that you would not typically have exposure to as a junior lawyer. There's no shadowing someone and seeing what it's like to be a lawyer, it's all hands-on for our graduates - you will hit the ground running.


— Our recent matters

At any one time our Firm has a number of ground-breaking and high profile transactions being worked on. In Sydney, two of our most recent transactions include:

- Advising Latitude Financial Services on a A\$1 billion dollar transaction that was the first of its kind in Australia. This type of transaction had never been done before and changed the landscape of the securitisation industry in Australia. Clifford Chance was selected by the client due to our undisputed cross border international expertise. The team working on the transaction included lawyers from all levels across both our Sydney and London offices.
- Advising Mondelez, a global business with 2015 revenues of approximately US\$30 billion, on the high profile A\$460 million dollar sale of most of its grocery business in Australia and New Zealand (including the iconic VEGEMITE brand). Once again, a cross border team was put together with lawyers from our Sydney, London and New York offices working together to support our client.

— Is there a Work-Life Balance?

We are committed to investing in our people's wellbeing so that they can perform at their full potential. This means caring for their physical and mental health. We promote a healthy lifestyle by encouraging and supporting employees to make healthy choices and to view the importance of exercise and social activities. We provide regular opportunities for everyone to get involved such as staff lunches, trivia nights, sports, community days and other social occasions. We also provide flexible work arrangements and are always looking at new and innovative ways to maximise the health and wellbeing of our people.



C L I F F O R D

C H A N C E

Careers

WHERE **DIVERSE** MINDS MEET

We are a premier global law firm committed to setting the standard for excellence in legal skills and client service around the world. Joining us means sharing that commitment, a drive to innovate and grasping new opportunities as we help our clients to address a wide range of business, financial and legal issues.

We have 33 offices in 23 different countries, more Chambers tier-one rankings than any other firm, and an extensive team of legal professionals recognised as being among the very best in the world.

Say g'day at www.cliffordchance.com

Corrs Chambers Westgarth

"We are the most globally connected law firm based in Australia. Our pioneering partnering networks in Asia-Pacific and globally, ensure we support our clients everywhere."

Address

Level 17, 8 Chifley, 8-12 Chifley Square, Sydney NSW 2000

Locations

Sydney, Melbourne, Brisbane, Perth.

Contact

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P: 02 9210 6424

Areas – Corporate, Finance & Tax (Energy & Resources, Corporate Advisory, Banking & Finance and Taxation, Property & Development (Property & Infrastructure, Environment & Planning and Construction), Litigation and Workplace Relations (Litigation, Workplace Relations, Intellectual Property, Technology & Competition)

About us

Corrs Chambers Westgarth is Australia's leading independent law firm, recognised for their innovation, quality advice and client-driven approach. Their clients include more than half the top fifty ASX listed companies, some of the largest privately owned companies in Australia and a number of global Fortune five hundred companies like Johnson & Johnson, General Electric, Wesfarmers, Microsoft, BP and Pfizer.

Clerkship program

The Sydney Seasonal Clerkship Program runs over the summer and involves a unique rotation system which will give you exposure to each of the firm's divisions. You will be closely supervised by Clerk Coordinators, who are senior lawyers. You will also have a mentor, a more junior lawyer who will answer any questions you may have about the firm, settle you in and provide you with an informal level of support and guidance during your time at Corrs.

Along with ongoing feedback, the structured learning opportunities include a comprehensive orientation program, presentations on relevant legal, business and workplace issues and partner connect sessions. Your clerk cohort will undertake a pro bono project for the duration of the summer.

The Graduate Development Program provides on the job training with a greater opportunity to work directly with partners and senior lawyers; structured learning; mentoring; and regular feedback throughout each of the three rotations.



DISCOVER YOUR INDEPENDENT SPIRIT

WWW.CORRS.COM.AU/GRADUATES



WHO ARE WE AND WHAT SETS US APART FROM OTHER FIRMS?

Corrs Chambers Westgarth is a premium independent law firm. We emphasise the independent part because it's important to who we are and how we work. Independence isn't just a description of our position in the market, it describes how we think, our innovative style and bold decision-making.

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.

With 1000 employees, 550 lawyers and 125 partners, we have the scale that allows us to take on the largest and most challenging matters for major organisations internationally, as well as be the right size for a culture of inclusion.

Corrs is a firm that thinks strategically, not just in its legal work, but also for the firm's future and the success of its people. Corrs is known for its clear vision and ability to develop and implement strategy, as well as its lawyers' ability to help clients achieve their business goals.

The combination of these factors creates a firm that celebrates its independence, is open to new ideas, has the courage to think and act differently from the rest of the market, and thrives on new challenges and opportunities.

Natalie Peterson
(02) 9210 6424
natalie.peterson@corrs.com.au



AREAS OF PRACTICE

The firm works through three main operating divisions:

- **Corporate, Finance & Tax** (Energy & Resources, Corporate Advisory, Banking & Finance and Taxation)
- **Property & Development** (Property & Infrastructure, Environment & Planning and Construction)
- **Litigation and Workplace Relations** (Litigation, Workplace Relations, Intellectual Property, Technology & Competition)

Our clients compete globally and Corrs provides the legal services they need to do that effectively, no matter where they are. Our lawyers work across practice areas and geographic boundaries to drive commercial outcomes and transactions in multiple jurisdictions.

We have a global network of the world's best independent firms who work with us to provide the most relevant specialist expertise where and when it's needed. Our independence means we're not locked into one legal service provider. We connect with the best lawyers internationally to meet our clients' needs.

WHAT ARE WE WORKING ON?

Our clients include more than half the top fifty ASX listed companies, some of the largest privately owned companies in Australia and a number of global Fortune five hundred companies like Johnson & Johnson, General Electric, Wesfarmers, Microsoft, BP and Pfizer.

We work with well-known organisations like Vodafone Hutchison, ANZ, AMCOR, BG Group, Mirvac, Woolworths and Carlton United Breweries, mining giants like BP, Woodside and Fortescue Metal Group and leaders in finance like NAB, and CBA. We also work with governments, Federal and State.

We were Australian counsel for US talent agency William Morris, which represents stars like Lady Gaga and Oprah Winfrey, when it acquired 49 percent of industry-leading global creative agency, Droga5.

HOW DOES THE FIRM ENCOURAGE WORK-LIFE BALANCE?

It's not all about work! At Corrs we encourage staff to be active and participate in social and sporting events as well as learning & development activities.

Some of our activities include yoga, touch football, cricket day, Friday night drinks, family days, trivia nights and Christmas Parties.

Corrs also provides flexible work arrangements, paid study leave, salary sacrificing and opportunities to give back to the community.

PRO BONO, VOLUNTEER & COMMUNITY ACTIVITIES

Helping others is a key aspect of the culture at Corrs and can be seen every day in every office at Corrs. It happens in three ways – through pro bono legal work, volunteering and philanthropy.

Corrs provides pro bono legal services for disadvantaged individuals who might not otherwise have access to legal representation through nine legal clinics and referred public interest matters. Pro Bono is one of the graduate program rotations and graduates are involved early in their time at Corrs.



WHAT WE ARE LOOKING FOR IN AN EMPLOYEE?

Corrs is a place that celebrates individuals. We're looking for spirited, determined graduates who think big and like doing things a little differently. In exchange for your energy and commitment we'll provide extraordinary learning and work opportunities here and on an international stage.

Because this is a high performance organisation, Corrs people are good at what they do. They are able to work in a team and bring out the best in the people around them. They want to achieve the best results for the client as well as the firm and they take pride in their work and achievements. Corrs people like to find new ways of doing things and aren't afraid to be independent and bold in their actions.



CLERKSHIP & GRADUATE PROGRAM

The Corrs Seasonal Clerkship Program is a great opportunity for you to experience the people, clients, work and culture that differentiates Corrs from other law firms.

The Sydney Seasonal Clerkship Program runs over the course of the summer and involves a unique rotation system, through which you will participate in three rotations, giving you the opportunity to work across each division of the firm.

Like everyone at Corrs in Sydney, you will be sitting in open plan pods with partners and lawyers, giving you great exposure to learning and knowledge sharing as a result of our new workspace, 8 Chifley. You will be supported by Coordinators, who are senior lawyers and will also have a mentor, a junior lawyer who will answer any questions, settle you in and provide you with informal support and guidance.

Along with ongoing feedback, our structured learning opportunities include a comprehensive orientation program, presentations on relevant legal, business and workplace issues and partner connect sessions. Your clerk cohort will undertake a pro bono project for the duration of the summer and you will also be provided with a number of opportunities to shadow lawyers who are undertaking community legal centre secondments such as with the Inner City Legal Centre, Redfern Legal Centre and the Homeless Persons' Legal Service.

Our commitment to developing world class lawyers starts at day one. Our Graduate Development Program lays this foundation by providing rich, on the job training with a greater opportunity to work directly with partners and senior lawyers; structured learning; mentoring; and regular feedback throughout each of the three six month rotations.



**VOTED #1
LAW FIRM
IN AUSTRALIA
AND APAC**

LEGAL 500 CLIENT
INTELLIGENCE REPORT 2016

MARKET RECOGNITION



CHAMBERS ASIA PACIFIC 2016

Highly ranked in 24 key areas, with 53 Corrs partners and special counsel listed as Leading Individuals. Key areas include Corporate M&A; Energy & Resources; Telco; Construction & Infrastructure; International Trade; Intellectual Property; Banking & Finance; Employment; Media and Technology; Projects; Real Estate and Dispute Resolution.

BEST LAWYERS 2016

The majority of the Corrs partnership is recognised in the 2016 Best Lawyers list of Australia's top lawyers.

ALB AUSTRALASIAN LAW AWARDS

Corrs Chambers Westgarth cemented its commitment to excellence, winning three major awards:
WINNER: Australian Deal of the Year – Nine Entertainment Group restructure
WINNER: Insolvency & Restructuring Deal of the Year – Nine Entertainment Group restructure
WINNER: Use of Technology Award for the CASEFOLIO app

DLA Piper

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Locations

Sydney, Melbourne, Brisbane, Perth and
offices in over 30 countries globally

Contact

Wendy Yap, Graduate Recruitment
& Development Manager
E: graduaterecruitmentAUS@dlapiper.com

*Areas - Employment, Litigation,
Banking & Finance, Real Estate,
Corporate, Tax, Restructuring,
Intellectual Property & Technology*

About us

DLA Piper is a global law firm with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific, positioning us to help clients with their legal needs around the world.

We strive to be the leading global business law firm by delivering quality and value to our clients.

We achieve this through practical and innovative legal solutions that help our clients succeed. We deliver consistent services across our platform of practices and sectors in all matters we undertake.

Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies. They include more than half of the Fortune 250 and nearly half of the FTSE 350 or their subsidiaries. We also advise governments and public sector bodies.

Clerkship program

The best way to secure a place on our graduate program is to do a clerkship first. Not only will this give you a feel for commercial law in practice, it will give you an insight into what makes DLA Piper unique. We recruit around 50 clerks nationally who all do two four week rotations in different practice groups. Our graduates complete three rotations, each approximately five months in length.

During the clerkship, you'll do more than just shadow our lawyers. You'll be given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential.

At the same time, you'll start building your networks. As well as meeting with partners and other senior lawyers, you'll have regular contact with the other clerks through social activities. Information sessions about our practice areas will further enhance your knowledge and understanding.

Summer clerkships are offered in all our offices, as well as winter clerkships in select locations. While your clerkship experience will be similar between offices, the length and structure of the individual programs may vary. Visit our website for more information.



SHARE OUR VISION SHAPE YOUR FUTURE



DLA Piper is a global law firm with lawyers in the Americas, Asia Pacific, Europe, Africa and the Middle East.

We are a law firm with momentum. Over the past decade, DLA Piper has undergone rapid expansion, responding to global markets and helping our clients deliver on their business strategies. In doing so, we are uniquely placed to provide our people with the global career opportunities they are looking for.

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 and Perth.

IT'S IN OUR DNA

At its heart, DLA Piper is an entrepreneurial and dynamic firm. We have a supportive and performance based culture founded on the diversity of our people, the communities we operate in and the clients we work with.

WINNING

1 Global M&A volume: DLA Piper has retained its number one ranking globally for overall deal volume by mergermarket for the seventh consecutive year.

#3 Global brand: DLA Piper ranked third on the Acritas Global Elite Brand Index 2016.

+1,000: The world's leading legal directories have named more than 1,000 of our lawyers and practices among the best in their fields.

In Australia, we are recognised as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency.

We are also members of the Tristan Jepson Memorial Foundation, supporting workplace psychological health and safety.

YOUR OPPORTUNITIES

We provide cutting-edge learning and development programs, and an opportunity to work alongside some of the best legal minds around.

As a clerk, you can expect to have a varied experience both in and outside the office. You will gain first-hand experience in the practice of law by doing real legal work.

Joining us as a clerk is your path to a Graduate position. At DLA Piper we recruit to retain and once you qualify, we will continue to offer you exceptional career opportunities, in an environment that is challenging, rewarding and, we believe, truly different from our competitors.

We are also committed to supporting our people's desire to experience working life in other parts of the world. For our Graduates we offer the opportunity to apply for a six month rotation to one of our offices in Asia. We believe our secondment program fosters a global mind-set and is critical to our success.

WHAT IT TAKES

Being an excellent lawyer requires more than just comprehensive technical knowledge. Every aspect of our approach is tailored carefully to our clients, their business needs and industry. Successful applicants are not only bright, as demonstrated through strong academics, but they also bring unique life experiences and insights to the table. Our lawyers are excellent communicators, collaborative team players and commercially minded, because our clients are the core of our business.

For more information about our clerkship opportunities, please visit www.dlapipergraduates.com

Gilbert + Tobin

"By far the most important criteria when comparing firms is the people."

"If you want to work in a cutting edge environment where you will make a meaningful contribution alongside some very intelligent, interesting and friendly people, then G+T is an excellent place to start your legal journey."

Address

Level 35, Tower Two, International Towers Sydney, 200 Barangaroo Avenue, Barangaroo NSW 2000

Locations

Sydney, Melbourne, Perth

Contact

Kristie Barton, People Team
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P: 02 9263 4575

Areas - Banking + Infrastructure, Competition + Regulation, Corporate Advisory, Energy + Resources, Intellectual Property, Litigation, Pro Bono, Real Estate + Projects, Technology, Media + Telecommunications

About us

Gilbert + Tobin is an independent Australian corporate law firm, providing innovative, relevant and commercial solutions to major corporate and government clients throughout Australia and internationally.

G+T are renowned for their progressive approach, entrepreneurial culture and determination to succeed. From their Sydney, Melbourne and Perth offices, they work on transactions and cases that define and direct the market, with a focus on dynamic and evolving sectors. Founded as a disruptive Start-up in 1988, G+T have built a firm which is consistently recognised for the expertise of its lawyers and excellence in client service.

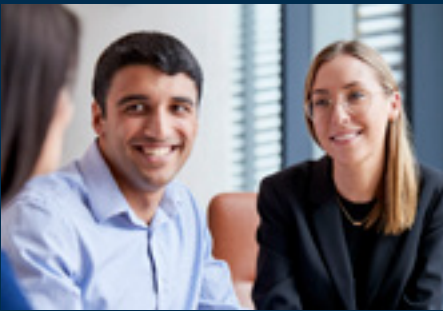
Clerkship program

Each year the firm invites law students in their penultimate year of study to complete a 10-week summer clerk placement from December to February, consisting of two rotations.

You will be introduced to all areas of firm life and get a taste of what it's like to work in corporate law through your mentors, interaction with partners, lawyers and other graduates, and exposure to real legal work.

G+T also offers two clerks the opportunity to work as an intern with the Aurora project during the winter university break. The internship is fully funded by the firm and provides you with work experience in native title law.

BE MORE



*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.



From our state-of-the-art office in Barangaroo, the partners and lawyers in our Sydney office include some of Australia's leading practitioners in:

- + Banking + Infrastructure
- + Competition + Regulation
- + Corporate Advisory
- + Energy + Resources
- + Intellectual Property
- + Litigation
- + Pro Bono
- + Real Estate + Projects
- + TMT + Project Services



Some firms may talk about providing unique opportunities. We deliver on our promise to provide real opportunities to advance your career. We provide the chance to be deeply involved in interesting, challenging work much earlier in your career, accelerating your opportunities and experience."

*Danny Gilbert,
Managing Partner*

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.



Find out more at
GTLAW.COM.AU



BE MORE

Join the game-changers of Australian law.

Completing a clerkship at Gilbert + Tobin was a fantastic experience which allowed me to immerse myself in a top-tier commercial environment. It exposed me to the world of commercial law and taught me many practical skills that fall outside the scope of a law degree.

Over the Summer I completed two rotations between the Banking + Infrastructure and Corporate Advisory groups. In Banking, I worked closely with the Insolvency and Restructuring team. Whilst the work was completely new to me, junior and senior lawyers always took time to explain the delegated task and the context surrounding it, allowing me to understand where my piece of work fitted within the larger picture. If there was down time, then the junior lawyers would walk me through helpful resources to ensure I built up my knowledge in time for the next task assigned to me.

The Corporate Advisory rotation allowed me to sink my teeth into some really interesting pieces of work. These included researching and drafting advice on the Corporations Act and case law, preparing ASIC forms, editing a prospectus for an Initial Public Offering (IPO) and helping a partner prepare for a last minute meeting with a client. The atmosphere of being a valued member of the team from day one allowed me to contribute and start developing my professional skills far faster than anywhere else.

G+T's open plan and non-hierarchical culture further enhanced this development. Rather than sitting in a corner by yourself, you are typically seated between a senior and junior lawyer and/or partner. This enabled me to observe how experienced lawyers went about their day, which was an invaluable experience. Overhearing phone conversations and viewing how partners interacted with clients and their teammates taught me far more about being a lawyer than any textbook could.

Apart from giving clerks, grads and juniors genuine responsibility from the get-go, G+T take pride in being at the forefront of change in the legal landscape. As clerks we had the opportunity to complete a technology focused 'innovation' project which provided insight into how rapidly technology is affecting the law and how law firms work. Clerks were also given the opportunity to complete pro bono work. Some examples included giving advice to rural clients over the phone, attending the Homeless Persons Legal Centre and Asylum Seekers Resource Centre and researching refugee case law. These interactions demonstrated G+T's emphasis on giving back to those less fortunate than ourselves.

By far the most important criteria when comparing firms is the people. When you are unsure of what to do, have too much on your plate or want to have a joke around the office, it is

your colleagues who will provide assistance and support you at all times. Whilst everyone at the firm has diverse interests, they are also friendly, genuine and always willing to help your professional development. Some of the best times of the clerkship were spent having lunch or a coffee with my mentor or broader team and just chatting about their legal experiences.

Although the clerkship recruitment process can be exhaustive, take the time to talk to as many people as you can to really gain an understanding of the work different firms do and what their people are really like. If you want to work in a cutting edge environment where you will make a meaningful contribution alongside some very intelligent, interesting and friendly people, then G+T is an excellent place to start your legal journey.

Rohan Barmanray, 2016/17 Sydney Summer Clerk



Find out more at
GTLAW.COM.AU



BE MORE



Start today. Shape tomorrow.

A Gilbert + Tobin clerkship is both positive and challenging. You'll work directly with partners and lawyers who will assist with your professional development and challenge you intellectually. While your main focus will be corporate work, everyone at G+T has the opportunity to assist on pro bono matters and participate in firm-wide activities. As you progress through your rotations you will develop invaluable skills and knowledge and gain first-hand experience of our various practice groups.

Our Sydney program runs for 10 weeks, consisting of two five-week rotations across the firm's practice areas. During both rotations each clerk is assigned a supervising partner, mentor and buddy to assist with on-the-job training. Participating in our customised in-house training will build your confidence and help you understand the mechanics of legal practice. You'll have the chance to jump right in and immerse yourself in a leading corporate law practice. And we'll encourage you to contribute ideas and your own fresh perspective.

The G+T clerkship experience is open to students in their penultimate year of study. We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. We also hold ambition, creativity and entrepreneurial spirit in high regard. Our people are collaborative, passionate and dedicated – but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates who will complement our practice groups and don't feel the need to take themselves too seriously.

Applications for 2017-18 summer clerkships in our Sydney office are open from Thursday 15 June to Sunday 17 July 2017.

For more information about applying for a clerkship or for program dates please visit gtlaw.com.au, or contact Kristie Barton on 02 9263 4575 or at clerkships@gtlaw.com.au



Find out more at
GTLAW.COM.AU



BE MORE



THERE'S MORE TO LAW
AT GILBERT + TOBIN



GTLAW.COM.AU



GILBERT
+ TOBIN

Herbert Smith Freehills

"Join Herbert Smith Freehills and you'll more than just experience life at a law firm, you'll be a part of everything we have to offer."

Address

Level 34, ANZ Tower, 161 Castlereagh Street, Sydney, NSW 2000

Locations

Bangkok, Beijing, Belfast, Berlin, Brisbane, Brussels, Doha, Dubai, Dusseldorf, Frankfurt, Hong Kong, Jakarta*, Johannesburg, Kuala Lumpur, London, Madrid, Melbourne, Moscow, New York, Paris, Perth, Riyadh, Seoul, Shanghai, Singapore, Sydney, Tokyo *Associated office

Contact

James Keane, Graduate Recruitment Consultant
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P: 02 9322 4313

Areas – Corporate; dispute resolution; finance, real estate and projects; employment, pensions and incentives; competition, regulation and trade and alternative legal services

About us

Takeovers and mergers. Arbitration and litigation. Finance and real estate. As a world class professional services business, our work is incredibly varied. Thanks to the quality of our global network and world-class Business Services professionals, we work with some of the biggest international organisations on some of their most ambitious projects.

Clerkship program

Finding the right fit for you is key to deciding where to start your legal career. Since working together is a good way to get to know each other, we offer a range of summer and winter clerkships in each of our Australian offices. We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program.

As a vacation clerk, you will be given extensive training on all aspects of the firm, drafting and research skills. Current lawyers and partners will speak to you about what they do and the nature of work in each of the legal sections of the firm. You will have the opportunity to work with our lawyers as a member of our legal team, attend professional development seminars and briefing sessions on business development strategies and information technology.



ABOVE AND BEYOND

BE A PART OF EVERYTHING



**HERBERT
SMITH
FREEHILLS**

GRADUATE CAREERS IN LAW

Join Herbert Smith Freehills 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 - whether you're working on a high-profile takeover, catching up with an overseas client or taking on some challenging pro bono work. It's an environment in which your perspective, ideas and experiences will make a real difference.

Don't just experience everything, be a part of it.

SEARCH HSF GRADUATES FOR MORE  





HIGHLIGHTS OF MY INTERNATIONAL SECONDMENT IN LONDON



NATALY SIKORSKI
SOLICITOR

“My secondment in London was the cherry on top of a truly fantastic graduate program at Herbert Smith Freehills that I would encourage all law graduates to consider.”

NATALY SIKORSKI
SOLICITOR

I first joined Herbert Smith Freehills as a Vacation Clerk in the summer of 2011 when the firm was known as Freehills. It was shortly after I completed my clerkship that the merger with Herbert Smith was announced, along with the promise of new and exciting opportunities of being part of a global firm would bring. I have since been fortunate enough to experience one of the many advantages of being part of a global partnership by completing a secondment in the Dispute Resolution group of our London office as part of the firm’s international secondment program. The program offers Australian graduates the opportunity to complete one of their 6 month graduate rotations in Singapore, Hong Kong, London or Tokyo. By the time I became eligible to apply for an international secondment (applications are open to graduates currently undertaking their second or third graduate rotations), I had already completed a rotation in disputes in Sydney and was fairly certain it was the group that I wanted to settle in after completing the graduate program. So when I found out the London secondment would be in the market-leading Disputes group, applying was a no-brainer! I was encouraged by and received a lot of support from all of my supervisors, past and present, and was beyond excited when I received the good news that I had been selected for the secondment.

After a couple of months of planning and preparing for the move, I found myself at Heathrow on a mild September morning with a driver waiting to take me to my inner city apartment only 10 minutes’ walk from the office – a perk of the secondment you soon learn to cherish after you have your first peak-hour tube experience.

My “seat” (aka rotation) was in a general commercial litigation team which also comprised the Advocacy Unit, the firm’s team of in-house barristers. In London, graduates are known as trainees, who also undertake six month rotations during a two year training contract. As a trainee, I was assigned a supervising senior associate who was also my office-mate for the period of the secondment.

Straight away I was thrown into some really interesting work on a multi-national joint venture dispute in respect of an international luxury hotel group. The dispute was the subject of English High Court proceedings where our client, a Russian billionaire, was alleged to have been involved in fraud and breaches of fiduciary duties. Not only was the subject-matter of the dispute interesting, it also involved a number of interim Court applications concerning our document disclosure process and the provision of security for costs. I had also joined the team at a time where we were preparing our evidence, which I was lucky enough to get involved in. It may not seem that exciting, but I can assure you that this is the kind of stuff litigators live for (or at least this litigator does). But if this doesn’t excite you, I feel like I have a story that might...

We had returned to work after the Christmas break and our evidence deadline was fast approaching. I was working on the witness statement for our main witness and for various reasons, he was unable to leave Miami to come to London to meet with my supervisor and I to finalise the statement. In a matter of hours, our flights were booked, our visas approved and I was heading home to pack an overnight bag with panicky thoughts about what one wears on a business trip to Miami. The trip was a whirlwind – we landed in the evening and went straight to our hotel on South Beach to rest up before a full day of interviews the next day. We spent the entire next day in our client’s dining room working on the statement. But it wasn’t all work – our lunch break involved a tour of the property, followed by a four course meal, a traditional tea ceremony and dark chocolate which I was told to eat because “it is good for the brain”. We ended the day by watching snippets of Avatar in our client’s home 4D home theatre (not even joking) and then before I knew it, we were heading back to the airport and on our way home.

My secondment in London was the cherry on top of a truly fantastic graduate program at Herbert Smith Freehills that I would encourage all law graduates to consider.



MY VACATION CLERKSHIP



PENINA SU
VACATION CLERK 2016/17

“I worked closely with both my supervising partners and I found them highly approachable.”

PENINA SU
VACATION CLERK 2016/17

WHY HERBERT SMITH FREEHILLS?

At the beginning of the clerkship process, I felt like all the firms were merging into a homogenous mish-mash as they all seemingly offered the same things. However, as I started attending more cocktail evenings, I started to pick up on the more subtle differences between firms. As a result, there were two reasons why I picked Herbert Smith Freehills.

As utterly cliché as this sounds, I really liked the people I met during the clerkship process at Herbert Smith Freehills. During the whole process, I was conscious that I needed to actually like the people at a firm, because I would be spending a lot of time with them everyday at work. This became really important

to me over time: I didn't want to voluntarily elect to start at a firm where I wouldn't 'click' with many people. Luckily, that wasn't Herbert Smith Freehills. Everyone I met at the cocktail evenings was down-to-earth, funny and intelligent. My buddy during my interviews at Herbert Smith Freehills was nothing but lovely and supportive – and we have now become friends outside of work! A piece of advice to future clerks: I'd say that you should base your choice off the people you meet at the firm events (including other candidates).

I also picked Herbert Smith Freehills because I knew I would receive excellent training and exposure to market-leading deals. Many firms offer this to candidates (and rightly so in many cases) – but I knew Herbert Smith Freehills was held in particularly high regard in the legal industry.

MY CLERKSHIP AT HERBERT SMITH FREEHILLS

My clerkship at Herbert Smith Freehills was a really interesting, educational and fun experience. Before I started my clerkship, I had friends tell me that it would be the 'easiest summer of my life' and 'you will do absolutely nothing as a clerk. Just sit back and relax.' That certainly was not the case for me! Instead, I was constantly learning every day and getting a taste of what life in commercial law is really like (while having a lot of fun!).

I rotated through Leveraged Finance and Corporate M&A. In both, I felt like I was constantly learning every day and contributing substantially to the success of a deal. In both, I was always working on a vast range of different tasks, from legal research into niche areas of the law to drafting transaction documents and deeds. Having come from a non-Commerce background (and in fact, dropping out of Commerce/Law and switching to Arts/Law after a semester in first year), I was a bit apprehensive about working in two Finance-heavy areas. I shouldn't have been worried: I was always well supported by my teams, learnt a huge amount over the two months and ended up really enjoying both rotations. Both teams I rotated in made a huge

effort to include me and were always more than happy to help when I did not know what I was doing (which was more often than not).

A few highlights: In Finance, I attended signing meetings and closing meetings – and learnt about the importance about having the right person sign at the right spot (more difficult than you think!). In Corporate M&A, I helped prepare a legal due diligence report for an IPO and a scheme booklet for an upcoming scheme of arrangement.

I place a lot of value in working under female supervisors. During my time at Herbert Smith Freehills, I was incredibly lucky to work under two very talented female partners in female-heavy teams in both my rotations. Unlike some friends who cautioned that 'you will never speak to the partner you work for', I worked closely with both my supervising partners and I found them highly approachable. Both partners took an interest in my learning and development, as well as my life outside of Herbert Smith Freehills – to the point where both partners gave me advice on whether I should seek a tipstaff position after graduation.

THE SOCIAL SCENE AT HERBERT SMITH FREEHILLS

Being a clerk at Herbert Smith Freehills was, of course, not just all work. There was a never-ending list of social events during December: Herbert Smith Freehills Christmas party, practice group Christmas party, client Christmas party, clerk Christmas party, team Christmas party etc. In January, it doesn't stop either. There was the Clerk booze cruise and impromptu and planned drinks throughout the week. Finally, inter-firm sport every week was a lot of fun despite my complete lack of sporting ability!



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. Finance and real estate. As a world class professional services business, our work is incredibly varied. Thanks to the quality of our global network and world-class Business Services professionals, we work with some of the biggest international organisations on some of their most ambitious projects.

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 a brilliant 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 departments.

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 are interested in who you are and the strengths you can bring. We look for exceptional people from a diverse range of backgrounds with the passion and ability to become truly brilliant lawyers.

And there's more to that than just a great academic record. There's fantastic perception and communication skills. There's confidence and collaboration skills. Empathy, an international mindset and diligence. And there's the drive to not only experience everything, but to be a part of it.

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, Tokyo and London offices and we are continuing to expand our secondment program.

To read more about our international graduate secondment program including some recent experiences from our graduates 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.

KEY DATES AND DEADLINES

	BRISBANE	MELBOURNE	PERTH*	SYDNEY
Approximate number of positions	25-30	70-75	45-50	30-35
Clerkship programs	2 summer	2 summer 1 winter	2 summer 1 winter	1 summer
Applications for all 2017/18 programs open	27 February 2017	10 July 2017	17 July 2017	15 June 2017
Applications for all 2017/18 programs close	20 March 2017	13 August 2017	6 August 2017	16 July 2017
Offers made	8 May 2017	12 October 2017	22 September 2017	4 October 2017

*Perth vacation clerkship dates to be confirmed

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.

26

GLOBAL REACH

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

OUR GLOBAL PRACTICE GROUPS

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Pensions and Incentives
- Finance
- Projects and Infrastructure
- Real Estate



CONTACT



James Keane
Graduate Recruitment Consultant
T +61 2 9322 4313
james.keane@hsf.com

Johnson Winter & Slattery

"Shape your career, thrive with no boundaries, embrace your ambition."

Address

Level 25, 20 Bond Street,
Sydney, NSW 2000

Locations

Adelaide, Sydney, Melbourne,
Perth & Brisbane

Contact

Wilma Lewis, Professional
Development Advisor
E: wilma.lewis@jws.com.au
P: 02 8247 9630

Areas – Transactional & Advisory;
Dispute Resolution; and Energy
Resources & Infrastructure

About us

Johnson Winter & Slattery is a national law firm where young lawyers play a meaningful role in strategic and complex transactions and disputes, and build relationships with executives from Australia's most successful companies through close client contact.

At JWS you become a valued part of a talented team taking on some of the most challenging and rewarding legal work in Australia. We have an established reputation for providing practical commercial solutions and outstanding client service. Our environment fosters collaboration with few internal administrative boundaries and is free from financial targets. Johnson Winter & Slattery's hands on and proactive approach creates an environment in which ambitious lawyers become directly involved in significant opportunities from an early stage.

Lawyers get the opportunity to work directly alongside partners and clients, providing unique development opportunities and the chance to develop strong client relationships.

Our flat internal structure with no fixed work groups, ensures the best people and the right resources are pulled together on each assignment, regardless of their primary area of practice or location. Graduates and lawyers are not confined to practice areas, providing variety of work and broad experience gained from working across all practice areas with lawyers from each office.

With the absence of billable targets, all our lawyers can focus on producing excellent work, developing their skills and working together without undue pressure of the burden of budgets.

Clerkship program

Their clerkship and internship programs are a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery. You will be given the opportunity to work on matters impacting major Australian and international corporations, and on some of the most challenging transactions throughout Australia and surrounding regions. In addition to 'on the job' training you will also have the opportunity to learn from their specially designed training program for junior lawyers. Learning, development and mentoring are key features on both of their programs and you will be well supported by a network of colleagues.



YOUR CAREER, YOUR CHOICE

SHAPE YOUR CAREER

Develop strong technical and client service skills.
Benefit from professional development programs and mentoring from Australia's best lawyers.
Get regular feedback on performance.

THRIVE WITH NO BOUNDARIES

Collaborate with diverse teams of specialists across the country.
Work side by side with experienced partners.
Dip your toe in various practice areas, all free of financial targets.

EMBRACE YOUR AMBITION

Build relationships with executives from Australia's most successful companies.
Contribute to our reputation for practical commercial solutions and outstanding client service.
Play a meaningful role in complex transactions and disputes.

Join our internship program to experience a realistic snapshot of your future with us.

www.jws.com.au/en/careers-at-jws

Contact Wilma Lewis, Professional Development Advisor // +61 2 8247 9630 // wilma.lewis@jws.com.au

JOHNSON WINTER & SLATTERY

Level 25, 20 Bond Street, NSW 2000

JOHNSON WINTER & SLATTERY

For young lawyers today, the legal industry is increasingly becoming more exciting and dynamic with new opportunities. Our roundtable discussion brings together three practitioners at Johnson Winter & Slattery to share their experiences.



MAGGIE HUNG

An Associate in the firm's Litigation practice. Maggie works closely with Partners and Senior Associates in our Competition and Employment practice.



SASKIA VAN LOON

An Associate in the firms' Transactional & Advisory practice. Saskia works with Insolvency practitioners.



GEOFFREY LI

Geoff commenced as a graduate lawyer in February 2017. He currently works with practitioners in our Dispute Resolution and Tax team.

WHY CHOOSE TO START YOUR LEGAL CAREER AT JWS?

I was attracted to JWS' ability to offer the opportunity to work substantively one-on-one with senior practitioners, and the rare opportunity to take on a degree of responsibility for matters from the get go and to learn literally "on-the-go" at an exponential rate.

I was really attracted to the friendliness of the practitioners that I met throughout the recruitment process. It was really important that I got along with the people I work with and enjoy their company in addition to the actual work I would be doing.

SVL

Every practitioner I met at JWS throughout the recruitment process was friendly, down to earth and passionate about their area of practice. The welcoming vibe was indicative of JWS' culture. I was also attracted to the non-rotational program offered to clerks. As a law student I had an idea of areas I wanted to develop experience in, however the opportunity to try out as many areas of practice as I wanted was exciting and meant that I wouldn't be confined to a particular practice group.

GL

I always wanted to work at a law firm with top tier clients. At JWS, I knew I would get exposure to quality work and the opportunity to work across practice areas in any given week. In fourth year, I had no idea which area of private practice I wanted to work in – the glamorous, deadline driven M&A, or the technical and intricate field of IP, or the strategic and adversarial area of litigation? The opportunity to work on matters spanning every specialist group has been incredibly rewarding, and was one of the main reasons I chose JWS.

DESCRIBE A TYPICAL DAY WORKING AT JWS

Every day is different, and there are always new matters to work on. A typical day for me starts with morning coffee (a must!) then I check my emails and task list. If there's a meeting, I prepare for it and attend with a senior partner – either with the client, counsel, or both. I work on tasks ranging from reviewing and drafting affidavits or submissions, attending court, and preparing responses to notices issued by the ACCC, to drafting emails to clients/other lawyers regarding matters that I have carriage on, or reviewing and amending contracts. I also touch base with partners I work with, and chat about the status of our matters and next steps.

MH

I start my day looking at the 'Matters Opened' list. If there's a new matter that interests me, I contact the partner in charge about how to get involved. Throughout the day, some of the matters I've been working on will have progressed, so I'll chat with the senior lawyer on how to advance the matter further. Due to the firm's non-rotational structure,

GL

every day might present a new challenge

and my matters have ranged from taxation advice for multinational beverage company, to employment advice for a mine that is yet to be constructed.

WHAT'S MOST CHALLENGING & REWARDING ABOUT YOUR WORK?

From your first day at JWS you're often the sole junior (non-partner) on a matter, and

you have the day-to-day responsibility

for it. That's a particularly challenging and rewarding part of working at JWS. No two matters are the same, and navigating the factual and legal landscape is no easy task. It's rewarding to push yourself to engage with the matter, and see it through to the end. There's nothing more rewarding than the little (or big) wins you achieve during the management of a matter.

For me, drafting advices is challenging, as each advice I draft is always different. No two clients are exactly the same, so the advice is always tailored to the individual. The legal advice we provide is always on an interesting area of law, and has to take into account the particular circumstances of the matter. It's rewarding when you send off the work you've drafted to the client, and your advice helps them.

SVL

ANY ADVICE FOR LAW STUDENTS LOOKING TO START WORK IN PRIVATE PRACTICE?

Trust your colleagues and always be a team player. You may be able to get a particular client's or partner's attention once by stepping on your fellow grads' or colleagues' toes, but treating your colleagues with respect and courtesy will always lead to a better career.

GL

Be yourself in the recruitment process. Don't give answers to questions that you think the firm wants to hear. You'll spend a lot of time with your colleagues and it's important that you enjoy working with them, so choose to

SVL

start your career at a firm where you feel you'd be happy.

Most of all, enjoy the recruitment process!

K&L Gates

Address

Level 31, 1 O'Connell Street,
Sydney NSW 2000

Locations

Brisbane, Melbourne, Sydney, Perth, and other offices located on five continents.

Contact

David Forner, HR Business Partner
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P: 02 9513 2330

Areas - Corporate & Transactional, Energy, Infrastructure & Resources, Finance, Financial Services, Intellectual Property, Labour, Employment & Workplace Safety, Litigation & Dispute Resolution, Policy & Regulatory, Real Estate

About us

K&L Gates is a progressive and innovative law firm that continues to grow every year. With nearly 2,000 lawyers working across five continents, K&L Gates is a robust full service commercial law firm. K&L Gates practices law on an integrated basis, with the largest integrated network of offices of any global law firm. K&L Gates is focused on providing innovative, value-driven solutions to clients.

Clerkship program

The 10 week clerkship program at K&L Gates is the ideal opportunity for you to explore a career in law, meet the people, sample the culture and determine if K&L Gates is the right firm for you.

In each of your 2 rotations you will get involved in real legal work, including participating in client meetings and court visits, research, drafting advice and providing general support to one or more of their practice areas. You'll receive daily on the job feedback and guidance in addition to a structured performance feedback at the conclusion of the clerkship. The clerkship program is also the primary source of future graduate intakes.

As our aim is to provide you with a real taste of life at K&L Gates, you will have the opportunity to also be involved in many social activities. K&L Gates' clerks participate in the inter-firm sports and are encouraged to attend firm wide celebrations such as Christmas parties and staff drinks!

K&L GATES

Voted *Australasian
Lawyer's Employer
of Choice.*
(>500 employees)

GROW YOUR CAREER

Looking for a law firm that is defined by its universal experience and unsurpassed commitment to client service?

With approximately 2000 lawyers across 5 continents, you will be joining a team of passionate professionals who work across:

- Corporate & Transactional
- Labour, Employment and Workplace Safety
- Energy, Infrastructure and Resources
- Litigation & Dispute Resolution
- Finance
- Policy & Regulatory
- Financial Services
- Real Estate
- Intellectual Property

Join us and grow your career.

SYDNEY

Clerkship applications open:
15 June 2017

Clerkship applications close:
16 July 2017



Check out our Facebook page.
[/kigatesgraduaterecruitingau](#)
[/kigateslaw](#)



Watch our brand video.
[/kigateslaw](#)

King & Wood Mallesons

Address

Level 61, Governor Phillip Tower, 1
Farrer Place, Sydney NSW 2000

Locations

The King & Wood Mallesons network extends across the following regions: Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore), Europe, Middle East, North America

Contact

Kellie Mildred,
People & Development
Advisor (Graduates)
E: kellie.mildred@au.kwm.com
P: 02 9296 3592

Areas - Our main practice groups include: Banking and Finance; Competition, Trade and Regulatory; Corporate, Private Equity, M&A and Commercial; Dispute Resolution & Litigation; Intellectual Property; International Funds; Projects, Energy and Resources; Real Estate; Securities; Tax

About us

As a leading international law firm headquartered in Asia, we combine an unrivalled depth of expertise and breadth of relationships in our core markets to connect Asia to the world, and the world to Asia. We have 2000 lawyers in 27 locations around the world working with clients to help them understand local challenges, navigate through regional complexity, and to find commercial solutions that deliver a competitive advantage for our clients.

Recognised as one of the world's most innovative law firms, King & Wood Mallesons offers a different perspective to commercial thinking and the client experience. Always pushing the boundaries of what can be achieved, we are reshaping the legal market and challenging our clients to think differently about what a law firm can be.

Clerkship program

Clerkships give you a clearer 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 much more. For many, the clerkship experience is the first career step in their future career in law.

Clerks usually work in one or two different practice groups, depending on the length of the clerkship.

You'll be allocated a supervisor in each of your practice groups, and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals or matters the team is working on.

Every clerk at King & Wood Mallesons receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

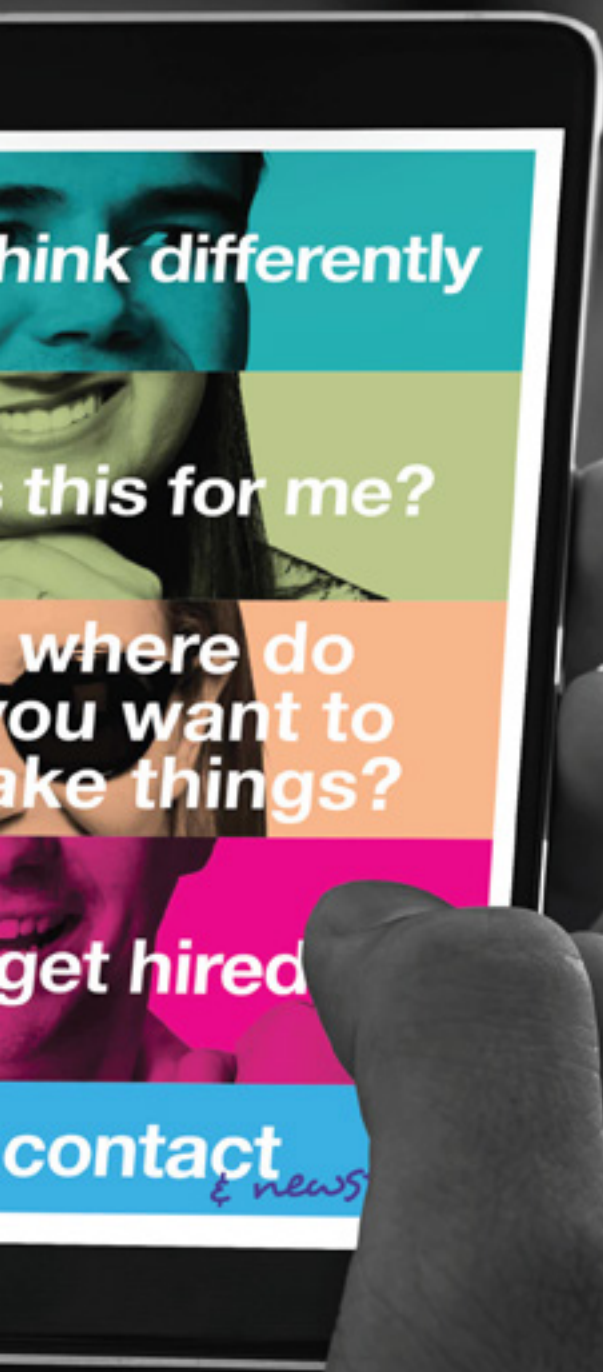
Our clerks also have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live.

King & Wood Mallesons is a platform to achieve amazing things.

B E C O M E

THINK DIFFERENTLY.

THINK KWM.



We are redefining what a law firm can be. Working for some of the world's most innovative organisations, our people go beyond the law. They are inventors, designers and pioneers – translating smart ideas into ground-breaking solutions.

KWM is a launchpad for endless opportunities. We want to help you think differently about yourself and the possibilities of where a career in the law might take you.

- Culture of innovation, collaboration and high performance
- Multiple career pathways where you can shape your future
- World-class training and coaching to unleash your full potential
- High impact work for the world's leading organisations
- Relationships that last a lifetime

Join the conversation

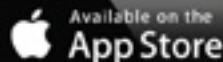


@kwmlaw

**KING & WOOD
MALLESONS**

Asia Pacific | Europe | North America | Middle East
www.kwm.com

KWM Become App is available for free download from the App store or Google play now.



King & Wood Mallesons refers to the network of firms which are members of the King & Wood Mallesons network. Visit kwm.com for more information.



RAHUL ARORA
Summer Clerk
King & Wood Mallesons

SUMMER CLERK INTAKE: 2016/17

AREAS OF ROTATION: Banking & Finance (Project Finance), Mergers & Acquisitions (Intellectual Property)

UNIVERSITY: University of Sydney

DEGREE: Arts/Law

Applying for a summer clerkship felt quite daunting at first. The process is unfamiliar, and it's hard to tell how one law firm is different from another. To help you understand more about the clerkship, I'd like to share my experience at King & Wood Mallesons over the summer of 2016/17.

THE APPLICATION AND INTERVIEW PROCESS:

The selection process at KWM is focused on getting to know you, and giving you the chance to learn more about the culture of the firm and its people. The interview process was relaxed, informal and friendly. There were no trick questions, and it was refreshing not to worry about any complex behavioural questions either! In addition, KWM gave applicants a real insight into the work done at the firm. This came through KWM's 'Inside a Deal' evening, where several teams presented an overview of a recent and exciting matter they had worked on. The firm also held a 'FinTech Breakfast', which was a great way to learn about how KWM is leading the way in the FinTech space.

THE WORK:

The most enjoyable part of the work at KWM was the variety of tasks. Over the summer, I was involved in different matters, working with lawyers in different offices including Singapore and helping clients in the corporate sector, as well as government bodies and volunteer organisations. We even acted for a famous Australian cricketer! I was given the opportunity to draft contracts, prepare legal advices, undertake legal research and communicate with clients.

On my first day in Banking & Finance, I attended a meeting with two of the firm's key clients to discuss our strategic relationship moving forward. Later that week, I attended a meeting with all the parties to a loan agreement and I was able to observe the negotiation of the terms of that agreement with the lawyers on the other side. I also attended the signing of a major transaction and assisted in that process. What made these experiences even more exciting is that many of the firm's clients are household names, and the deals are often front-page news.

THE SUPPORT:

The training and mentoring that you receive at KWM makes it extremely easy to transition from studying to practising law. The clerkship starts with several training sessions, where you learn different skills including how to write a commercial legal advice, solve tricky legal research questions and how to use the firm's incredible technology systems. These sessions continued throughout the clerkship and give you a solid foundation to contribute to your teams. Once you start in your practice group, each summer clerk has a buddy and supervising partner, and the HR team is always in touch to see how you are progressing. In each rotation, everyone in my team was happy to answer my endless stream of questions, to nurture my professional development and also to just have a chat and get to know me personally.

PRO BONO AND COMMUNITY:

The clerkship at KWM is filled with opportunities to get involved in pro bono work. One of my favourite activities was to attend the Downing Centre Court and assist a KWM lawyer who was acting as Duty Solicitor on the day. Other activities included assisting The Salvation Army's Streetlevel Mission, and all the clerks contributed to updating the Lawstuff webpage of the National Children's and Youth Law Centre.

THE SOCIAL LIFE:

The social life is a real highlight of the summer clerkship. On our first day, the firm had organised an 'Amazing Race' around the CBD, followed by drinks at the firm. This was followed by multiple Christmas parties across December, weekly after-work drinks, dinners and outings with your team and many inter-firm events including the clerk cruise and the weekly sports events. The never-ending run of activities creates an incredibly close-knit clerk group, and this is one of the things that make the clerkship so memorable and enjoyable.

WHY I CHOSE KING & WOOD MALLESONS:

The idea of working at KWM was exciting because of the opportunity to work on interesting matters alongside lawyers who are the best at what they do. But for me, what really sets the firm apart is its culture and the people. KWM is a firm that celebrates diversity. During the clerkship, I realised that there is no single type of person that works in commercial law. The people at KWM are encouraged to bring their authentic self to the workplace, and that makes the experience so much more rewarding.

Visit our Facebook page facebook.com/KingWoodMallesons

B E C O M E

KING & WOOD MALLESONS

A little about what we have to offer

Recognised as one of the world's most innovative law firms, King & Wood Malleasons offers a different perspective to commercial thinking and the client experience. With access to a global platform, a team of over 2000 lawyers in 27 locations around the world, we work with clients to help them understand local challenges, navigate through regional complexity, and to find commercial solutions that deliver a competitive advantage for our clients.

Always pushing the boundaries of what can be achieved, we are reshaping the legal market.

KEY STATISTICS

- 27 offices globally;
- One of the largest international legal networks in the Asia region with 500+ partners and more than 2000 lawyers;
- #1 global brand in Asia and #14 global legal brand *;
- Our clients are a mix of global financial and corporate powerhouses to the new industry-makers and all levels of government (some for over 200 years); and
- We are the only law firm able to practice Australian, PRC, Hong Kong and English law under one integrated legal brand.

**Source: 2016 Acritas Sharp Global Elite Brand Index and 2016 Acritas Asia Pacific Law Firm Brand Index*

REGIONAL PRESENCE

The King & Wood Malleasons network extends across the following regions:

- Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore)
- Europe
- Middle East
- North America

OUR PROGRAMS

SEASONAL CLERKSHIP PROGRAM

Applications open: 15 June 2017

Applications close: 16 July 2017

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

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

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- **The day-to-day skills to get you started** – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- **The core practice teams at King & Wood Malleasons** – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- **Our culture** – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- **Our people** – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.

Your role

Clerks usually work in one or two different practice groups, depending on the length of the clerkship.

You'll be allocated a supervisor in each of your practice groups and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you'll not just be watching from the sidelines.

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live.

GRADUATE PROGRAM

Our graduates participate in a targeted development program, we have a framework that cultivates valuable skills and that sets them up for success now and in the future.

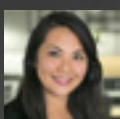
What you'll learn

The program provides a practical business foundation for junior lawyers. You'll receive:

- Meaningful work covering a wide range of practice areas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice groups
- A practical understanding of areas of our legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes and, of course, the people you'll work with.

As part of the Graduate Program, we also offer a Practical Legal Training (PLT) course with the College of Law to our Australian Law Graduates, ensuring that you meet the requirements for admission to legal practice.

The program also promotes and supports the mobility of our staff across our offices by giving you the opportunity to apply to go on exchange in one of our interstate or overseas offices. Through this, you are able to access a greater choice and variety of destinations and on-the-job experience.



KELLIE MILDRED

People & Development Advisor (Graduates), Sydney

T +61 2 9296 3592

kellie.mildred@au.kwm.com

Maddocks

Address

Angel Place Level 27, 123 Pitt Street, Sydney NSW 2000

Locations

Sydney, Melbourne, Canberra

Contact

Ekmini Das, People and Culture Advisor
E: ekmini.das@maddocks.com.au
P: 02 9291 6286

Areas - Education, Government, Health, Infrastructure, Professional Services, Technology

About us

Established in 1885, Maddocks sprouted from the boom years of late 19th century Australia. Over a century on, our 71 partners now work with more than 550 people across our Canberra, Melbourne and Sydney locations to deliver outstanding results for our clients.

Maddocks is the ideal place to start your legal career. We are a rapidly growing firm with a prestigious client base and an enviable record of success. Our people are our greatest asset and we invest heavily in attracting and retaining the best.

We value collaboration, knowledge sharing and high standards of professionalism. We encourage diversity and foster open communication where individuality and personal expression are valued. In this environment, and with the depth of resources we provide, your career is nurtured and developed at every stage.

Clerkship program

The clerkship program is a great way to explore a career at Maddocks and experience working in a corporate law firm. Using a blind application process to review candidates, Maddocks looks for students with strengths and qualities compatible with their core values. The clerkship program aims to provide you with an understanding of the firm and the kind of work they do, as well as what it would be like to be a graduate. You will work closely not only with lawyers but with senior associates and partners, and you'll have exposure to complex matters and client contact through hands-on, practical work.



DESTINATION MADDOCKS



Our clerkship program is a great way to explore a career at Maddocks and experience working in a corporate law firm. We're not looking for a specific stereotype. We're looking for students with strengths and qualities that are compatible with our core values. To help us achieve this we use a blind application process when reviewing candidates.

During your clerkship, you will build up an understanding of the firm and the kind of work we do, as well as what it would be like to be a graduate at Maddocks. We'll offer you hands-on, practical work. You will work closely not only with lawyers but with senior associates and partners, and you'll have exposure to complex matters and clients.



Maddocks

MinterEllison

"At MinterEllison we want you to bring your whole self to work and find peoples individual strengths and diversity are what build our teams up to be the successes they are."

Address

Level 40, Governor Macquarie Tower,
1 Farrer Place, Sydney NSW 2000

Locations

Adelaide, Brisbane, Canberra,
Darwin, Gold Coast, Melbourne,
Perth, Sydney, Beijing, Hong
Kong, Shanghai, Ulaanbaatar,
Auckland, Wellington, London

Contact

Anna Jackson, Graduate
Resourcing Adviser
E: anna.jackson@minterellison.com
P: 02 9921 4880

*Areas - Dispute Resolution, Financial
Institutions Group, Human Resources
& Industrial Relations, Insurance &
Corporate Risk, Mergers & Acquisitions,
Projects, Infrastructure & Constructions,
Real Estate, Environment & Planning,
Regulatory, Tax, Government, Health,
Infrastructure, Resources, Agriculture &
Energy, Telecoms, Media & Technology*

About us

MinterEllison prides themselves on being their clients' best partner. They do this by thinking beyond the law and applying a commercial approach and creative thinking to transactions, projects and disputes. MinterEllison challenges people to think outside the box to craft cutting-edge, innovative solutions for clients by drawing on their network of integrated offices and relationships with other leading firms around the world.

MinterEllison also holds diversity and inclusivity at the core of their values, believing people should be able to bring their whole self to work. Diversity creates a high-performance culture that values individual contribution, teamwork, innovation and productivity regardless of background, ethnicity, disability, gender, faith, sexual orientation or family structures.

Clerkship program

MinterEllison invests heavily in the development of talent through their clerkship and graduate programs. The clerkship program at MinterEllison offers you real life, meaningful work experience through a comprehensive orientation program and learning on the job. Clerks work closely with partners and lawyers on matters, with further opportunities for structured learning and development.

The Clerkship is the starting point for graduate positions at the firm, after the orientation week you get the opportunity to rotate around three times through the different practice groups and secondment options.

A photograph of two women sitting at a desk in an office, looking at documents. The woman on the left has dark hair and is wearing a striped shirt. The woman on the right has blonde hair and is wearing glasses and a dark top. They are in a room with large windows overlooking a city.

MinterEllison

Collaborate

Licensed conveyancers Jacinta Lagana and Ashley Wilson, meeting to review an off the plan contract containing special conditions for a client.

**IT ALL
STARTS
HERE**



graduates.minterellison.com

MinterEllison Firm Overview

Firm Overview

MinterEllison is one of the Asia Pacific's leading law firms. Established in Sydney in 1827, our firm today operates in Australia, Hong Kong, mainland China, Mongolia, New Zealand and the United Kingdom through a network of integrated offices and associated offices.

Our success has been driven by the vision of our partners, the in-depth industry expertise of our lawyers, and our commitment to work closely with clients to deliver seamless service wherever they need us. MinterEllison has a large, diverse client base which includes public and private companies, leading multinationals operating in the region, global financial institutions, and government and state-owned entities.

Our strong technical skills, underpinned by the ability to deliver commercially practical solutions that assist clients to achieve their business goals and objectives, have led to our firm's involvement in some of the Asia Pacific's most innovative and high-profile transactions.

Global practice areas

Business Units

- Dispute Resolution
- Financial Institutions Group
- Human Resources & Industrial Relations
- Insurance & Corporate Risk
- Mergers & Acquisitions
- Projects, Infrastructure & Construction
- Real Estate, Environment & Planning
- Regulatory
- Tax

Global industry sectors

- Government
- Health
- Infrastructure
- Resources, Agriculture & Energy
- Telecoms, Media & Technology

What are the firms key values?

Four core values underpin everything we do at MinterEllison – they are the basis of our firm's culture, they shape our behaviour towards each other and our clients, and they drive our business:

- Integrity and trust - being honest, constructive, fair and ethical
- Excellence – striving to be the best in everything that we do.
- Enduring relationships – working with people and organisations who share our values
- Balance – respecting each other's needs outside work and the diverse contribution each person makes to improving our firm

How many clerks does the firm typically take?: 34

How many intakes of clerks are there and when do they typically take place? One – Summer (November/December)

What work does the firm offer a clerk?

MinterEllisons vacation clerkship offers you real life work experience. A comprehensive orientation program and learning on the job will help you build your legal skills and commercial acumen.

During our program you will:

- work closely with partners and lawyers on active matters to meet deadlines
- produce quality and meaningful work
- participate in tangible learning & development activities and
- attend social and networking events

You will also be allocated a supervisor for daily support who will help you manage your workload, and a 'buddy' for extra insight and advice.

What does the firm look for in a clerk?

At MinterEllison we are not looking for people to fit a mould, academics are just one piece of the puzzle and we recognise the strengths that diversity can bring to our team. Work experience, extra-curricular activities, sporting participation, music and travel are all value-add areas for our clerks. At MinterEllison we want you to bring your whole self to work and find peoples individual strengths and diversity are what build our teams up to be the successes they are

You should consider a career at MinterEllison if:

- Your passion for excellence leads you to winning solutions.
- You have what it takes to apply technical thinking through the prism of commercial advice.
- Building relationships excites you. You see yourself outside the office, working in partnership with clients.
- You think outside the box and embrace new ideas.
- You want to feel empowered and be part of a high performance team.
- Collaboration and inclusiveness are principles you value.
- The status quo bores you. You want to be part of something different.
- You're looking for a Firm with a clear game plan.

Applications

How to apply:	Online via our website
Contact:	Anna Jackson
Position:	Graduate Resourcing Adviser
Email:	anna.jackson@minterellison.com
Application deadline:	11.59pm 16th July 2017

What does the firm offer a Graduate?

At MinterEllison we think beyond the law and apply a commercial approach and creative thinking to high-profile transactions, projects and disputes. Our Graduate Program offers you the opportunities and tools to become not just a technically excellent lawyer, but your clients' best partner so that you can create innovative solutions for them. You will gain broad exposure through a flexible graduate program which in turn, will provide you with the opportunity to achieve early success and fast tracked career opportunities.

When you start your career with us as a graduate, you receive tailored learning- in both technical and commercial skills such as client interaction, business development and interpersonal dynamics. Our program provides everything you'll need to build a successful, long-term legal career.

We know and understand what it takes for you to be successful as a lawyer, and that as a junior lawyer you will need targeted development to help you succeed in the transition from law school to law firm. Part of our formal learning includes MinterEllison's integrated Practical Legal Training (PLT) program. Through your PLT you will attend various workshops to gain the practical skills that every lawyer needs.

What is the firms position on diversity and inclusion?

We believe diversity is about creating a high-performance culture that values individual contribution, teamwork, innovation and productivity regardless of background, ethnicity, disability, gender, faith, sexual orientation or family structures. Diversity and inclusiveness are at the core of our values and we firmly believe our people should be able to bring their whole self to work. We are committed to leveraging the advantage of a diverse and inclusive workforce and actively promote an inclusive work culture through our Empower Program, our Pride Respect & Inclusion at MinterEllison (PRiME) network as well as numerous internal training sessions and related resources.

Thomson Geer

"At Thomson Geer we are looking for law students who have excelled academically, are client focused, commercially minded, and work well in a team environment. We are especially keen to talk to students who have an additional technical degree!"

Address

Level 25, 1 O'Connell Street,
Sydney NSW 2000

Locations

Sydney, Melbourne, Brisbane, Adelaide

Contact

Janet Daubney,
People & Development Manager
E: jdaubney@tgilaw.com.au

Areas - Banking & Finance; Competition & Regulation; Construction & Projects; Corporate & Advisory; Employment, Workplace Relations & Safety; Environment & Planning; Insurance; Intellectual Property; Litigation & Dispute Resolution; Mergers & Acquisitions; Property; Restructuring & Insolvency; Superannuation & Wealth Management; Tax; Technology

About us

At Thomson Geer we focus on delivering best practice legal skills and know how, efficiently and reliably. Our approach is transparent and maintains the right balance between value and cost flows to our clients. We are preoccupied with enhancing the competitive position of our clients in whatever circumstances they find themselves in.

Supplementing the above is of course a deep moral code amongst all our people that requires the maintenance of the highest ethical standards and honesty in everything we do.

Our teams are fully integrated and cohesive - from day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

Clerkship program

Thomson Geer offers a structured program where clerks learn through a combination of hands-on experience, training, coaching and observation. Clerks undertake meaningful work for real clients including opportunities to attend client meetings, observe court proceedings, conduct legal research, draft correspondence and court documents and develop technical skills. You will also be paired with a supervising partner and a junior lawyer who can act as a buddy and mentor. Summer clerkships are run in all of our offices and are designed to ensure you can quickly become a part of our team.

START YOUR CAREER WITH A LARGE AUSTRALIAN CORPORATE LAW FIRM.

We have a total of 530 people, including 84 Partners and more than 275 other professionals operating out of our offices in Sydney, Melbourne, Brisbane and Adelaide. Our industry coverage and client work is diverse.

WHAT OUR GRADUATES SAY ABOUT US

"At Thomson Geer, I feel like I am constantly learning and developing. The senior members of my team take an active interest in mentoring their graduates and junior lawyers through open communication, providing feedback, and direct involvement in real work. Having the support of more experienced lawyers has helped me find my place within the firm and given me confidence in my legal career." Miranda Nelson, Lawyer

"During my time in the Graduate program at Thomson Geer I was given the chance to actively participate in many real work opportunities, just some of which included attending meetings with clients, experts and counsel, drafting court documents, attending court for the entirety of a trial and appearing in court. This work allowed me to develop my skills in many different areas and gain invaluable experience early in my legal career." Lauren Abbott, Lawyer

"After two years working in the Adelaide office I applied for a role in the Sydney office when a position became vacant. I was able to seamlessly change offices and live in a new city." Venks Ananthakrishnan, Senior Associate

OUR CLERKSHIP & GRADUATE PROGRAM

At Thomson Geer we are looking for law students who have excelled academically, are client focused, commercially minded, and work well in a team environment. We are especially keen to talk to students who have an additional technical degree!

We offer a structured four week program where clerks learn through a combination of hands-on experience, training, coaching and observation.

Students who complete a clerkship with the firm will be eligible to be considered for a position in the firm's next graduate program, commencing in 2019. This program runs for 12 months and includes rotation among different practice areas to help determine the area of law which best suits you.

APPLICATIONS

If your ambition is to develop a career in commercial law and you possess the drive to make your ambitions a reality, then we want to hear from you. If you also have a desire to work interstate one day, let us know! We welcome the opportunity to assist our team members with personal career development.

Applications open **15 June 2017** via cvMail or the Thomson Geer website.

Armstrong Legal

Address

Level 35, 201 Elizabeth Street,
Sydney NSW 2000

Location

Canberra, Brisbane, Sydney, Melbourne

Contact

Harle McGeachie, General Manager
E: hmcgeachie@armstronglegal.com.au
P: 9261 4555
W: www.armstronglegal.com.au

Areas – Criminal law, Contested Wills,
Corporate Crime, Family law, Traffic Law

About the firm

— What is unique about the firm?

We are a medium sized law firm operating on the East Coast of Australia focused on personal service law. We are unique in that we operate in practice areas that are typically serviced by small boutique law firms that typically only operate in one location. We engage with full fee paying private clients only.

Being a medium sized firm gives us a scale within each division that allows access to a vast amount of experience for both clients and staff for development and mentoring purposes. For example we have over 20 solicitors in each of our Criminal Law and Family Law divisions.

When clients come to us they get a solicitor that specialises in that area of law. For example, if someone has a family law matter, their solicitor only practices family law, if it's a contested estate matter, they will only deal with a solicitor that specialises in contested Estates.

We have 5 values that we believe are relevant to our people at all levels.

The values will help us set the benchmark in terms of expected behaviours of our staff. They help us build on working relationships, increase productivity and create a positive firm culture. Most of all the values will assist us to attract and retain quality employees to firm, helping us to achieve connecting with

and supporting our clients. Our values are:

- Open: We are honest, open, up-front and forthcoming.
- Ethical: We do the right thing.
- Supportive: We are supportive, helpful, understanding, reassuring, accommodating and available.
- Respectful: We are respectful of people and of our responsibilities.
- Genuine: We are down-to-earth, friendly and genuine.

— What advice would you offer to someone applying to the firm?

We are in the service industry and we appreciate that clients come to us at a low point in their lives.

Clients are at the heart of our success and growth. We look for staff that recognise the need to be client focused and a strong ability to connect and communicate with clients.

— How does the firm encourage employees to learn and develop?

Our firm provides in house training and offers a weekly mentoring and collaboration opportunity within each of our practice areas with solicitors across all offices. So junior staff have the opportunity to be sharpened with real case scenarios each week with a range of solicitors including Partners, Special Counsels, Senior Associates, and Associates. There are over 20 solicitors in each of Crime and Family divisions and close to 10 in the Contested Estates division.

About graduate positions

While we don't offer clerkships or graduate programs we firmly support and encourage the recruitment of law students and graduates. We have a total staff of over 90 on the East Coast of Australia with more than half of those in Sydney. In the last 12 months alone we have employed 7 law students and/or graduates into Full Time Legal Assistant positions across all areas of our practice. This gives these new employees an opportunity to gain

a solid grounding within their practice area prior to moving into solicitor roles within or even outside of the firm. We have had multiple graduates complete their PLT with us as part of their Legal Assistant role. These roles are a great opportunity to get practical experience and grounding in a graduate's chosen practice area. All we ask of a graduate or law student in return is an 18-24 month commitment in these roles.

Addisons

Address

Level 12, 60 Carrington Street,
Sydney NSW 2000

Location

Sydney

Contact

Samantha Pearce, HR Manager

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addisonslawyers.com.au

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W: www.addisonslawyers.com.au

Areas - Property, Construction and Environment; Competition/Anti-Trust; Corporate, Mergers & Acquisitions; Employment; Gambling; Insolvency/Reconstruction; Intellectual Property & Media; Litigation & Dispute Resolution; Marketing & Advertising.

About the firm

— What is unique about the firm?

A clear focus on making the business of our clients more successful. We carry no extraneous practice areas, nor do we run interstate offices that might distract us or dilute the quality of work we deliver.

Easy and ready access to our partners and senior lawyers who have the experience and expertise required by clients. Advice that is commercially practical as well as technically accurate.

— Are there any significant matters the firm has worked on recently?

Bega Cheese - members of the corporate team advised Bega Cheese on its acquisition of the Mondelez Australia and New Zealand food and grocery business, which includes Vegemite, for a purchase price of A\$460 million.

LendLease - Members of the Environment and Planning team worked on the Barangaroo, Crown Casino litigation case. The NSW Land and Environment Court dismissed the challenge so James Packer's \$2 billion Barangaroo casino (and an addition of \$2 billion LendLease development) can now be built by LendLease.

— What attributes does the firm look for in a potential employee?

We look for people who are passionate, have excellent academics,

About clerkships

— How do students apply for clerkships to the firm this year?

Applications for Summer Clerkships will be accepted via the Addisons' website.

— What does the firm look for in a clerk?

We look for excellent academics and communication skills, and for individuals who demonstrate a passion for learning and growing.

About graduate positions

— Does the firm take graduates directly?

Graduate roles are advertised on the Addisons' website when they become available.

a great communicative style and demonstrate values that align with the Addisons' culture of achieving excellence in everything we do, being happy and fulfilled and being included and appreciated.

— What advice would you offer to someone applying to the firm?

Be clear about your reasons for wanting to join Addisons, and be prepared to be committed to learning and developing your skills.

— How does the firm encourage employees to learn and develop?

With the support of their supervisor, each employee creates their own Personal Development Plan to ensure they remain focussed on learning priorities.

— Does the firm engage in pro bono, volunteer or other community activities?

Yes, the firm supports the Children's Medical Research Foundation through pro bono advice as well as active support of fund-raising activities. Lawyers participate in various activities and pro bono work, examples of which may be seen on our website.

— Outside of work, what does the firm offer its employees?

We have an active Social Committee with social and sporting events designed to encourage staff to get to know each other across the firm.

— What kind of work can a clerk expect to do?

Addisons' aim is to give you exposure in your Clerkship to the "real life" of graduate lawyers and to provide you with an insight in to all facets of the work they regularly conduct. You will not be hidden away in any back office. You will work on varied, complex and interesting matters and be encouraged to have direct interaction with Partners, lawyers and clients.

See Addisons' website for Summer Clerk videos.

— If so, what is the application method?

Via the Addisons' website.

Barraket Stanton Lawyers

Address

Level 11, 90 Arthur Street,
North Sydney NSW 2060
North Sydney NSW, Melbourne VIC

Location

Contact

Adrien Montemayor
E: adrien.montemayor@
barraketstanton.com
P: 8920 1344 / W: barraketstanton.com

Areas – Corporate & commercial, mergers & acquisitions, trusts & corporate structures, restructuring, turnaround & insolvency, taxation, stamp duty & asset protection, commercial & civil litigation, family law, estate planning, probate & succession

About the firm

— What is unique about the firm?

We are a small specialist firm with a team of professionals with a big firm mindset. We bring a dynamic approach to solving legal problems and disputes. We focus on achieving solutions-based outcomes to clients' legal issues. We have specialist experience in a range of areas and industries, including:

- wine & liquor
- food & beverage
- agriculture & aquaculture
- fuel & natural resources
- vocational education & training

— Are there any significant matters the firm has worked on recently?

The firm has been involved in a number of significant transactions recently in the M&A and insolvency/workout space.

— What attributes does the firm look for in a potential employee?

We look for people who have excellent academic results but who are also well rounded individuals. We like to see people who have

different interests and who have given of themselves to extra-curricular activities. We also look for people with energy, vigour and eagerness.

— What advice would you offer to someone applying to the firm?

Be yourself. Don't present as someone who you are not.

— How does the firm encourage employees to learn and develop?

We encourage this by having employees get training on the job but also by undertaking essential MCLE and writing articles across the firm's practice areas.

— Does the firm engage in pro bono, volunteer or other community activities?

Yes, from time to time depending on workflows.

— Outside of work, what does the firm offer its employees?

We encourage our staff to have a good work/life balance and are supportive of staff hobbies and interests. We also have a very collegiate culture at the firm and often participate in social events together.

About clerkships

— Do you only take students in their penultimate year?

Yes. You can apply online for clerkships this year.

— What is the anticipated clerkship intake this year?

We usually only take on 1 summer clerk, but if the candidates are exceptional we may take more than 1. This ultimately is dependent on our workflows.

— What does the firm look for in a clerk?

We look for people who are academically gifted but who are well rounded, keen and eager, and who will fit into our "family style" culture.

— What kind of work can a clerk expect to do?

We strive to give our clerks a feel for work across all areas of our practice. Our clerks will be exposed to our core areas of commercial litigation and corporate and commercial (non-litigious) work.

About graduate positions

— Does the firm take graduates directly?

Yes, apply online where we have advertised for a graduate role.

— What does the firm offer its graduates?

Good, practical on the job training, exposure to different areas of the firm's practice, and the ability to work on some interesting and high profile matters in sectors particular to our firm's

practice (especially the wine and fuel sectors).

— What is the anticipated graduate intake this year?

There are no specified intake requirements. This is dependent on our workflows and general needs.

— Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes. This may include both the practical training itself and financial assistance.

Bird & Bird

Address Location Contact

Level 11, 68 Pitt Street, Sydney NSW 2000
Sydney and 28 offices globally
Claire Arnold, HR Manager
P: 02 9226 9888
W: www.twobirds.com

Areas - IP, corporate, commercial,
employment, litigation, competition

About the firm

— What is unique about the firm?

Bird & Bird is amongst the world's premier international law firms advising businesses where technology, intellectual property and regulation are driving change. With 1,200 lawyers in 28 offices across 19 countries, the firm acts for many of the leaders in the global knowledge economy.

— What attributes does the firm look for in a potential employee?

Strong academic and technical ability is a given but we also are looking for passionate candidates with an innovative and inquisitive approach.

— What advice would you offer to someone applying to the firm?

Double check your application for typos and mistakes, ensure it is addressed to the correct firm and ensure you highlight your

non-academic achievements and tell us why you want to work for B&B.

— How does the firm encourage employees to learn and develop?

We have rotations to give young students and lawyers the maximum exposure to all of our practice areas and sector groups. We provide training and development opportunities as well as fantastic exposure to our international offices and the ability to network and do business with B&B colleagues across the globe.

— Does the firm engage in pro bono, volunteer or other community activities?

We have a pro-bono programme in place and we work closely with community groups and support fundraising activities for various charities.

— Outside of work, what does the firm offer its employees?

The firm is active in sporting activities, social drinks, global networking and travel opportunities.

About clerkships

— Do you only take students in their penultimate year?

Yes.

— How do students apply for clerkships to the firm this year?

The application process is co-ordinated by the Law Society of NSW. You can apply by sending a detailed cover letter, CV and academic transcripts to sydsommerclerks@twobirds.com.

— What is the anticipated clerkship intake this year? 2 or 3.

— What does the firm look for in a clerk?

Everyone we select has a potential to be both a leader of our firm and a recognised leader in their chosen field of law. While academic excellence is a given, we are seeking summer clerks

who are personable and have demonstrated enthusiasm, leadership and agility in their approach to opportunities and challenges. Our lawyers have served in community roles, excelled in artistic endeavours or pursued a sporting interest. Whatever your interest or passion may be, it demonstrates to us that you have the initiative to create for yourself and ultimately for the firm, a successful, exciting and sustainable career in the law.

— What kind of work can a clerk expect to do?

Typically, you will undertake 4 week rotations in two of our practice groups in the Sydney office. All of our summer clerks enjoy a paid break over the Christmas and New Year period. As a valued member of a specialist team, you will be involved in real legal work which adds value to our clients and which will create an invaluable experience for you.

You will be supported by a lawyer buddy and a senior lawyer or partner mentor throughout each of your rotations to ensure you get the most out of your time with us.

Profiles

"The highlight of my clerkship was getting involved with clients and being immersed in their matters. Although challenging at times, working alongside supportive colleagues and people who are willing to teach has made for an incredible learning experience."

- Angelica Sorn, Summer Clerk, 2016-2017, University of NSW

"I was given the opportunity to participate in real legal work from day one, allowing me to gain a valuable insight into life as a commercial lawyer. I felt genuinely welcomed and supported by all members of the firm, who were always willing to assist in any way possible."

- Matthew Bennett, Summer Clerk, 2016-2017, Macquarie University

Clyde & Co

Address

Level 15, 333 George Street,
Sydney NSW 2000
Sydney, Melbourne, Brisbane and Perth
Roberta Tuckwell, HR Advisor
E: roberta.tuckwell@clydeco.com
P: 02 9210 4585
W: www.clydeco.com

Location Contact

Areas - Globally: energy, infrastructure, insurance, trade & commodities, and transport. Within Australia: corporate & commercial, dispute resolution, employment, international arbitration, projects & construction, regulatory and workplace health & safety.

About the firm

— What is unique about the firm?

Clyde & Co is a dynamic, rapidly expanding global law firm focused on providing a complete legal service to clients in our core sectors. We advise businesses that are at the heart of worldwide commerce and trade. Our combination of sector expertise, commercial attitude and in-depth global and regional understanding provides a unique perspective.

— Are there any significant matters the firm has worked on recently?

We deliver contentious and non-contentious legal services to clients across all sectors and practice areas. Due to the confidential nature of our work we are unable to list our clients or projects by name, however our clients include global groups, regional players and local operations conducting business in a diverse array of industry sectors.

— What attributes does the firm look for in a potential employee?

We are looking for the best people to be Clyde & Co lawyers. We look to attract individuals with strong academics, law firm experience, and those who are looking for new challenges and more responsibility in a global team.

We are committed to ensuring that we have a workforce that

Clerkships

— Do you only take students in their penultimate year?

Applicants must have between 1 to 3 semesters of their degree remaining as of 31 December 2017.

— How do students apply for clerkships to the firm this year?

Students are to apply via the Clyde & Co job board via the below link:

<http://fsr.cvmailuk.com/clydecocareers/main.cfm?page=jobBoard&isprocess=All&filter=&rcd=1228130>

Students are required to attention their application to the HR

represents a wide range of backgrounds, age and experience and reflects the values of our global clients. The firm also recognises that diverse role models and career development support are key components to career success.

— How does the firm encourage employees to learn and develop?

At Clyde & Co we aim to attract and retain quality people across the firm and we are committed to providing learning and development opportunities to motivate a high standard of service to our clients.

We have in place a rigorous induction schedule for all new staff to ensure that they have a comprehensive understanding of industry sectors and the knowledge they need to excel in their roles. We also conduct monthly internal seminars for our lawyers to keep them updated on current issues and regulatory changes affecting our clients and their insurance needs. In addition to this, our lawyers regularly attend external seminars and workshops run by industry associations.

— Does the firm engage in pro bono, volunteer or other community activities?

At Clyde & Co we believe that in addition to providing a highly professional service and nurturing our staff, we have an obligation towards the wider community. Our staff have demonstrated a longstanding commitment to pro bono and community work. We look to locate additional projects that will put our skills and expertise to good use and will bring many benefits to our local communities.

Manager and include a copy of their CV, covering letter and a copy of their official academic transcript.

— What is the anticipated clerkship intake this year?

Up to 5 clerks.

— What kind of work can a clerk expect to do?

Summer Clerks will gain exposure to all of our niche practice areas without the need for fixed rotations, working alongside our partners and senior lawyers on a broad range of engaging matters. We take a very hands-on approach to our program to give clerks valuable insight into how we operate; they can expect to be involved in real legal work and provided with many client facing opportunities.

Davis Polk & Wardwell

Address	18/F, The Hong Kong Club Building, 3A Chater Road, Central, Hong Kong	<i>Areas – Equity Capital Market, Debt Capital Market, Mergers & Acquisition, Private Equity, Arbitration, Enforcement & Litigation, Antitrust and Competition, Anti-Corruption and FCPA, Compliance and Advisory and Dispute Resolution.</i>
Location	New York, Washington, Menlo Park, Beijing, Hong Kong, Tokyo, London, Paris, Madrid, Sao Paulo	
Contact	Colette Chan E: colette.chan@davispolk.com P: +852 2533-1067 / W: davispolk.com	

About the firm

— What is unique about the firm?

We work with the leading companies in the world, frequently on matters and cases that are unprecedented in size, scope and complexity. Our balance and depth have allowed Davis Polk to remain at the epicentre of business and legal matters through good times and bad, as our clients navigate the ups and downs of the economic cycle.

— Are there any significant matters the firm has worked on recently?

- 5 out of 6 largest Hong Kong IPOs
- Debt offerings by 4 of China's largest oil & Gas SOEs
- 4 of the 5 Largest IPOs by Chinese Banks

International Opportunities for Students

— Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Our Hong Kong office.

— What international opportunities does the firm offer?

Clerkships and Graduate Programs

— How do students apply for the vacation scheme?

Students interested in our vacation scheme should apply online with a covering letter, CV and transcripts. Please visit www.davispolk.com/careers/hong-kong (see vacation scheme).

— What does the firm look for?

We are interested in students who are hardworking and driven.

Profile

Mark Qin (Summer Vacation Placement Student in June 2016)

The four-week summer vacation scheme at Davis Polk & Wardwell was very enjoyable. I worked on large deals in the equity capital market with associates who were all bright, intelligent and friendly. As a member of the corporate team, I had the

— Does the firm engage in pro bono, volunteer or other community activities?

Davis Polk partners with the Hong Kong Justice Centre, providing pro bono legal aid to refugees seeking asylum in Hong Kong. We have worked on several matters with Justice Centre, from research and memo-writing to full Refugee Status Determination representations. As part of our Corporate Social Responsibility program, we have also been working together with HandsOn Hong Kong, Birthdays with Love and have hosted birthday parties in our HK office for a group of under-privileged children.

— Outside of work, what does the firm offer its employees?

We arrange social activities such as firm lunches, BBQs, retreats and monthly drinks so that associates can get together outside of work. Recognising the importance of keeping our associates fit and healthy, the firm sponsors sporting activities such as the Oxfam trail walk and subsidises gym memberships.

All of our trainees will be sent on secondment to our New York office for 6 months so that they can experience first-hand what it is like to work in a Wall Street Law Firm. The firm will also sponsor trainees to take the New York Bar and provide study leave and pay for the Bar Bri preparation courses to prepare for the exam while they are in New York. Associates are sent to New York during their junior mid and senior years to participate in firm-wide training program, which lasts for 3-5 days.

They should have with strong academics, Chinese language abilities and cultural sensitivity.

— What kind of work can a clerk expect to do?

Vacation clerks will have the opportunity to work on international and cross border transactions for a variety of firm clients by being staffed on live deals. They will also attend training programs designed to teach skills required to become an effective solicitor as well as information sessions focused on the work of our Asia practice.

privilege of closely following the progress of each deal till their ends.

Off work, the events held by the firm were incredibly fun! Whether it was Disneyland, horse racing or any other event, there was always the best food, fantastic drinks and memorable laughs.

The experience during the four weeks confirmed my desire to work as a corporate lawyer.

DibbsBarker

Address

Level 8, Angel Place, 123 Pitt Street, Sydney NSW 2000

Location

Sydney, Brisbane, Melbourne

Contact

Jade Ding

E: jade.ding@dibbsbarker.com

P: 8233 9525

W: www.dibbsbarker.com

Areas - Banking & Finance, Corporate

& Commercial, Dispute Resolution &

Litigation, Insurance, Intellectual Property &

Technology, People & Workplace, Real Estate

& Construction, Restructuring & Insolvency

About the firm

— What is unique about the firm?

Our culture is repeatedly named as a highlight by those who work here and a key drawcard for those seeking to join us. We're known in the legal market for cultivating a workplace where legal excellence is balanced with a healthy dose of fun. Where our people truly want to hang out. Where they'll relish their work but have freedom to enjoy the non-work side of life too. Don't take our word for it though; 98% of our people agreed DibbsBarker is a great place to work in our 2016 DibbsVIEW survey.

While based on the east coast of Australia, DibbsBarker regularly advises on matters and transactions across the country and around the world, from IP and commercial work in Asia, to product liability cases in the USA, to insurance work in the UK. We also handle extensive volumes of inbound work, particularly from Europe-based companies via our European Desk.

— What attributes does the firm look for in a potential employee?

Our dream employees:

- Are exceptional communicators, in all ways;
- Will have clocked up some valuable work experience, anywhere;

About clerkships

— Do you only take students in their penultimate year?

We will consider penultimate and final year students.

— How do students apply for clerkships to the firm this year?

Apply online: <https://legalvitae.com.au/employers/dibbsbarker-au>.

— What is the anticipated clerkship intake this year?

3-4 in November 2017.

— What does the firm look for in a clerk?

- Enjoy diverse interests that are able to get us as excited about them as they are; and
- Exude the drive to be part of our team over any other law firm.

— What advice would you offer to someone applying to the firm?

Your application is all about making the best first impression. We are looking for a well-structured application that displays a combination of academic excellence and leadership and people skills. We will want to know why you want to work for us over any other law firm.

— How does the firm encourage employees to learn and develop?

Our focus on developing you to be the best you can be is non-stop.

— Does the firm engage in pro bono, volunteer or other community activities?

Yes, our people have great opportunities to contribute through pro bono work and other initiatives to support worthy organisations via our DibbsREACH program, from cycling fundraisers to sleep-out events that promote awareness about the needs of homeless youth.

We look for:

- a strong GPA;
- exceptional communicators;
- valuable work experience, anywhere;
- diverse interests outside of uni; and
- the drive to be part of our team over any other law firm.

— What kind of work can a clerk expect to do?

To ensure our clerks gain experience in a variety of our practice areas, they will undertake three month-long rotations across the firm with exposure to a variety of tasks including:

- research and analysis
- drafting correspondence and legal documents
- attendance at courts, settlements and mediations
- drafting evidence and case summaries
- attending team and client meetings

About graduate positions

— Does the firm take graduates directly?

No.

HWL Ebsworth Lawyers

Address	Level 4, 343 George Street, Sydney NSW 2000	<i>Areas - Banking & Finance Services, Commercial, Construction & Infrastructure, Insurance, Litigation, Planning, Environment & Government, Property, Transport, Workplace Relations Health & Safety</i>
Location	Adelaide, Alice Springs, Brisbane, Canberra, Darwin, Hobart, Melbourne, Northwest Sydney, Sydney and Perth	
Contact	Nicole Ward, HR Advisor E: nward@hwle.com.au P: (02) 9334 8874 / W: hwle.com.au	

About the firm

— **What is unique about the firm?** HWLE operates a different business model which allows us to offer significantly lower rates than competitors without compromising quality and service.

— **Are there any significant matter the firm has worked on recently?**

A brief selection includes:

- S. Kidman & Co. Limited (Australia's largest cattle property) in relation to its \$386 million sale, by way of off-market takeover;
- On the prosecution of NYK by the Commonwealth Director of Public Prosecution (CDPP) in Australia's first ever criminal cartel prosecution;

Graduate Program

— **Does the firm take graduates directly?** The firm follows recruitment timeline and process of the NSW Law Society Guidelines for both Law Graduates & Clerks.

With the strategic growth of the firm, we have the ability to be

flexible with the number of Graduates and Clerks that are hired year on year.

— **What advice would you offer to someone applying to the firm?** The firm likes to see well-rounded candidates, so please be sure to include extracurricular activities as well as interests and hobbies in any application.

Profiles

Name: Simon Hill

Position: 2014-15 Summer Clerk

Areas of rotation:

1. Planning, Environment & Government
2. Insurance (Health)

It seems like just yesterday I was scrutinising the glossy pages of the careers guide, hoping for flash of inspiration, acutely aware that a clerkship or a graduate job would set the trajectory for my legal career. I can't tell you what to look for, but I can tell you what I found at HWL Ebsworth Lawyers.

First, you get real work, which means real experience. Over my first few days as a clerk, I found I had opportunities to cut my teeth on a range of matters. On day one, I instructed an expert for a hearing, drafted court documents for the Land and Environment Court and contributed to some seriously interesting advices. You are not brought in to spectate; you were here to learn by doing, which was incredibly satisfying.

Second, the team invests in you. Don't be fooled by the marks you got at university or even what you might have experienced as a

paralegal; you still have a mountain of things to learn. But, if the teams I worked in are any indication, you'll have knowledgeable and patient people around you at every stage, ready to help. You can access the partners freely - which is one of the advantages in being trained in a firm with the largest number of partners in Australia. The learning continues outside the office too - the firm not only pays for your College of Law but allows you generous amounts of time off.

Third, it was fun. But in this first year, I've frequently appeared in court on a range of matters. I've been involved in landmark litigation (like the ongoing challenges to the forced mergers of local councils - which looks set to go to the High Court). I've written advice and given presentations on everything from surveillance drones to wrongful birth claims, to the best way to have the district court abridge service of documents. I've sailed a 30 foot boat around the Hunters Hill peninsula with a partner, ostensibly to "understand the visual impact of proposed development from the waterway". I've had a free, celebratory pizza with a partner at our client's pizza shop after we saved his strata lot from being consumed by a shopping centre. I've made incredible friends with the clerks, the grads, and my team.

If this is what you're looking for, you should apply.

And don't worry, they don't make you attend one of those ridiculous clerkship cocktail parties.

Marque Lawyers

Address

Level 4, 343 George Street, Sydney
NSW 2000

Contact

Michael Bradley
E: michaelb@marquelawyers.com.au
W: www.marquelawyers.com.au

Areas - Commercial, corporate,
litigation, IP, competition and
consumer, workplace relations

About the firm

— **What is unique about the firm?** Many things, let's start with no time-based or financial performance measures whatsoever.

— **Are there any significant matters the firm has worked on recently?** We recently advised a company which provides mercenaries to foreign governments on the legal issues arising from participating directly in a civil war. There are a few issues as it turns out.

— **What attributes does the firm look for in a potential employee?** The potential and desire to become a brilliant lawyer is a given, but it's the rest of the package which intrigues us. Diversity isn't just a vague aspiration, it's our strength.

— **What advice would you offer to someone applying to the**

About clerkships

— **How do students apply for clerkships to the firm this year?**

It will be different. Our clerkships run in the winter break and we take non-penultimate students.

— **What is the anticipated clerkship intake this year?** 2.

Graduate Program

— **Does the firm take graduates directly?**

Yes. We advertise on the website and Twitter.

Profile:

Katherine Chork

Marque's tag is 'Law, done differently'. Clerking at Marque was a medley of birthday cake, sport, coffee and some pretty classy legal work.

Marque's clerkship application called for a blind application, explicitly acknowledging unconscious biases which favor certain people.

A CV wasn't required, just real words of meaning. For some reason, they picked a third-year student who was a state-level gymnast and whose past work experience involved sort of getting fired.

firm? Tell us who you are and why knowing you would enhance our existence. Then edit out every word which is in there because someone told you it should be.

— **Does the firm engage in pro bono, volunteer or other community activities?** We run a large and diverse social benefit program which is fully integrated in our business (not treated as a separate thing), and includes pro bono and public benefit work, direct support of social enterprises, specific engagement programs such as a refugee mentoring program, and public advocacy of causes we believe in.

— **Outside of work, what does the firm offer its employees?** Our focus is on the quality of the time we spend together, whether we're "working" or playing. That's a shared responsibility among all of us, not a gift from the top. If we look forward to coming to work each day, we know we're succeeding.

— **What does the firm look for in a clerk?**

Same things as any other employee. We want to be entertained.

— **What kind of work can a clerk expect to do?**

The clerks are available to the entire firm and will get a huge variety of work. The work will be real, not pretend.

— **What does the firm offer its graduates?**

Unlimited supplies of lunch-making ingredients, which is pretty handy when you're trying to pay rent in Surry Hills.

— **What is the anticipated graduate intake this year?** Probably 3-4.

Yes, they knew.

The clerks float, so I was exposed to legal work from corporate, commercial, litigation, employment. People took the time to mentor me and hear out my stupid questions. It was exciting to see what working as a lawyer would be like - at least, a Marque lawyer.

At Marque, the atmosphere was light. I worked hard and I stayed back late, but rarely. Walking into the office is like walking into your living room. Whether you're a lawyer, partner, admin or clerk, everyone shares the same space. It feels like home.

Looking back, I can't imagine a better way to dive into law.

Address	One International Towers Sydney, Watermans Quay, Barangaroo NSW 2000	<i>Areas – Corporate advisory, regulatory, projects and finance (including real estate and infrastructure), employment and workplace relations, and tax.</i>
Location	Sydney, Melbourne, Brisbane, Perth, Adelaide, Canberra, Gold Coast, Greater Western Sydney, Newcastle	
Contact	E: sydneycampusrecruitment@pwc.com P: 8266 0000 / W: pwc.com.au/legal.html	

About the firm

— What is unique about the company?

PwC is one of Australia's leading professional services firms, bringing the power of our global network to help Australian businesses, not-for-profit organisations and governments assess their performance and improve the way they work.

With 2,500 lawyers across more than 90 countries, we have the broadest geographical coverage of any Legal Services network in the world. At PwC Legal, our goal is to create a high quality, focused corporate advisory practice which operates like a boutique law firm, with the support of a leading global professional services firm. People who join us today will be at the forefront of our growth in legal services over the next decade.

About internships

— How do students apply for internships?

PwC's Legal business follows the NSW Law Society recruitment

timelines and will be opening applications for the 2018 Clerkship Program on Thursday 15 June. Students can apply via our student careers website at: <http://www.pwc.com.au/student-careers.html>

About graduate positions

— Does the firm take graduates directly?

Yes. To be eligible for our Graduate Program you must be either in your final year of study, or have completed an undergraduate or

postgraduate degree. As a Legal Graduate you will be involved in the delivery of a broad range of legal services to PwC's clients. We also support our graduates in completing their Practical Legal Training (PLT) obligations - ensuring you meet the practical requirements for admission to legal practice.

Profiles

Steph Baker, 2016

When researching Australian legal practices, I was particularly drawn to the PwC Legal offering. The opportunity to work in a multidisciplinary practice, which allows lawyers to work with other lines of service within the firm to deliver commercial outcomes for clients, was a key driver for me.

As a Graduate I worked on a range of matters in the areas of corporate advisory, regulatory, real estate, employment and digital law. Some matters involved independent legal work - for example, advising clients as to the regulatory implications of proposed business activities. Other matters involved collaboration with other lines of service within the broader PwC firm - for example, our deals, tax and legal teams working together on significant M&A transactions. Working in this innovative format and with practitioners that have a range of skills, expertise and industry knowledge has allowed me to build a rounded skill base and put my hand up for opportunities that interest me.

In addition to learning on the job, PwC offers an excellent Graduate Training Program which is designed to develop a combination of technical legal and broader business skills. Graduates also participate in a range of broader Legal Team and Firm-wide training programs throughout the year, including in relation to personal brand development and networking.

The PwC Legal team is always buzzing with enthusiasm, innovation and growth. It's a firm where ideas are encouraged and listened to, flexibility is supported, and colleagues help you develop through providing mentoring, training and opportunities to grow. For all these reasons, I highly recommend PwC as a firm to start your Legal career.

Sidley Austin

Address

Level 10, 7 Macquarie Place,
Sydney NSW 2000
Sydney and 19 other offices worldwide
Marco Ng
T: +61 2 8214 2200
E: marco.ng@sidley.com
W: www.sidley.com/locations/sydney

Areas - Capital markets, Global
finance, Mergers and acquisitions,
Restructuring and insolvency, Energy,
Project finance and infrastructure

About the firm

— What is unique about the firm?

We offer a collegial, collaborative environment with an emphasis on education, professional growth and career development. Students and graduates will benefit from opportunities to develop their skills and life at an international firm, working alongside the best legal minds. There are many pathways to get involved and make a mark, from legal assistant through to partner.

— Are there any significant matters the firm has worked on recently?

Sidley's Sydney office focuses on corporate finance and other corporate matters for Australian, NZ and U.S. companies and investment banks. Our lawyers handle debt and equity deals that include U.S. offers, unlike many firms in Australia. Few firms have the combined strength of successful practices in both debt and equity.

In 2016, our Sydney office advised on 71 capital markets debt and equity deals with a total value of over US\$45.3 billion. Our client base includes Goldman Sachs, Macquarie Capital, J.P. Morgan and Morgan Stanley.

About clerkships

— **Do you only take students in their penultimate year?** We consider students in their third year or above for part-time positions.

— **How do students apply for clerkships to the firm this year?** Please email your CV and transcripts to hkgraduaterecruitment@sidley.com.

Profile:

Aaron Massingham, 2016, U.S. Capital Markets

I joined Sidley as a paralegal while completing my JD and am now a junior associate. I am also gaining admission in New York, as our Sydney office practices only U.S. law. This is my second career, so I know the importance of finding a firm that is the perfect fit. Sidley ticks all the boxes and more.

From the moment I started, I felt welcomed and part of the team. This is true of all our offices worldwide, who we liaise with regularly. I have already had the opportunity to visit our London, Hong Kong and New York offices. We operate as a truly

— What attributes does the firm look for in a potential employee?

We look for excellent academics and high-quality experience. Drive, commitment and initiative, with a strong business awareness, are essential.

— How does the firm encourage employees to learn and develop?

Our award-winning learning and development team is dedicated to our lawyers' ongoing education, professional development and career advancement. We offer an array of training opportunities, including specialised practice group-sponsored training. Our partners are committed to teaching, mentoring, coaching and providing career guidance for our associates.

— Does the firm engage in pro bono, volunteer or other community activities?

We devote more than 100,000 hours to pro bono annually, playing a vital role in people's lives globally. We recognise our responsibility to provide our skills and experience to organisations that are otherwise unable to afford legal representation.

— What is the anticipated intake this year? 1-2

— What kind of work can they expect to do?

- Conduct documentary and on-site due diligence
- Prepare simple legal drafting under supervision
- Handle closing and prepare closing documents
- Perform legal research

global firm, whether it means tapping into internal specialists in other jurisdictions or hopping on a video link for professional development workshops.

Very shortly, I've worked on many high-profile debt and equity deals for a range of ASX 100 Australian companies and international investment banks. Every deal is cross-border, as we advise on U.S. law, and work with the best Australian firms. Each transaction is another opportunity to improve on knowledge and skills, and this is reinforced by the senior staff who have a genuine desire to mentor others. As a junior, I've had the right amount of support coupled with responsibility. Sidley has a global reach, a long history of engaging with the world's top companies and a collegial culture with friendly, intelligent and inspiring people.

Skadden, Arps, Slate, Meagher & Flom

Address	42/F, Edinburgh Tower, 15 Queen's Road, Central, Hong Kong	<i>Areas – Corporate, Capital Markets, Energy, Infrastructure & Project Finance, Mergers & Acquisitions, Private Equity, Real Estate & Investment Finance, Restructuring & Insolvency.</i>
Location	Boston, Brussels, Chicago, Frankfurt, Hong Kong, Houston, London, Los Angeles, Moscow, Munich, New York, Palo Alto, Paris, San Francisco, São Paulo, Shanghai, Singapore, Tokyo, Toronto, Vienna, Washington, D.C., Wilmington	
Contact	Mary T. Schaus, Attorney Recruiting & Development Manager E: mary.schaus@skadden.com P: +852 3740 4765 W: www.skadden.com	

About the firm

— What is unique about the firm?

Skadden was founded in 1948 and rapidly built a reputation as a 'go to' firm for sophisticated and landmark deals. Today, Skadden is one of the world's elite law firms with approximately 1,600 lawyers in 22 offices on five continents.

With over two decades of experience in Asia Pacific and approximately 100 lawyers residing in our Hong Kong, Beijing, Shanghai, Singapore, Seoul and Tokyo offices, we provide integrated U.S., Hong Kong, English and Japanese law advice to

clients on a wide variety of groundbreaking matters, including banking, capital markets, corporate M&A/private equity, energy and infrastructure projects, transactions, and international arbitration and litigation matters.

Our clients include major multinational corporations, large state-owned enterprises, leading investment banks and commercial banks, private equity firms, investors and developers. We were one of the first major Wall Street law firms to establish a Hong Kong law corporate practice, and our integrated Hong Kong-U.S. team has completed some of Hong Kong's most complex initial public offerings and mergers and acquisitions. We are seeking candidates who combine academic excellence with enthusiasm and creativity to grow our market-leading Hong Kong practice.

International Opportunities for Students

— Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Hong Kong office.

— What international opportunities does the firm offer?

We offer a comprehensive training program for the 2 years training contract. Trainees will gain valuable experience in chosen areas and have the opportunity to undertake a secondment to our London or New York offices.

Clerkships and Graduate Programs

— How do students apply for clerkships/vacation scheme?

Please send cover letter, resume and university transcripts to Mary Schaus, Recruitment & Development Manager at asiacareers@skadden.com.

— Deadlines:

September 2019 Training contracts: August 1, 2017

September 2020 Training contracts: August 1, 2018

Winter 2019 Vacation Scheme: June 1, 2018 (Program takes place in January & February 2019, students considered for 2021 training contracts)

Sullivan & Cromwell

Address	The Chifley Tower, 2 Chifley Square, Sydney, NSW 2000	<i>Areas – Corporate Finance, Capital markets, M&A, Credit and Leveraged Finance, Project finance, Banking.</i>
Location	Beijing, Frankfurt, HK, London, Los Angeles, Melbourne, New York, Palo Alto, Paris, Sydney, Tokyo, Washington D.C.	
Contact	Kaye Ryan, Administrative Director of Australian Offices E: ryank@sullcrom.com P: 03 9635 1500 / W: sullcrom.com	

About the firm

— What is unique about the firm?

Sullivan & Cromwell is a leading international law firm with offices in the most significant financial and commercial centres around the world and a leader in each of our core practice areas. Our offices in Sydney and Melbourne practice exclusively US law, and we are recognised as the preeminent US legal practice in Australia and New Zealand.

— What attributes does the firm look for in a potential

employee?

An excellent academic record. Most important, however, are your values. You should possess genuine intellectual curiosity, integrity, strong interpersonal skills, commercial awareness and an ambition to succeed.

— Does the firm engage in pro bono, volunteer or other community activities?

S&C considers pro bono work to be an important commitment, as well as a tool by which clerks and lawyers can supplement and bolster their skills.

International Opportunities for Students

— Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Sydney and Melbourne in Australia.

— What international opportunities does the firm offer?

We serve our clients around the world through a network of 12 offices, located in leading financial centres in Asia, Australia,

Europe and the United States. We also have positions available for law students as legal assistants/law clerks.

— Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

No.

— Are there opportunities available for lawyers to transfer to other international offices?

Yes.

Clerkships and Graduate Programs

— How do students apply for clerkships/vacation scheme?

Please submit a cover letter, resume and academic transcript to Kaye Ryan, Administrative Director Australian Offices, at ryank@sullcrom.com.

— What is the anticipated clerkship intake this year?

2 to 4.

— What does the firm look for in a clerk?

Exceptional legal research skills, strong verbal and written communication skills, excellent organisational skills (detail oriented), and an ability to work in a small team under pressure with a high degree of initiative and self-motivation.

— What kind of work can a clerk expect to do?

Our team of legal assistants/law clerks provide support to the legal staff in their professional work. The position demands strong analytical and exceptional research skills, with training provided to assist with the US-specific aspects of the role. This is a unique opportunity, at one of the most prestigious law firms in the world, to gain legal experience and an international perspective on your legal career.

— Does the firm take graduates directly?

Yes – see careers.sullcrom.com/apply.

TressCox Lawyers

Address	Level 16, MLC Centre, 19 Martin Place, Sydney NSW 2000	<i>Areas – Building & Construction, Commercial Litigation & Insolvency, Employment, Industrial Relations & Workplace Safety, Corporate Advisory & Financial Services, Government, Health & Aged Care, Insurance, International Business, Media, Entertainment & Intellectual Property, Pro Bono, Property, Wealth, Tax & Estate Planning</i>
Location	Sydney, Melbourne, Brisbane and Canberra	
Contact	Katrina Begnell, Projects & HR Manager E: katrina_begnell@tresscox.com.au P: 9228 9222 / W: wtresscox.com.au	

About the firm

— What is unique about the firm?

TressCox Lawyers is a highly regarded, specialist law firm that has been operating in Australia for well over 100 years. We are committed to providing high quality legal services to a range of clients from public and private sector organisations to Sovereign States and individuals both on a national and international basis. Our philosophy of 'connected talent' represents the culture of the Firm – working together with our clients and Partners to achieve the best outcome to suit commercial objectives and individual circumstances.

— How does the firm encourage employees to learn and develop?

The Firm recognises that its primary asset is the knowledge, skills and ability of its Team Members and therefore has a culture committed to continuous professional development and on-the-job training. This includes internal training programmes,

provision of study leave and financial assistance, and external training opportunities.

— Does the firm engage in pro bono, volunteer or other community activities?

Pro Bono is an integral part of the philosophy of TressCox Lawyers. We are uniquely placed to protect human rights and to assist individuals who are, and organisations that assist, the disadvantaged and marginalised. As part of our commitment we are a member of, and receive referrals through clearing houses, JusticeConnect (NSW & VIC) and the Queensland Public Interest Law Clearing House (QPILCH).

Additionally, the Firm is a proud signatory to the Tristan Jepson Memorial Foundation Psychological Wellbeing: Best Practice Guidelines for the Legal Profession; we have formally adopted the Law Council of Australia's Diversity & Equality Charter and are signatories to their National Model Gender Equitable Briefing Policy in addition to being members of the Diversity Council of Australia.

Graduate Program

— Does the firm take graduates directly?

Yes.

— If so, what is the application method?

Graduate candidates should apply with their covering letter, resume and academic transcript via the 'Current Opportunities' page of the TressCox website.

Applications for the Firm's 2018 Sydney Graduate Programme open on 2 October 2017 and close on 31 October 2017.

— What does the firm offer its graduates?

Our Graduate Programme gives young lawyers a head start in launching their legal career. Graduates work closely with the Firm's senior lawyers and have direct access to their supervising Partner and in addition to their legal work, they are invited to attend a range of in-house presentations aimed at developing both legal and non-legal skills.

Profiles

Tihana Mandic, 2016

Areas of rotation: Commercial Litigation; Wealth, Tax and Estate Planning

Reflection

The beauty of working in a mid-tier firm is the high level of involvement in matters. In my previous rotation in Commercial Litigation, I contributed to the drafting of advices, court documents and correspondence between parties and clients. I also attended client meetings, mediations and appeared in court. There is a hands on approach at TressCox which is the best

way to learn the practicalities of practicing law, which are not always apparent from our studies.

I am currently undertaking my second rotation within the Wealth, Tax and Estate Planning team. I am predominantly working on estate matters which involve attending meetings with clients and drafting their testamentary documents. No two clients are identical and I enjoy the problem solving aspect of designing a structure that best meets the client's needs.

I continue to be involved in pro bono work which has been a challenging and inspiring experience, and one of the highlights of working at TressCox.

Webb Henderson

Address

Level 18, 420 George Street,
Sydney NSW 2000
Sydney, Auckland, Singapore
Nicky Ayfantis, Practice Manager
E: careers@webbhenderson.com
P: +61 2 8214 3500
W: www.webbhenderson.com

Areas – Disputes; telecommunications,
media and technology; competition and
consumer law; corporate advisory

About the firm

— What is unique about the firm?

Webb Henderson is a premium specialist law firm. We provide clients with expert legal and strategic advice on commercial, corporate and regulatory issues, with a focus on telecommunications and media, competition and regulation, litigation including class actions, FMCG and health.

— Are there any significant matters the firm has worked on recently?

We represented the ACCC in successful Federal Court proceedings against Reckitt Benckiser, the suppliers of Nurofen products in Australia, in relation to its Nurofen Specific Pain Range Products.

We are the lead legal and regulatory advisors to NBN on its variation to its Special Access Undertaking, which sets out the key terms and conditions of wholesale access to the National Broadband Network in Australia over the next three decades.

We acted for Yum! Restaurants Australia (the former Pizza Hut franchisor in Australia) in successfully defending Federal Court class action proceedings on behalf of more than 200 Pizza Hut franchisees alleging unconscionable conduct and breach of contract.

About clerkships

— Do you only take students in their penultimate year?

Yes, however exceptions may be made for outstanding candidates.

— How do students apply for clerkships to the firm this year?

Webb Henderson is currently considering applications received for its winter clerkship. Applications closed 31 March 2017. Webb

About graduate positions

— Does the firm take graduates directly?

Yes, however available positions will be advertised on our careers page of our website. Graduates can apply directly to careers@webbhenderson.com attaching their CV and cover letter along with their academic transcript.

— What does the firm offer its graduates?

— What attributes does the firm look for in a potential employee?

Confident, highly motivated self-starters, excellent attention to detail and an eagerness to develop professional skills. We look for candidates who are astute, dedicated and bring both creativity and tenacity to bear on all assignments.

— Does the firm engage in pro bono, volunteer or other community activities?

At Webb Henderson we recognise our responsibility to contribute to our local and global communities and value the opportunity to do so. We are committed to offering our professional services "for the public good" - without charge or at a substantial discount to not-for-profit organisations acting in the public interest and to individuals in hardship who would otherwise not be able to access legal services.

— Outside of work, what does the firm offer its employees?

- Gym and health fund subsidies;
- Salary Continuance (Income Protection) insurance plans for all staff;
- Travel insurance for all staff and their families;
- Paid parental leave;
- Firm wide retreat;
- Regular casual evening drinks.

Henderson will be taking up to 3 winter clerks in 2017.

— What does the firm look for in a clerk?

Webb Henderson looks for future lawyers with drive and energy to work closely with their experienced and talented Partners and lawyers.

— What kind of work can a clerk expect to do?

Webb Henderson offers the opportunity to undertake high quality work at a leading commercial practice which has been built on deep industry expertise and client relationships.

Formal training; work experience (emphasising breadth); international placement (Auckland office); professional development; practice management; and relationship building.

— Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes, graduates are entitled to a reasonable amount of time off to study for and attend exams, and to attend College of Law on-sites when required. We also have in place a graduate training program covering all areas of Webb Henderson's practice areas. Webb Henderson pays for PLT fees.

Corporate advisory



Many law graduates fail to recognise the wealth of opportunities available in corporate advisory until late in their careers. However, increasingly, law students are finding their best cultural and intellectual fit in the prestigious worlds of management consulting, professional services and finance.

Candidates demonstrating unique proficiencies in the law are treasured not only for their abilities to approach problems from fresh, first principles perspectives, but also their competencies in communication and, of course, the legal insights they apply to the work they do.

By merging your passions for strategy and problem-solving with your understanding of the law, corporate advisory firms have shown a keen interest in all that you bring to the table.

The biggest mistake most law students tend to make in this area is steering clear of applying altogether, for want of a degree in commerce or economics; note that this

is not necessarily the case. The foremost authorities on this point, however, will be the firms themselves, which is why networking and gleaning professional insights from representatives are so crucial to your application.

Whether your interests are in in-house law or in the day-to-day of strategy and investment banking, the domain of corporate advisory is rich with chances for you to differentiate yourself and climb the corporate ladder.

The SALS Careers Guide, company websites and Graduate Careers Australia's graduate-related publications are the best ways to cover your bases when it comes to applications. They are valuable tools for mapping out your industry insights, seeking out the roles and specialities available to you and answering any other questions you may have.

photo by Maksym Kozlenko

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Bain & Company

Address

Level 45 Governor Phillip Tower, 1
Farrer Place, Sydney NSW 2000

Locations

We have 55 offices in 36 countries around the world. In Australia, our offices are located in Sydney, Melbourne and Perth.

Contact

Kate McGuinness, Recruiting Coordinator
E: Australia.recruiting@bain.com
P: 02 9024 8600

Areas - Industry expertise in Airlines & Transportation, Consumer Products, Financial Services, Healthcare, Industrial Goods & Services, Media, Metals & Mining, Oil & Gas, Private Equity, Retail, Social & Public Sector, Technology, Telecommunications
Consulting services in Strategy, Performance Improvement, Private Equity, Customer Strategy & Marketing, Organisation, Digital, Advanced Analytics, Mergers & Acquisitions, Corporate Finance, Information Technology, Sustainability, Transformation, Results Delivery

About us

Bain & Company is one of the world's leading management consulting firms. We work with top executives to help them make better decisions, convert those decisions to actions and deliver the sustainable success they desire. For more than 40 years, we've been passionate about achieving better results for our clients—results that go beyond financial and are uniquely tailored, pragmatic, holistic and enduring. We've worked with the majority of the Global 500, thousands of major regional and local organisations, hundreds of nonprofits, and private equity funds representing 75 percent of global equity capital.

Positions for undergraduates

The Australian practice recruits for our Associate Consultant positions in March each year. The next recruiting process will open early 2018 for positions starting in January, March and July 2019. All applications need to be submitted online via www.bain.com/careers and include a CV, cover letter and academic transcript.

We also award a True North Scholarship each year to one penultimate year female student. As well as a \$15,000 scholarship, our scholar is assigned a Bain mentor to provide support, guidance and access to a vast professional network. For further information please visit www.bain.com/scholarship. Applications will close on Sunday 9th July 2017.

Profile

Jimmy Huang
Eco/Law VI

Areas of rotation

Strategy&, Winter Intern - June 2016
Bain & Company, Associate Consultant - March 2018

— Why consulting?

I was drawn to the opportunities to work across different industries and in different functions. Even as an intern, I found myself learning about industries that I didn't know existed. You're expected to quickly become an expert on every case, and the analytical toolkit you develop will be applicable where ever you choose to go in the future.

Consultancies offer great international opportunities. Most firms allow their consultants to complete a secondments or a transfer to another city after a period in their home office. Employees will also typically receive sponsorship if they wish to complete a MBA.

— Intern Experience

As an Intern, I was put onto a case quite late in the project's timeline. I primarily worked with a consultant to develop a model for our client. I spent time researching the inputs, and was then given the opportunity to create the framework for the model. Once the team's analysis was complete, I spent time producing slides to present out findings.

The greatest challenge I faced was developing proficiency in a short period. I had no previous experience with this industry, and I had little experience with Excel and PowerPoint. The nature of the case meant the team was busy, so I wasn't always able to seek help from my team. However, they were still very understanding of the challenges that I faced as an Intern.

— Application Process

Applicants apply directly to each of the firms by submitting a cover letter, CV and academic transcript. Interviewees will typically be invited to an information session or networking event, which will take place before first-round interviews. Interviews vary in length, but will generally include a case study component and a behavioural component. Some firms also get candidates to complete computer cases and written cases.

Some consultancies offer Winter and Summer internships. Candidates should apply for these positions when they are in their penultimate year. Otherwise, applications for graduate positions are normally accepted in February and March.

— Specific Advice

Applicants should find people to do live case interview practice with. Be sure to treat it like the real thing, so take time to structure your response, make notes, draw diagrams and ask questions. Make use of materials that are widely available online. As you read through case examples, make note of the types of cases you might be asked and of the logic required to think through these problems. If you do choose to learn any of the frameworks, make sure they are very general - you will be asked cases and problems which will not fill neatly into a framework. Finally, practice working through math problems. Quick mental math is useful, particularly if you asked to quickly interpret graphs, but it's also important to be able to show all working out. Re-learn long-division and long-multiplication.

For the behavioural interview, reflect on your previous work and extra-curricular experience. What were the positive characteristics, and why do you expect to experience those positives in a consulting role? Irrespective of how good you are on paper or in a case study, your success in securing an offer depends on whether your interviewer believes they can work with you. Let your personality show.

The Boston Consulting Group

"At BCG, we form partnerships with our clients to solve their biggest challenges and shape the future together. The work our consultants do leads to a lasting impact on companies, industries, and society."

Address

Level 41, 161 Castlereagh Street, Sydney NSW 2000

Locations

Canberra, Melbourne, Perth, Sydney and over 80 offices in more than 45 countries

Contact

Mary Katergaris
E: katergaris.mary@bcg.com
P: 03 9656 2100

Areas - The Boston Consulting Group (BCG) is a global management consulting firm and the world's leading advisor on business strategy. BCG partners with clients in all sectors and regions, with particular strength locally in Technology, Media & Telecom, Health Care, Industrial Goods, Consumer, Energy, Financial Institutions, Insurance and Public Sector.

About us

BCG addresses clients' issues with a customised approach, combining deep insight into the dynamics of companies and markets, with close collaboration at all levels of the client organisation. This ensures clients achieve a sustainable competitive advantage, build more capable organisations and secure lasting results. With their global footprint, numerous awards and honours, partnerships, impact, and commitment to diversity, BCG is the place to work for those who want to discover their passions and impact influential organisations and communities.

Graduate program

BCG usually holds a graduate recruiting program in March however welcomes applications at any time from those interested in joining BCG in their final year of study. BCG employs graduates from all disciplines, including law, arts, science, commerce and engineering, with most in the top 5-10% of their graduating class. BCG generally looks for people with a high level of motivation, intellectual curiosity, integrity, teamwork and leadership capabilities, credible communication skills and excellent academics.

We also offer a Scholarship program, with applications typically opening in April each year. The Scholarships are a prestigious award that has been in place for over 14 years. Each year, two (\$15,000) scholarships are available - one for a female applicant, in line with our commitment to supporting women to build successful careers, and another which is open to everyone. The scholarships are designed to assist the recipients as they plan for their respective final year of study. It also comes with a full time offer to join BCG Australia at the end of their studies.



BCG

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APPLY NOW

BCG is the world's leading advisor on business strategy and transformation. We partner with clients in all sectors and regions to identify their highest value opportunities, address their most critical challenges, and transform their businesses.

With BCG you will learn how to navigate complexity, draw unique insights, facilitate change, and become a leader responsible for real and lasting impact.

We are looking for students with outstanding academic records, strong analytical and interpersonal skills, intellectual curiosity, and great ambition.

Join BCG Australia and experience management consulting at its best. Apply now at careers.bcg.com

Register your details via this link to hear from us about upcoming BCG events:

www.bcg.com/en-au/careers/events

BUILD. CONNECT. GROW. CAREERS.
BCG.COM/

The Boston Consulting Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under applicable law.

Accenture Australia

**Address
Location**

Various offices
Sydney, Melbourne, Brisbane, Perth,
Canberra, Auckland and Wellington
Mantri Boange, Graduate Recruiter
E: mantri.boange@accenture.com
P: +61 3 8662 9189
W: www.accenture.com.au/grads

Areas – Strategy, Consulting, Digital,
Technology, Operations and Security.

About the company

— What is unique about the company?

The people. Don't take our word for it, read some of the graduate stories on our website to learn from graduates currently with Accenture. Find out why they think Accenture is a great place to start your career.

Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations. Combining unmatched experience and specialised skills across more than 40 industries and all business functions – underpinned

by the world's largest delivery network – Accenture works at the intersection of business and technology to help clients improve their performance and create sustainable value for their stakeholders. With approximately 401,000 people serving clients in more than 120 countries, Accenture drives innovation to improve the way the world works and lives.

— How does the firm encourage employees to learn and develop?

There are extensive training opportunities and ways to up skill with a role at Accenture. How you shape your career is up to you, at Accenture you will feel supported every step of the way. Read some of our graduate stories to learn about their experiences and bring a career at Accenture to life!

About internships

— How do students apply for internships?

Accenture does not have any formal internship programs, however we do, depending on business need offer internships throughout the year. These opportunities will be advertised as/when we are recruiting, so please refer to the website www.accenture.com.au/grads.

About graduate positions

— Does the company take graduates directly?

Yes, applications for graduate intakes generally close in April-May each year. These roles are full time positions with start dates between September in the year of application and August in the year after. To be eligible for these positions an applicant must be an Australian/New Zealand citizen or Australian Permanent Resident, have completed or are due to complete a university degree, and have a combined WAM of 70 or above. All applicants must include as part of their online application a copy of their resume and academic transcript(s) from all degrees studied

(regardless of relevancy).

We also run several other exciting programs, for instance the Accenture Adventure, which will be open for applications mid-2017, this one day event could lead to an early graduate role offer for 2019. We also have non-work related opportunities such as the Women in Technology program and Future Technology Leaders program which provide networking opportunities and insights into Accenture and Technology careers.

— If so, what is the application method?

Visit www.accenture.com.au/grads to find out more about applying for our open roles.

Profiles

To learn what an Accenture person does each day, how they do it and what working at Accenture means to them take a look at our blog. The authors are a mix of Accenture employees, including many recent graduates and the recruitment team. Read our blog at: <https://www.accenture.com/au-en/blogs/blogs-australia-graduates-default>.

Credit Suisse

Address

1 Macquarie Place, Gateway,
Level 31, Sydney NSW 2000
Melbourne, Sydney and Perth
APAC Campus Recruiting Team
E: campus.recruitment-ap@
credit-suisse.com
W: www.credit-suisse.com/careers

Areas - Investment Banking, Private
Banking and Wealth Management
services and expertise

About the company

— What is unique about the company?

Working at Credit Suisse will give you access to networks and resources, while enabling you to benefit from the stability of one of the most admired firms in the industry.

We are renowned for our strong, supportive culture and collegial, team-oriented atmosphere. We work hard to develop well-rounded team members with strong execution skills and in-depth product knowledge.

Our entrepreneurial culture offers a broad range of opportunities. You will be supported and coached from the day you join and throughout the course of your career. We offer opportunities for cross-business and international mobility, and you will have the opportunity to work with some of the most diverse and talented people in the industry.

About internships

— How do students apply for internships?*

Please visit our website at credit-suisse.com/careers to learn more and apply for our internship programs.

Deadlines:

- Winter Insight Program (winter internship)
Circa May each year.

— What attributes does the firm look for in a potential employee?

We look for people with a wide range of experiences, interests and degrees who will add fresh perspectives to our business. A career with us means that you can help shape our future. Whatever your background, you will need to be:

- A leader who assumes responsibility and mobilises others
- A critical thinker with excellent problem-solving skills
- A self-starter who achieves significant results
- An adaptable team member who can build and support strong relationships
- An excellent communicator who is articulate and has strong listening skills
- A principled contributor who is committed to the highest standards of ethical behaviour

- 2017 - 2018 Summer Internship
Melbourne Office: Thursday, July 13, 2017 at 12:00pm AEST
Sydney Office: Thursday, July 27, 2017 at 12:00pm AEST

— Do students need to be in their penultimate year to apply?

Yes. Our goal is to fill our full-time positions with the intern class, thus priority will be given to the penultimate year students; however, it is never too early to attend recruiting events and prepare for future applications.

Gresham Advisory Partners

Address	Level 17, 167 Macquarie Street Sydney NSW 2000	<i>Areas - Investment Banking (Mergers & Acquisitions Advisory)</i>
Location	Sydney, Melbourne and Perth Gresham Recruiting Team	
Contact	E: recruitment@gresham.com.au W: gresham.com.au/careersgresham/	

About the company

— What is unique about the company?

Gresham is a leading independent Australian investment and advisory house with offices in Sydney, Melbourne and Perth. The firm predominantly focuses on providing Mergers & Acquisitions and Debt advice to large domestic and international companies. Our independent model provides transaction-based advice without the potential conflict that capital markets, trading and research operations may represent.

Since establishment in 1985, the Group has built a solid reputation for independence and innovation and has a distinguished track record of advising on many of the largest and most complex transactions completed in the Australian marketplace.

Our team includes some of the most experienced leaders in the industry who have enjoyed extensive involvement within the financial services markets not only in Australia, but in Europe, the United States and Asia.

Gresham has advised on four of the five largest M&A transactions announced in Australia in the past 5 years and ranked #4 on the Australian M&A league tables for 2016 to 2017YTD. Since 2007, we have advised on over 120 transactions with combined value ~A\$125bn. Some of the more recent notable transactions that Gresham has been involved in include:

- Consortium comprising of Cheung Kong Infrastructure

Holdings, Cheung Kong Property Holdings and Power Assets Holdings acquisition of Duet Group (\$13bn)

- Consortium comprising of the Future Fund, QIC, Global Infrastructure Partners and Borealis / OMERS acquisition of Port of Melbourne (\$10bn)
- Asciano's takeover by Brookfield consortium and Qube consortium (\$12bn)
- Japan Post's acquisition of Toll Holdings (\$8bn)
- BHP Billiton's demerger of South32 (\$12bn)

We also have a broad international network, with active advisory and co-operative relationships with Baird, BNP Paribas, HSBC, Mizuho and Perella Weinberg. We have a mutual secondment program with Perella Weinberg in New York.

— What attributes does the firm look for in a potential employee?

We look for candidates from a diverse range of backgrounds who possess strong quantitative, qualitative and interpersonal skills. We look for the following attributes in our candidates:

- Have a strong academic record
- Are highly motivated, enthusiastic and display a strong desire to learn new concepts and skills
- Have an interest in corporate finance and M&A
- Enjoy working within a team
- Are capable of solving complex problems
- Take an interest in extracurricular activities
- Are excellent communicators possessing strong interpersonal skills

About internships

— How do students apply for internships?

We are looking to recruit summer interns for our Sydney and Melbourne offices. We are targeting students in their penultimate year of study with the program running for 10-12 weeks over the summer.

Please visit our website at <http://www.gresham.com.au/careersgresham/> for more details about the program and application deadlines.

— Do students need to be in their penultimate year to apply?

Yes.

— What type of work can an intern expect to do?

We offer our interns the opportunity to experience what it is like to be an investment banking analyst and will be providing them with live transaction experience from day one.

Additionally our interns will also get:

- A strong training program and support base
- Opportunity to work alongside some of Australia's leading and most experienced investment bankers
- Exposure to a diversified and leading client base
- Pathways to personal and career development
- A fast-paced, interactive and dynamic work environment

Macquarie Group

Address

Global Headquarters, 50 Martin Place, Sydney NSW 2000

Location

Melbourne, Sydney

Contact

Macquarie Graduate Recruitment Team

E: graduate@macquarie.com

P: 02 8237 4477

W: www.macquarie.com/graduates

Areas - Macquarie Asset Management, Banking and Financial Services, Corporate and Asset Finance, Macquarie Capital, Commodities and Global Markets, Financial Management Group, Risk Management Group, Corporate Operations Group

About the company

— What is unique about this organisation?

Macquarie Group is a global financial services provider with offices in 28 countries. We act on behalf of institutional, corporate and retail clients and counterparties around the world.

Our expertise covers corporate finance and advisory, equities research and broking, asset management, foreign exchange, fixed income and commodities trading, lending and leasing, and private wealth management.

We're always looking for people who share our drive for innovation, ideas and excellence.

About internships

— How do students apply for internships to this company this year?

Directly through our website.

Macquarie offers summer internship opportunities to students

in their penultimate year of study. The program runs for 10 to 12 weeks over the summer period.

A summer internship offers valuable work experience, unique insights into both Macquarie and the broader financial services industry and can set you up for a successful career once you have completed your studies.

Personal profile: Janice

After graduating from my law degree I went backpacking in Asia for 6 months. After my travels I started in the graduate program at Macquarie.

The people at Macquarie are diverse. We have astrophysicists, engineers, psychologists, software developers and it's been fantastic being immersed in an environment that houses such a wide range of experiences, skill sets and views. It's hard not to fit in at Macquarie, when being different is the norm.

Strategy&

Address	One International Towers Sydney, Watermans Quay, Barangaroo NSW 2000	<i>Areas - Strategy Consulting</i>
Location	Sydney, Melbourne, Canberra	
Contact	Serena Shields P: +61 2 8266 2102 W: strategyand.pwc.com/au/home	

About the company

— What is unique about the company?

Strategy&, as part of the PwC network, provides the pre-eminent strategy through execution firm differentiated by its ability to help clients build their own capabilities on a global scale.

— What attributes does the firm look for in a potential employee?

- Intellectual horsepower
- Real thought leadership, combined with strong analytical and problem-solving skills.
- Personal leadership qualities, including an ability to manage people, drive change, and accomplish challenging goals through and with others
- The ability to work independently, while simultaneously being able to forge productive team relationships
- Business judgment and maturity, including the ability to develop a "big picture" view
- Intellectual curiosity
- Personal presence, compelling presentation and communication skills
- Initiative, personal organisation, motivation, and ownership of one's work

About internships

— How are the skills and interests of law students relevant to the company?

Our consultants join us from different industry sectors with all sorts of educational backgrounds, but they do share one trait: an exceptional professional and academic record. Strategy& provides an opportunity to apply your skills outside of a legal context to practically solve clients' toughest problems.

— **How do students apply for internships?** To apply for an Associate Intern position with Strategy& in your penultimate year of study, you must submit an application, including your

About graduate positions

— What does the company offer its graduates?

Graduate Associates provide support on client assignments that help to develop a strategy and then refocus an organisation on making that strategy a reality. This includes generating hypotheses against those issues, structuring & performing analyses, identifying creative but pragmatic options against

— What advice would you offer someone applying to the firm?

Ensure you provide all documents requested including a tailored cover letter which is well structured and outlines why you would like to work for Strategy& and why we resonate with you. Also come along to Strategy& events to meet the team and reach out to them to organise coffee chats to get a feel for the culture and work we do.

— How does the firm encourage employees to learn and develop?

All new hires receive extensive training to develop strong core analytical, communication and problem-solving skills and add value as powerful contributors to client outcomes. Every team member has a voice at Strategy&. We offer all new hires a clearly structured career path and rapid career advancement. This doesn't mean you have to fit into a mould to succeed. We offer talented professionals alternative career paths and a wide array of tools to proactively manage their professional and personal growth.

— **Does the firm engage in pro bono, volunteer or other community activities?** Strategy& has a solid history and core commitment to corporate philanthropy, volunteerism and community service. The firm aligns its resources (financial, in-kind and pro-bono) with charitable interests, selected by its staff and their families.

cover letter, resume and academic transcript through our website: <http://www.strategyand.pwc.com/au/home/careers/apply>.

— What type of work can an intern expect to do?

Associate Interns provide support on client assignments that help to develop a strategy and then refocus an organisation on making that strategy a reality. They consult with clients to identify, clarify, and resolve complex issues critical to clients' strategic and operating success by thoroughly, gathering required data, executing required analyses, identifying issues and problems and recommending approaches to address them. Associates serve as an effective support resource to teams in client meetings.

potential market scenarios, developing conclusions, making strategic recommendations, and then developing plans to operationalise the agreed upon strategy.

— Are there any international opportunities available to graduates?

We operate a global mobility mobile and graduates who have been in their role for a few years are able to take advantage of this. We also offer sponsorship at any global business school to complete an MBA.

Validus Advisory Group

Address
Location
Contact

17/115 Pitt Street, Sydney NSW 2000
Sydney
Jared Huynh
E: jared@validus.com.au
P: 02 9231 2161
W: www.validus.com.au

Areas - Corporate Advisory

About the company

— What is unique about the company?

We are a boutique corporate advisory firm specialising in Initial Public Offerings, Mergers & Acquisitions and consulting services to grow an SME. With a flat business structure, our staff are exposed to all disciplines: Legal, Finance, Accounting and Advisory.

— What attributes does the firm look for in a potential employee?

Initiative and Perseverance. Nothing can substitute hard work and the willingness to develop.

— What advice would you offer someone applying to the firm?

About internships

— How are the skills and interests of law students relevant to the company?

Validus operates in a highly-regulated environment and we welcome fresh perspectives to old problems. With the ever-changing landscapes of the businesses we service, fresh perspectives set a new precedence.

— How do students apply for internships?

Submit their resume and application for an internship to info@validus.com.au.

— Do students need to be in their penultimate year to apply?

No.

— What does the company look for in an intern?

Students who have completed an accounting or finance degree

Profile: Merlin Ge (2017)

Areas of rotation: Legal and Finance

I started at Validus in December 2016 as a summer analyst and have worked here for over 6 months. I've had the opportunity to work with an incredibly experienced and capable group of people on a broad range of matters including listings, M&A and private placements. Working in a small team environment has given me the opportunity to really be involved in all parts of the process

To always have a solution-based mindset. To look at the challenges present and be creative with potential solutions.

— How does the firm encourage employees to learn and develop?

Our employees work directly on live scenarios, with our supervision. The work is assigned to push employees past their studies into real world experience. We provide a medium for our employees to have both the responsibility and authority over their work.

— Does the firm engage in pro bono, volunteer or other community activities?

Yes, we provide pro bono work to social benefit businesses on a case-by-case basis.

and able to commit to working a minimum of three days a week for at least 12 months, in order to ensure they are exposed to a wide variety of transactions to enable them to start their career with appropriate skills.

— What type of work can an intern expect to do?

Interns will assist in a wide variety of tasks, mainly in providing support to transactions which the group advises on. Expect to be tasked with conducting thorough research into case law, legislation, ASIC and ASX guidance notes. Interns will assist in legal, financial and tax due diligence of entities proposing to list, or in target entities in acquisition scenarios within a real-world scenario.

Interns will also be required to assist with client presentations, which will involve research and preparation of powerpoint slide decks on the legal and financial aspects of transactions.

— What is the anticipated intern intake for this year?

In order to ensure that all interns are given the appropriate exposure to transactions of sufficient variety and complexity, we limit our internship to no more than 4 students at any one time.

- from research and due diligence to drafting documents and speaking with clients. Validus has allowed me to be involved with as many parts of the process as I can take on.

At Validus, regardless of experience or position, people can contribute and let their thoughts be heard. I have learnt a great deal not only about finance or the technical side of things, but also (and perhaps most valuably) about how the financial landscape works and how business is really done. I would highly recommend Validus to anyone with an ambition to succeed in finance.



In-house counsel

In-house practice involves employment of legal professionals by larger corporations. This is one of the fastest growing areas of law, where businesses are seeking to reduce costs of employing external law firms by delegating duties to their in-house counsel. Since the majority of large Australian corporations are based in Sydney, the Sydney market is particularly likely to see a continued growth in the number of available in-house positions for law graduates.

For larger corporations, in-house counsel rarely replaces the employment of external firms, where these firms will still be employed for specialised services in more complex matters and any litigation they may encounter. Despite this, day-to-day legal work will usually be done by in-house counsel.

In-house work traditionally revolves around legal tasks supporting the company's core business activities. The specific nature of such work will largely depend on the business they work for, though it will generally relate to patents, leasing, sales or other contractual matters. To this end, such in-house work is

usually considered as more diverse than that in a private firm, as rather than specialising in a particular area of law, in-house lawyers tend to more flexible or 'a jack-of-all-trades'.

However, since more challenging or complex work tends to be sent externally, some may view in-house work as less fulfilling. For this reason the movement of lawyers out of private practice to an in-house corporate legal position is primarily motivated by the desire for a greater work-life balance. However, the hours worked as in-house counsel vary from job to job, so flexibility and balance is not necessarily a given.

Whilst in-house practice can necessitate long hours of work, the time saved from billing, in addition to the close connection with other arms of a businesses' operations give rise to a more predictable and manageable workload. Lawyers interested in seeing the results of their work may also appreciate the manner in which in-house work revolves around a single 'client'. To this end, there may be greater opportunities to see the results and be involved in the implementation of advice.

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Canon Australia

Name David Field
Position Chief Legal Counsel

— What are your main responsibilities?

Managing risk and reputation for the company, including leading the legal team, leading the Quality, Safety and Environment team, running the compliance function and sitting on the Risk & Audit Committee. The role covers the gamut from day-to-day transactional issues, to major strategic transactions, strategic business structuring issues and overarching compliance and cultural issues. A large part of my responsibilities is managing people.

— What was your career pathway to in-house?

I started my legal career working for an Australian law firm in Taiwan as a paralegal. I then moved back to Sydney to work for the same law firm as a solicitor. While at the law firm, Telstra was one of my main clients, and I went on secondment to Telstra a couple of times before moving there permanently. I had 7-8 different legal roles at Telstra over 19 years before moving to my current role at Canon mid last year.

— Why did you choose to go in-house?

In the lead-up to leaving private practice I was working fairly unsustainably. While by no means a regular occurrence, it wasn't that unusual for me to bill a 100-hour week. I'd had the experience of living in the same house as my wife without seeing her awake for a whole week, and decided that I would wind-up dead or divorced, and possibly even both, if I didn't change the way I was working. I thought in-house was a lifestyle decision. When I first moved in-house, the work-pressure was initially much better than private practice, but within a few months, once everyone knew my name, email address and phone number, I actually found myself right back where I started, working around the clock. That was a major learning experience for me - I'd changed roles and employers to try to get my life in order, and I was right back where I started. The common element between the two situations was me - if I was going to work sustainably I had to make changes to how I worked, what I did, and what I left undone - I had to set my boundaries.

— Do you have any tips or advice for law students who wish to work in-house?

I'd seriously recommend collecting some solid private-practice experience before you make the move in-house. In-house lawyering is a great place to learn business and management skills, but it's not as good a place to learn legal disciplines and black-letter legal skills. I'd be lying if I said I'd loved every second of my law firm experience, but it definitely made me a much better lawyer. Law firms are generally much better set-up for training and supervision. The autonomy you generally find in-house is fantastic, but it can make it much harder to keep learning technical legal skills.

— What are the key differences between working in-house and working in a law firm?

I think the billable-hour structure in most law firms drives a distorted incentive around how law firm lawyers behave. In a law firm, time spent analysing an issue or performing a legal task can all help to drive billings and hit budgets, and so is generally good. Yes, there's a need to generate value for clients and be accountable to clients, but there is an undeniable risk that law firm lawyers will perceive an incentive to over-serve clients. In-house, in a complex business, there will always be more legal work that can be done. We could have lawyers in every meeting, tailoring every contract and checking every decision - but that would be desperately inefficient. In-house lawyers need to help achieve commercial outcomes as efficiently and quickly as possible, which means they need to make judgments around the issues that don't require their involvement.

A critical role for in-house lawyers involves driving the right culture of compliance within an organisation. You need to get involved in fundamental cultural drivers - how the company sets incentives, how the senior managers speak and behave, how rules and procedures are communicated and enforced. It's a much more holistic role than you generally play in private practice.

The University of Sydney

Name Richard Fisher
Position General Counsel

— What are your main responsibilities?

I am the principal legal advisor to the University and oversee the work of the University's Office of General Counsel. I am also responsible for the Internal Audit and Archives & Records Management, Trusts Office, Group Secretarial Office and Policy Management units of the University.

— What was your career pathway to in-house?

I was in private corporate legal practice, including almost 30 years as a partner of a law firm. Prior to joining the University, I was a partner of Blake Dawson Waldron (now Ashurst) for twenty-five years and am that firm's immediate past Chairman of Partners.

Whilst a partner of that firm, my specialist areas of practice were corporate reorganisation and insolvency. I was also, at various times, a Commissioner of the Australian Law Reform Commission and an International Consultant to the Asian Development Bank.

— Why did you choose to go in-house?

Following the retirement of my predecessor as General Counsel, I was asked by the University whether I would be interested in the position. At that time, I was at a stage in my career where the opportunity to do something different was irresistible.

— Do you have any tips or advice for law students who wish to work in-house?

One of the interesting aspects of in-house practice is the range of issues with which it is necessary to deal in the course of any day or any week. So, whilst some degree of specialisation is

required in the course of in-house practice, certainly that is the case in the context of the University's Office of General Counsel, maintaining a general interest in the law and not specialising too soon is important.

Another aspect of in-house practice which makes it enjoyable is the possibility which it presents of becoming immersed in the work and operations of clients. So, maintaining a lively interest in the environment of your workplace is a further consideration.

I refer to "client" rather than "employer" because, even though, as I have said, in-house lawyers can become immersed in their clients' work in a way which tends not to happen in private practice, it is nonetheless critical that lawyers retain the ability to give objective and frank advice. A loss of objectivity and becoming too much an advocate for a client's cause can often result in the client being given the advice he or she wants to hear rather than the advice he or she needs to hear.

— What are the key differences between working in-house and working in a law firm?

There is a much closer relationship which tends to develop between in-house lawyers and their clients than is the case in private practice.

This has a number of outcomes:

First, in-house lawyers need and develop a much more complete understanding of their clients' operations and business.

Second, more intimate knowledge will often enable in-house lawyers not only to offer commercially informed advice but to participate in their clients' decision-making.

Third, colleagues come from a variety of backgrounds. Compared with private practice, that circumstance tends to provide a richer and more diverse working environment.



Public sector

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The public sector provides various opportunities for law students who feel commercial firms or private practice may not be the right fit for them. Working for the Commonwealth, the state or other organisations provides students with an opportunity to apply their knowledge and develop new skills while promoting national and state interests and contributing to community welfare.

Law students are highly valued for their critical thinking, research and analytical skills, research and drafting abilities and legal expertise. For students with a background in social science and the humanities, the public sector is a great place to put these studies into practice. Many of these organisations look for graduates that share their values, including transparency, accountability, integrity and collaboration. While some focus on improving access to justice and its administration, others work to develop and implement innovative solutions to legal issues or the delivery of government services. Many conduct in-depth research and partner with government, private and community stakeholders.

Public sector organisations offer flexible and supportive workplace cultures, with an emphasis on work/life balance, professional development and improving the employee experience. There are also opportunities for career advancement and mobility, whether you choose to move between departments or utilise what you have learned in the private sector. You will be working in a field that values and encourages diversity and equality.

Work in the public sector encompasses myriad areas of law, including: law reform, contribution to public policy and the drafting of legislation, legal aid, the protection of human rights, tax law, criminal prosecutions, and other forms of direct involvement in the justice system.

If you want to be a part of vital, challenging work that is guided by a social conscience, one of the following organisations may be a fitting place for you to start your career.

Public service jobs

Government departments generally require applications be made through the relevant department's website or through I Work for NSW, the NSW Government's job site for NSW government jobs.

Graduate recruitment programs

Have you considered a career in Federal, State or Local Government? The public sector recruits graduates from all disciplines in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position.

Public service employers on campus

Early each year the Careers Centre hosts a number of Public Sector organisations on campus.

Representatives from Federal Government departments usually attend careers fairs presented by the University of Sydney's Careers Centre throughout the year, to promote their graduate recruitment programs. This is your opportunity to explore the opportunities available to you and learn more about the type of work undertaken by graduates in a range of government departments.

In addition, many Public Sector organisations will address students at Employer Presentations on campus. It's a great idea to do some research about the organisation before the session so that you can make the most of the event and ask any questions you have.

For more information on Careers Fairs and Employer Presentation sessions, visit the Student Events and Workshops page of the Careers Centre's website.

Helpful links

Australian Government links

- Australian Government website by portfolio and A-Z list by Department: australia.gov.au/about-government/departments-and-agencies
- Australian Public Service Jobs website: APSjobs.gov.au
- Indigenous Careers: indigenoucareers.gov.au/
- APS Graduate Programs: www.apsjobs.gov.au/graduate_programs.aspx
- Department of the Prime Minister and Cabinet Graduate Careers: dpmc.gov.au/work-for-us/graduate-careers

New South Wales Government links

- NSW Government jobs website: iworkfor.nsw.gov.au/
- NSW Government Graduate Program: psc.nsw.gov.au/workforce-management/recruitment/nsw-government-graduate-program

Applying for public service jobs

Location of government jobs

Federal, State and Local Government jobs are usually advertised on the website of the relevant department or council. Most, but not all Federal Government jobs are located in Canberra. NSW Government jobs are located throughout NSW, not just in the Sydney CBD.

Eligibility for employment

To save time, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

Getting all the information

Advertisements for public service jobs contain information about the position's location, responsibilities, level/grade, associated salary and selection criteria. The designated level or grade takes into account the role's degree of responsibility and complexity.

You'll find a reference number for the position in the job advertisement which should be quoted in all correspondence

relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and submit your application.

Ensure that you read any available information about the position vacant from the department's website by downloading information packages, if available. The information package includes a statement of duties for the position and general information about the department. If you have any further questions about the role, speak to the contact officer or recruitment department - their contact details are usually listed in the job advertisement.

Selection criteria

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications that do not address the selection criteria will generally not be considered. The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

'Essential Criteria' refers to skills, qualifications, experience and/or knowledge that are absolutely required in order to successfully fulfil the role.

If applying for a public service role you need to ensure that you possess all of the Essential Criteria.

'Desirable Criteria' refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.

For further information refer to the detailed handout 'How to Address Selection Criteria' on the University of Sydney Careers Centre's website.

Interviews

Interviews for nearly all Public Service jobs will involve a panel. For further information on panel interviews please see the Interviews section on the University of Sydney Careers Centre's website.

Intelligence Services

Note that if you intend to apply for a graduate position within ASIO (Australian Security Intelligence Organisation) or ASIS (Australian Secret Intelligence Service) it is advised in the strongest possible terms that you do not discuss your intention to apply, or the progress or outcome of your application publically with anyone.

Australian Law Reform Commission (ALRC)

Address	Level 40, MLC Tower, 19 Martin Place, Sydney NSW 2000	<i>Areas - National Law Reform</i>
Location	Sydney	
Contact	Marie-Claire Muir E: web@alrc.gov.au P: 8238 6305	

About the organisation

— What is the purpose of the organisation?

The ALRC conducts inquiries into areas of law at the request of the Attorney-General of Australia. The ALRC's objective is to make recommendations for law reform that: bring the law into line with current conditions and needs; remove defects in the law; simplify the law; adopt new or more effective methods for administering the law and dispensing justice; and provide improved access to justice.

— What is unique about the organisation?

The ALRC is the only federal government agency dedicated to national law reform. Whilst the ALRC is part of the Attorney-General's portfolio, it is independent of the government and undertakes research, consultations upon legal policy development, generally making recommendations to the Parliament, without fear or favour. The ALRC has been conducting law reform for more than 40 years. The high level of implementation of its reports (86% as of 2016) points to its success in facilitating informed decision-making by Government that leads to development, reform and harmonisation of Australian laws and legal processes.

Getting involved

— How are the skills and interests of law students relevant to the organisation?

Legal interns contribute to the work of the ALRC primarily through their research and writing skills. Intern work is credited in ALRC publications.

— How do students apply?

Students can apply for an internship through the ALRC website (<http://www.alrc.gov.au/about/legal-internship-program>). There is a formal selection process and the ALRC will only consider

About graduate positions

— What is the anticipated graduate intake for this year?

The ALRC does not offer a formal graduate program, however

— What attributes does the organisation look for in a potential employee?

ALRC legal officers require excellent legal research and writing skills. Previous experience in policy development is a definite advantage. Often each legal officer will focus on a discrete area of an inquiry, and must be able to work independently. There is also a constant collegiate interrogation of ideas, with regular discussion and debate amongst team members, so the ability to accept feedback and establish collaborative and respectful relationships with team members is very important.

— Are there any interesting projects the organisation is currently working on?

The ALRC is currently working on two law reform inquiries; firstly, an inquiry into elder abuse and protecting the rights of older Australians (due for completion in May 2017), and secondly, an inquiry into incarceration rates of Aboriginal and Torres Strait Islander peoples.

— Why work in the public sector?

As demonstrated by the unique nature of the ALRC's work, the public sector plays an important role in shaping legal practice, providing interesting, challenging work.

applications that address the selection criteria. Shortlisted applicants will be invited to attend an interview.

— What type of work is usually involved?

Interns are supervised by a Legal Officer, undertaking work determined by the needs of the ALRC. Typical tasks include producing research briefs and memos. Wherever possible, interns will attend team meetings, consultations, Advisory Committee meetings and law reform proposal workshops, and work closely with the Inquiry team they have been assigned to. You can learn more about the intern experience from video interviews with past interns, at <https://www.alrc.gov.au/about/testimonials-legal-interns>.

students are encouraged to apply for an internship.

— What is the application method?

All students should apply online at <http://www.alrc.gov.au/about/legal-internship-program>.

Commonwealth Director of Public Prosecutions

Address	4 Marcus Clarke Street, Canberra ACT 2601	<i>Areas – Commonwealth Criminal Law – commercial, financial and corruption, revenue and benefits fraud, international assistance, environment and safety, organised crime and counter-terrorism, human exploitation and border protection, illegal imports and exports.</i>
Location	Canberra, Sydney, Brisbane, Cairns, Townsville, Darwin, Perth, Adelaide, Hobart and Melbourne	
Contact	E: recruitment.cdpp@cdpp.gov.au W: www.cdpp.gov.au	

About the organisation

— What is the purpose of the organisation?

The Commonwealth Director of Public Prosecutions (CDPP) is Australia's independent federal prosecution service established by parliament to prosecute alleged offences against Commonwealth law. We contribute to a fair, safe and just society, where Commonwealth laws are respected, offenders are brought to justice and potential offenders are deterred.

To achieve this, we aim to:

- be fair, consistent and professional in everything we do;
- recognise, value and develop the knowledge skills and commitment of our people;
- treat victims of crime with courtesy, dignity and respect; and
- provide information to the public about Commonwealth criminal law and prosecutions.

— What is unique about the organisation?

We serve the public interest by maintaining effective partnerships with Commonwealth investigative agencies. We rely upon these agencies to provide briefs of evidence, which we assess against the Prosecution Policy of the Commonwealth. The Policy outlines the principles, factors and considerations our prosecutors much take into account when prosecuting the laws of the Commonwealth. It underpins our decision-making throughout the prosecution process and promotes consistency in our service delivery and decision-making.

Our independent status is essential to our work and we make decisions independently of those responsible for the investigation of Commonwealth offences.

We work with more than 50 investigative agencies and on average receive briefs-of-evidence from more than 40 agencies as well as State and Territory police, in any given year.

Getting involved

— What type of work is usually involved?

About graduate positions

— What is the application method?

When applying for a position at the CDPP you will be required to complete an online application addressing the selection

The CDPP prosecutes the following crimes: fraud (welfare fraud, tax fraud and general fraud), serious drug offences, commercial crimes, terrorism, money laundering, cybercrime, human trafficking and slavery, child exploitation, people smuggling, crimes relating to safety, and environmental crimes.

Effective investigation and prosecution partnerships and well-targeted prosecutions create and maintain confidence in the criminal justice system by the Australian community. Through effective collaboration, the CDPP aims to support partner agencies to meet their enforcement and compliance strategy objectives.

— What attributes does the organisation look for in a potential employee?

The CDPP has a national recruitment programme aimed at attracting passionate, well-educated, frontline lawyers who are committed and enthused about becoming part of the CDPP as our upcoming Federal Prosecutors. By engaging lawyers at the entry level and providing effective induction, continued learning, professional development and on-the-job training, we are investing in and developing our future workforce and leaders.

— How does the organisation encourage employees to learn and develop?

The CDPP supports staff through their career by providing a career pathway. Starting as an entry level Federal Prosecutor, prosecutors can expect to advance through the various Federal Prosecutor levels over the course of their career, with high-performing prosecutors able to reach senior and Principal Federal Prosecutor levels.

The CDPP builds skills and invests in our people by providing a structured approach to legal learning and professional development. To achieve this, we offer targeted training programmes and mentoring, in addition to continuing legal learning activities tailored to lawyers operating at every level.

CDPP Federal Prosecutors appear in all levels of courts and are involved at all stages of the prosecution process including mentions, bail, summary matters, committals, trials, sentences and appeals.

criteria. You will be encouraged to outline your skills, knowledge and experience relevant to the advertised position and provide relevant examples to demonstrate this.

The CDPP recruits entry level Federal Prosecutors twice a year. These intakes generally occur every six months. All vacancies are advertised on the CDPP website: www.cdpp.gov.au/careers.

Commonwealth Ombudsman

Address	Level 5, 14 Childers St, Canberra ACT 2601	W: ombudsman.gov.au
Location	Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth	Areas – Public administration, dispute resolution
Contact	David Bartholomew, Human Resources Manager E: David.Bartholomew@ombudsman.gov.au P: 02 6276 0156	

About the organisation

— What is the focus of your organisation?

The Commonwealth Ombudsman exists to safeguard the community in its dealings with Australian Government agencies by:

- Handling complaints and conducting investigations;
- Performing audits and inspections;
- Encouraging good administrative practices; and
- Carrying out specialist oversight tasks.

OUR COMPLAINTS & INVESTIGATIONS ROLE

The Ombudsman can investigate complaints about the administrative actions of Australian Government departments and agencies. If a complaint raises matters that we can and should investigate, we will do so as quickly as practicable, acting fairly, independently and impartially. If we cannot assist with a particular complaint, we will explain why, and suggest other avenues for resolving the matter.

OUR MONITORING AND INSPECTION ROLES

The Ombudsman has statutory responsibility for inspecting the records of certain law enforcement agencies in relation to: covert controlled operations; telecommunications interceptions; stored communications; and the use of surveillance devices. The Ombudsman is responsible for overseeing approximately 20 law enforcement agencies and their use of certain covert and intrusive powers. The Ombudsman's role is to provide assurance that agencies are using their powers as Parliament intended, and if not, hold the agencies accountable to the Government and the public.

OUR PUBLIC INTEREST DISCLOSURE ROLES

The Public Interest Disclosure Act 2013 (PID Act) is the legislation underpinning the Australian Government's Public Interest Disclosure (PID) scheme to encourage public officials to report suspected wrongdoing in the Australian public sector. The PID Act offers protection to 'whistleblowers' from reprisal action. The Office of the Commonwealth Ombudsman is responsible for promoting awareness and understanding of the PID Act and monitoring its operation; as well as providing guidance, information and resources about making, managing and responding to disclosures.

— Job opportunities

The Ombudsman does not operate a graduate recruitment program, but encourages graduates to apply for advertised vacancies. From time to time we can accommodate unpaid work experience placement/internship requests, resources permitting. Any request for a work experience placement/internship should include a statement of support from the university.

— What would work at the Commonwealth Ombudsman typically involve?

Ombudsman employees can work across a wide range of issues of national importance. Our staff are exposed to a wide range of legislation, policy, and procedures from a range of different agencies, including those with responsibilities for policy development and those charged with service delivery.

— Why work in the public sector?

The Commonwealth Ombudsman has over 200 staff in offices across Australia. In 2016 four of our staff identified as being of Aboriginal or Torres Strait Islander descent and six identified as having a disability. Almost a third of our staff work part-time and around 60 percent are employed between APS 1-6 level.

The Commonwealth Ombudsman offers a diverse and flexible workplace with opportunities for career progression and you'll be working to make a difference and improve the way our government works.

— When are applications taken and what are the stages involved in the application process?

Positions are advertised when vacancies become available in the office. All employment opportunities at the Ombudsman's Office are subject to the usual rules for employment in the Australian Public Service. Interested applicants should read the job advertisement carefully. Job packages can be downloaded from our website and should contain all relevant information. The office's conditions of employment are contained in our Enterprise Agreement 2011--2014, located at: ombudsman.gov.au/pages/working-for-us/benefits-and-conditions.

— What do you look for in an applicant?

Our staff have a wide range of skills, qualifications and experience. We value integrity, impartiality, honesty and service. Our staff are expected to maintain the strictest confidentiality. Each advertised position will specify relevant selection criteria and each applicant should provide a statement of claim against each of the criteria, along with any other information they think is useful and appropriate. Generally speaking, desirable attributes in an applicant would include:

- Excellent communication, research, analytical and/or investigative skills; and
- Abilities to prioritise and work independently or as part of a team.

Department of Finance, Services and Innovation

Address	McKell Building, 2-24 Rawson Place, Haymarket NSW 2000	P: 02 9372 7650 / W: finance.nsw.gov.au
Location	Sydney CBD, Parramatta, Manly & various locations around urban and regional NSW.	Areas – Public policy; legislative reform; workplace and consumer regulation, enforcement and prosecution; and whole of government ICT and procurement
Contact	Kate Gibbons E: katie.gibbons@finance.nsw.gov.au	

About the organisation

— **What is the purpose of the organisation? What is unique about the organisation?** The Department of Finance, Services and Innovation (DFSI) is responsible for driving innovation and digitising government across the sector, and includes around 20 different agencies which do everything from monitoring wave heights to restoring heritage buildings to protecting consumers across the state.

— **What attributes does the organisation look for in a potential employee?** We want flexible employees who are eager to learn and help shape government policy and deliver better outcomes

for the community. The upholding of public sector values- integrity, trust, service and accountability- is also important.

— **Are there any interesting projects the organisation is currently working on?** We are currently developing a digital drivers licence, revitalising NSW's emergency radio network and creating innovative new online services like Fuelcheck.

— **Why work in the public sector?** Working for the NSW Government opens up unparalleled opportunities for career mobility and experience. It also means belonging to a network of clever, capable professionals who are responding to the changing needs of the community.

Getting involved

— **How are the skills and interests of law students relevant to the organisation?** Law students are given a foundation of

knowledge and skills that are across government in a multitude of roles. Attention to detail, critical thinking and the ability to communicate are key skills that law students bring to DFSI.

About graduate positions

— **What is the anticipated graduate intake for this year?** Last year, over 100 graduates were placed in 13 government departments. We anticipate a similar intake this year.

— **What is the application method?** Registrations of interest have opened. Applications open in July and an information evening will be held in August.

For more information see the NSW Public Service Commission's website: <https://www.psc.nsw.gov.au/workforce-management/recruitment/nsw-government-graduate-program>

— **What does the organisation offer its graduates?** The NSW Government Graduate Program provides a solid foundation of skills and knowledge that will be useful in both the public and private sectors. This includes 18 months of experience across various NSW government agencies, a Diploma of Government qualification, a competitive salary, the opportunity to develop high-level professional networks including the support of a personal mentor and executive sponsor, as well as an ongoing role offer upon successful completion of the Program.

— **What type of work is usually involved?** The program offers a diverse experience where you can utilise the knowledge and skills you've acquired whilst being put through dynamic, engaging and ever-changing work environments.

Profile:

Alanna La Cioppa – 2017 Graduate

Alanna completed a Law/Communications degree. Her analytical mind, desire to make a difference and keen interest in law and policy led her to a position as a policy graduate at DFSI in 2017.

Alanna's manager believes "a legal background equips Alanna to interpret legislation and assist us to form policy positions based on methodical understanding of legal and regulatory concepts. This combined with social research and economic analysis is how we arrive at policy positions that ensure world class services

for the people of NSW in an economical way."

Alanna says "the highlight of the program so far has been how engaged I am with my work and my team. It's a lively, fast paced program that's given me the opportunity to work in a flexible, collaborative work environment. It's been exciting turning my university skills into meaningful work that will affect the entire state. I've learnt so much already and every day I become more comfortable with my role. I can't wait to see how I can utilise my freshly acquired skills and knowledge in my next rotation. I would recommend applying to anybody who will listen, you won't regret it!"

Department of Immigration and Border Protection

Address
Location
Contact

Belconnen, ACT
All capital cities and a number
of regional areas
E: recruitment@border.gov.au

Areas - Immigration Law;
Administrative Law; Litigation

About the organisation

— What is the purpose of the organisation?

The Department of Immigration and Border Protection is an innovative, high profile agency responsible for protecting Australia's border and managing the movement of people and goods across it. The work we do touches every part of Australian life and contributes to three key government outcomes:

- strong national security;
- a strong economy;
- a prosperous and cohesive society.

— What is unique about the organisation?

We're a global organisation, with people in every Australian state and territory and in 53 locations around the world. We believe our differences create innovation, that our varied backgrounds

help us broaden our perspective. Our Department represents the diversity we have across the community.

— What attributes does the organisation look for in a potential employee?

We are looking for people who will grow with us into the future. Strong leadership, shared values and culture, and a professional workforce are essential to our success. To join our team you need to be motivated, flexible and have great collaboration and communication skills. You will also require the highest levels of integrity and professionalism to support our values and mission.

— Why work in the public sector?

The matters that involve the DIBP are challenging and varied. Our team manages the Department's high profile litigation caseload, provides legal advice, manages legislative change and is responsible for the Department's legal policy and training.

Getting involved

— How are the skills and interests of law students relevant to the organisation?

The Department's legal team is responsible for providing legal services to the Minister, senior staff and officers within the Department, including Australian Border Force.

— How do students apply?

All applicants must be Australian citizens, having completed a law degree in an Australian jurisdiction or equivalent. Admission as a solicitor is desirable, but not required.

— What type of work is usually involved?

Some of the legal services we provide include:

- Drafting and providing advice to internal clients and stakeholders, the Minister and/or Parliament and other Australian Government agencies.
- Managing litigation on behalf of the Australian Government or the Minister.
- Drafting legislation and legislative instruments.

Our Department offers a variety of legal areas that you can work in. The legal team is led by a General Counsel and made up of approximately 300 staff.

About graduate positions

— What is the anticipated graduate intake for this year?

30 - 50 graduates.

— What is the application method?

The application and selection process for our annual graduate program can be found here: <http://www.border.gov.au/about/>

[careers-recruitment/graduate-development-programme](#).

— What does the organisation offer its graduates?

The Department's Graduate Development Programme is a 10-month programme, with workplace rotations, designed to provide graduates with a range of work experiences.

We offer generous employment conditions including attractive salaries, superannuation benefits and flexible working conditions. After your graduate experience ends, your opportunities within the Department keep going.

Department of Planning and Environment

Address
Location
Contact

320 Pitt Street, Sydney NSW 2000
Across NSW
James Hebron, General Counsel.
E: James.hebron@planning.nsw.gov.au
P: 9274 6125

Areas - Planning Law; Environmental Law;
Administrative Law; Commercial Law

About the organisation

— What is the purpose of the organisation?

The Department of Planning and Environment exists to make people's lives better by making NSW a great place to live and work.

— What is unique about the organisation?

The Planning and Environment cluster is responsible for a broad range of government policy and decision-making, including planning, environment and heritage, resources and energy, utilities and the arts. Working for DPE means that you will get a larger variety of work than what you would in another workplace, ranging from large scale prosecutions of environmental offences, to changing or making new legislation, to providing day-to-day advice on development and resource assessment.

— How does the organisation encourage employees to learn and develop?

The Department is constantly encouraging each of its people to further their knowledge and skills. Seminars and workshops are available to everyone to assist them in getting across issues they may not have exposure to in their everyday work. Social events within the Department are also encouraged to allow employees to step out of their comfort zones and develop knowledge based on the work of their peers.

Getting involved

— How are the skills and interests of law students relevant to the organisation?

The fresh minds of law students are some of the most valuable

About graduate positions

— What is the anticipated graduate intake for this year?

We have no specific number of graduates planned, but are looking forward to getting some graduates on board.

— Why work in the public sector?

We went out to some of our lawyers to ask them what attracted them to the public sector.

Jonathon, Principal Legal Officer, Policy and Legislation:

The public sector allows you opportunities that you may never come across in private practice. Working in legislation means I often get to see the products of my work in the statute book, which gives you a sense of the importance of the work that you do daily. Legislation is famously compared to sausage-making (you don't want to see how either of them are made), but I like to think we do artisanal salumi at Planning and Environment.

Anna, Senior Legal Officer, Litigation:

Working for the litigation team at Planning and Environment is fun, dynamic and always challenging. We work on all the interesting planning matters from big projects such as large scale redevelopments and coal mines, to upholding the integrity of the planning system through prosecutions. There is a focus on achieving the greater good for the people of NSW.

Alex, Legal Officer, Development:

Working in the public sector allows you to apply your skills to issues that affect the future development of our society. The opportunity to participate in and influence these discussions has been not only rewarding, but has provided a deep and broad context to my work as a lawyer. There is never a dull day in the public sector - each day produces a range of challenging issues to be worked through and solved.

resources in the Department. We rely on graduates to shed new light on our ideas and projects by applying the knowledge they have gained throughout their studies. It is important for a public sector legal team, and the Department generally, to be contemporary and have an up to date focus.

International Labour Organisation (ILO)

Address	Headquarters: 4 route des Morillons, CH-1211 Genève 22, Switzerland	Bangkok Human Resources E: BKK_HR@ilo.org
Location	Over 40 countries	P: +662 288 1234 (Thailand)
Contact	Internship Team, Human Resources Development Department at Headquarters E: INTERNSHIP@ilo.org P: +41 22 799 6111 (Switzerland)	Areas - International Law; Labour Law

About the organisation

— **What is the purpose of the organisation?** To set international labour standards, promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

— **What is unique about the organisation?** Established in 1919 and awarded the Nobel Peace Prize in 1969, the ILO is the only tripartite United Nations agency, bringing together

representatives of governments, employers and workers, working with 187 member States in over 100 countries.

— **Are there any interesting projects the organisation is currently working on?**

Agenda 2030 for Sustainable Development places decent work for all at the heart of policies for sustainable and inclusive growth and development. In line with this and the upcoming ILO's 100th anniversary in 2019, we currently have the Seven Centenary Initiatives to achieve the Sustainable Development Goals at work.

Getting involved

— **How are the skills and interests of law students relevant to the organisation?** They usually contribute to the preparation of documents, including the analysis of complaints, and preliminary reviews of national laws and practices. They will also carry out research work relevant to these areas of the ILO's mandate, including review of comparative law, with a small percentage of time related to administrative tasks.

— **How do students apply?** Usually, entry level professional

positions require a Master's degree, 2 years of relevant experience, and fluency in one or two of the ILO's working languages; English, French or Spanish. We only accept applications submitted to a specific vacancy/Internship Roster through our e-recruit system online at: <http://www.ilo.org/global/about-the-ilo/employment-opportunities/lang--en/index.htm>.

About graduate positions

— **What is the anticipated graduate intake for this year?** Maximum 60 interns at the Geneva headquarters at any moment and approx. 30 interns outside headquarters. Eligible students are currently enrolled in the last year of Master's degree or above, or having obtained a Master's degree or a PhD within 12 months prior to the application.

— **What is the application method?** For headquarters, apply to Internship Rosters (open 2 weeks in January and June each year) online at: <https://erecruit.ilo.org/public/index.asp>.

For non-headquarters' internship, apply directly to the office of your interest at: <http://www.ilo.org/public/english/bureau/pers/vacancy/intern.htm>.

— **What does the organisation offer its graduates?** Our Internship Programme offers a wide range of opportunities; our organisational culture promotes high-performance and encourages knowledge-sharing. As the acknowledged leader in labour issues, we are committed to building future leaders in the world of work, through dynamic and results-based practices, by;

(a) Increasing understanding of relevant issues at the international level by involving interns directly in the work of the Organisation and the application of ILO principles, programmes and strategies; and

(b) Interns gaining practical work experience with the ILO directly related to their field of studies.

Duration: 3 to 6 months, starting on the 1st or 15th of any month.

Stipend: If you do not receive any funding to cover your subsistence expenses, you will be entitled to a monthly stipend of 2,245 CHF at Headquarters (or equivalent in other offices).

Insurance/Visa/Travel/Accommodation: You are responsible for the insurance coverage for illness and accidents for the entire internship period and visa/travel/accommodation arrangements. ILO will issue necessary documents for you to obtain a visa to enter the country.

Please note that internships are intended to provide a learning and development experience for selected students and are not intended to lead to a career in the Organisation; there is no expectation of further employment at the end of the internship.

NSW Crown Solicitor's Office

Address Location Contact

60-70 Elizabeth St, Sydney NSW 2000
Sydney
CSO Recruitment
E: csorecruit@csso.nsw.gov.au
P: 9224 5000

Areas – Child Protection; Commercial Law; Community Law; Constitutional & Administrative Law; Criminal Law; Employment Law & Industrial Relations; Government Law; Inquiries, Property & Native Title; Torts (Justice/Law Enforcement Agencies); Torts (Service/Regulatory Agencies)

About the organisation

— **What is the purpose of the organisation?** The purpose of the Crown Solicitor's Office (CSO) is to provide independent, authoritative legal advice, representation and other legal services to the NSW Government and its agencies. The CSO operates on a commercial basis and competes with private law firms to undertake non-core (general) legal work for government agencies.

— **What is unique about the organisation?** The work we perform is challenging and often high profile, with important social, economic and political implications for the community. Our culture of learning has led to extensive representation of our people at the Bar and the Bench.

— **How does the organisation encourage employees to learn**

and develop? The CSO offers excellent in-house training and professional development courses, rotation programs between practice groups, development opportunities to act in higher duties and secondment opportunities to other special projects.

— **Why work in the public sector?** If you want to learn and grow in your career, enjoy being challenged and want to contribute in a meaningful way to your community and New South Wales interests, the CSO is a great place to achieve this. Our diverse and collaborative workforce gives you the opportunity to work on varied and challenging roles, not readily available in private law firms. The breadth and importance of the work undertaken by the CSO is immense and provides our lawyers with experience that is often not available in private law firms.

We also value and offer a healthy work/life balance and continual professional development to ensure you stay engaged and positive at work.

Getting involved

— **How are the skills and interests of law students relevant to the organisation?** We value inquiring minds, highly developed

research skills, a collaborative style and passion for learning. In addition, a positive attitude open to new experiences coupled with an ability to see the big picture will see you succeed and have exposure to a wide range of legal matters of great public significance.

About graduate positions

— **Does the firm take graduates directly?** Recruitment for at least five graduates is expected to commence in July 2017 for an intake in February 2018.

— **What is the application method?** Graduate roles are advertised every two years online through the NSW State government website, iworkfor.nsw.gov.au, as well as on www.seek.com, <https://au.gradconnection.com> and various NSW university job boards.

Applications are usually open for a period of two weeks. Applicants must submit their CV and a one-page covering letter responding to the two targeted questions on the advertisement, if applicable. A copy of their academic transcript must be

attached to applications. Shortlisted candidates will be invited to complete capability-based assessments and to attend a behavioural interview. A minimum of two referees will be contacted as part of the assessment process.

— **What does the organisation offer its graduates?** We offer a two-year program consisting of four six-month rotations across various legal practice groups. You will be provided with on-the-job training to ensure that by the end of the program you have the capability levels of a well-rounded and competent solicitor. You are provided with:

- expert supervision;
- leadership and advice;
- access to professional training and development;
- access to study leave.

Profile

Uzma Sherieff, CSO Graduate Solicitor, 2016-2017

As a graduate solicitor at the CSO, I have been given the opportunity to conduct and assist with a wide range of government litigation

and provide legal advice on statutory interpretation issues to NSW government agencies. Working in the public law sector is diverse, intellectually challenging and rewarding on a day-to-day basis. CSO graduates are offered unparalleled opportunities to develop skills and learn from outstanding lawyers who are at the top of their fields but always keep an open door for younger colleagues.

Public Defenders

**Address
Location
Contact**

23/1 Oxford Street, Darlinghurst
Head office as above. Other chambers
located at other locations
Ruth Heazlewood, Chambers Manager
E: Ruth.Heazlewood@justice.nsw.gov.au
P: 9268 3111

Areas - Criminal Law

About the organisation

— What is the purpose of the organisation?

Public Defenders are salaried barristers appointed under The Public Defenders Act 1995 to provide legal representation to legally aided people charged with serious criminal offences. There are currently 28 Public Defenders, with some located regionally.

— What is unique about the organisation?

The Public Defenders is the only independent statutory office in Australia providing this service. Public Defenders only appear in serious criminal cases and are highly regarded for their expertise as criminal law practitioners. They only appear for socially and economically disadvantaged clients who are legally assisted as defined by the Act.

— What attributes does the organisation look for in a potential employee?

We look for a strong interest in social justice and a passion for advocacy in criminal law. A capacity to work independently, high level research skills, and good communication and interpersonal

skills are also valued.

— How does the organisation encourage employees to learn and develop?

Public Defenders provides students with a wide range of experiences in preparation and observation of criminal cases, being given real cases to work on. Many attend court to follow trial, sentence and appeal cases, or they may be given complex research tasks. All are encouraged to take an active role in the office, working independently with supervision and support.

— Are there any interesting projects the organisation is currently working on?

Not currently, however we are actively involved in various justice projects from time to time.

— Why work in the public sector?

Many good legal jobs, especially in criminal practice, are within the public sector. These jobs provide a much needed service, and employees are usually well supported with training, leave and other entitlements, making it easier to achieve a better work/life balance.

Getting involved

— How are the skills and interests of law students relevant to the organisation?

We value the energy and enthusiasm of our students, and the additional help they provide in a very busy practice.

— How do students apply?

All applications are made to the Chambers Manager and should include a brief letter with CV and recent academic transcript.

— What type of work is usually involved?

Tasks are generally focused on supporting a Public Defender and the instructing solicitor with trial, sentence or appeal preparation. Students often attend court to observe. Duties can range from photocopying, assembling a brief, preparing witness summaries/chronologies/evidence tables, legal research, and other document preparation.

About graduate positions

— **What is the anticipated graduate intake for this year?** We do not have a general graduate program. All student placements are unpaid except for those falling under the Aboriginal Law Graduates program. Intake for this program is limited to two graduates per year to assist eligible students complete their Practical Legal Training (PLT).

— **What is the application method?** All applications are made to the Chambers Manager and should include a brief letter with

CV and recent academic transcript.

Applications for an Aboriginal Law Graduate position requires the written support of the Dean of their law school or nomination by the NSW Bar Association's Indigenous Lawyers Committee.

— **What does the organisation offer its graduates?** We offer paid temporary employment for Aboriginal law graduates for up to six months, which may be extended in certain circumstances.

We provide networking opportunities where applicable and career advice and mentoring for exceptional students.

Transport for NSW

Address	18 Lee Street, Chippendale NSW 2008
Location	Sydney CBD, Chatswood, Newcastle and Wollongong
Contact	HR E: TalentPrograms@transport.nsw.gov.au W: www.transport.nsw.gov.au

About the organisation

— **What is the purpose of the organisation?** Our role is to oversee the development of a safe, efficient, integrated transport system that keeps people and goods moving, connects communities and supports NSW to grow and develop. We also lead the delivery of transport infrastructure projects. We are responsible for strategy, planning, policy, regulation, funding allocation and other non-service delivery functions for all modes of transport in NSW.

— **What is unique about the organisation?** Working for Transport offers the excitement and challenge of high-impact projects on a massive scale, within an environment that values diversity, collaboration and respect and offers flexibility and balance. Working for Transport is more than just a job. It's about leaving a lasting legacy for our community and making NSW a better place to live, work and visit.

— **What attributes does the organisation look for in a potential employee?** We're committed to creating a diverse, inclusive and flexible workforce that delivers customer-focused service. We want to work with people who embody and live our organisation's values- customer focus, solutions, collaboration, safety and integrity.

— **How does the organisation encourage employees to learn and develop?** We offer a great range of benefits and are putting

real changes in place to make TfNSW an even better place to work. There are unparalleled opportunities for mobility and experience, allowing you to move within your team or beyond. We support all our people to achieve their career goals through individual development plans and a range of engaging and effective continual learning and development programs. Our 'flexibility works' program gives our people choices about how they fulfil their work commitments while still achieving their own personal priorities. We celebrate diversity and welcome different perspectives as a source of strength and a key to success.

— **Are there any interesting projects the organisation is currently working on?** NSW is currently one of the most exciting places in the world in terms of infrastructure investment. We are in the process of delivering the biggest transport infrastructure program Australia has ever seen. \$41.5 billion has been allocated for road, public transport and freight infrastructure in Sydney and regional areas until 2020. NSW will transform with the completion of WestConnex, NorthConnex, Sydney Metro, Sydney CBD and South East Light Rail, Parramatta Light Rail and hundreds of other road and public transport projects across Sydney and the state.

— **Why work in the public sector?** Working for the NSW Government means making a positive contribution by delivering real improvements for the people of NSW in areas that cover health, education, housing, transport and infrastructure.

Getting involved

— **How are the skills and interests of law students relevant to the organisation?** Whilst we have extremely limited practicing law placements, we are more interested in law students who are interested in exploring other branches that incorporate legal thinking and expertise. This includes areas in policy, information and privacy, industrial relations and project management.

— **How do students apply?** Registrations of interest have opened. Students can apply online once recruitment is open via

our website: <https://www.transport.nsw.gov.au/careers/entry-level-talent-programs>.

— **What type of work is usually involved?** Work varies enormously. You might spend one placement interpreting and providing advice around organisation policies, another placement researching and meeting with stakeholders to develop responses and strategies for ongoing development, yet another placement may be focused on providing industrial relations advice and support. The possibilities in the Transport cluster are endless!

About graduate positions

— **What is the anticipated graduate intake for this year?** Graduate intakes are based on current and future business needs.

— **What is the application method?** We have a fairly involved recruitment process which is outlined on our website:

<https://www.transport.nsw.gov.au/careers/entry-level-talent-programs>.

— **What does the organisation offer its graduates?** The Transport for NSW Graduate (Cadet and Scholar) Programs offer a doorway into the whole Transport Cluster; including NSW TrainLink, Sydney Trains, Roads and Maritime and State Transit Authority. The program provides support and career advice throughout your graduate journey and offers you a chance to have input and control in your career destination.



Courts

photo by John Conway

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Law graduates have the unique opportunity to gain fundamental insight into the judicial process, by working as a Judge's assistant in his or her duties to the Court. This form of legal experience is essential for those wishing to pursue a career at the Bench or at the Bar, as it provides a unique opportunity for newly graduated students to appreciate legal advocacy from within.

For the Supreme Court, a Judge's legal assistant is known as a Tipstaff. Legal Tipstaves provide support to Judges in the Equity and Common Law division of the Supreme Court and in the Court of Appeal.

Within the jurisdiction of the High Court, Federal Court and the District Court, a Judge's legal assistant is known as an Associate.

The duties of such Associates or Tipstaves will inherently vary in accordance with the jurisdiction to which they are assigned, the Court in which they operate and the discretion of the Judge. However, their duties will largely involve performing legal research, proofing draft judgments, liaising with Counsel and assisting with administrative work.

To apply for these positions, an ideal place to begin is the relevant Court's

website, which provides information on the application process for prospective applicants. Additionally, the 2015 Judge's Associates Guide, compiled by the Australian Law Students' Association (ALSA), is a useful resource for finding information on the application procedure for the various Courts and a compilation of experiences and reflections of former Associates and Tipstaves to the Court.

The specific application process will vary between each Court and tribunal, though the High Court and Federal Court do not explicitly advertise these positions. Instead, the applicant should write directly to the Justice or Judge to whom they wish to be assigned.

Generally, applicants should have an excellent academic record with highly developed legal research skills and a wide variety of extracurricular experience or voluntary work.

The following profiles of former and current Associates and Tipstaves to the Court should aid your understanding of the application process and nature of these positions.

High Court of Australia

Name	Jackson Wherrett
Position	Associate for Hon Justice Keane
Year	2016

— What is the role of a High Court Associate?

Broadly speaking, the role of the Associate is to assist the judge for whom he or she works with various legal and administrative tasks. It is important to note that the role of the Associate varies from court to court, and from chambers to chambers. In my experience, there is no average day in the role of an Associate, but there were several tasks which I performed regularly. I assisted the judge in preparing for the cases to be heard by the Court. I proofread judgments, a process which includes not only checking spelling and grammar, but also checking that all statements of fact and law in the judgment were correct. I also had the opportunity to sit in court with the judge to observe proceedings, and to hand documents to the judge as required.

— How do interested individuals apply?

The time at which an Associate will be appointed varies between judges. It is necessary to apply well in advance of the time at which you would be available to start. I secured my position roughly one year in advance, but it is not unheard of for High Court judges to appoint Associates two or three years in advance.

The application process involves sending a cover letter, CV and academic transcript directly to the chambers of the judge for whom you want to work. The application can be sent either by email or by post. You may want to contact the chambers of the judge for whom you wish to work to ascertain whether he or she has any preferences about how the application should be prepared and sent. It is also important to include the names of referees, usually people who taught you at university or for whom you have worked.

Applications should be tailored to the particular judge to whom the applicant is applying. There should be some articulation of why you want to work at the particular court on which the judge

sits, and why you have chosen to apply to work for that particular judge.

Applications should also be succinct. A good guide is no longer than one page for a cover letter, and about two to three pages for a CV.

— What inspired you to apply for the position? What interested you most about the position?

I have a great interest in public law, and the Court deals regularly with significant matters involving such constitutional and administrative law. It was a privilege to have the opportunity to think deeply about the cases which came before the Court and to observe the judge's decision-making process. I also had the opportunity to observe leading advocates present their cases, both through written and oral submissions.

— What qualities are required of an Associate?

- Legal research skills;
- Strong oral and written communication ability;
- Organisation;
- Time management; and
- Initiative.

— Describe one challenge you have faced – is this typical of the role?

It is hard to specify a particular challenge faced by Associates, since the nature of the role invites a more global answer. Like any job, the learning curve for the Associate role is a steep one. It can be difficult for recent law graduates to take on a role, where your employer is a judge who expects a great deal from you, which creates a high degree of responsibility. That being said, most people are able to settle into this role fairly quickly.

Federal Court of Australia

Name	Hannah Ryan
Position	Associate for Justice Jacqueline Gleeson
Years	2015 - 2016

Hannah Ryan worked as an Associate for Justice Jacqueline Gleeson in the Federal Court of Australia between 2015-2016. Previous to that, Hannah worked for Justice Anthony Meagher of the NSW Court of Appeal. The following is an interview with Hannah that featured in the 2015 Careers Guide.

Reprinted from 2015 Careers Guide

— What is an average day like in the role of Associate?

As an associate, I assist my judge in court by receiving and keeping track of evidence and so on; proofread judgments; and assist in chambers by communicating with parties, listing hearings, and managing files.

As a tipstaff, I helped my judge to prepare for court by collecting authorities and looking over the case materials; assisted in court as required (in a less involved way than as an associate); proofread judgments; and conducted legal research.

An average day in the Federal Court involves a few directions hearings in the morning and a hearing during the day, a lot of administrative work to do with preparing for court and recording what happened in court when we get out, a great number of emails, with some solid proofreading thrown in.

An average day in the Court of Appeal involved seeing a one-day appeal and proofreading a judgment, and perhaps helping to set up a lunch for judges.

— Who can apply for an Associate position? Are there any restrictions?

Anyone who will have finished their law degree by the time they start the job can apply for the positions.

— When do applications open? When should interested individuals apply?

This depends on the judge. Generally, people should start organising applications as early as possible, but contact individual chambers to work out the best time to apply for each judge. Note that in the High Court and increasingly other courts some judges appoint two or three years in advance. However, some judges appoint as late as November for the following year.

— What does the applications process involve? How do interested individuals apply?

Interested people should contact individual chambers to establish their requirements for applications. However, generally, candidates should send in a cover letter, CV, transcript and perhaps one or two references. Then the judge will interview candidates.

— Do you have any specific advice for applications? Is there anything you wished you had known before you applied?

Applicants should make sure to avoid obvious errors that will discount them immediately - e.g. spelling mistakes, informalities, or addressing the judge incorrectly. I wish I knew

how easy it was to call chambers and ask about the best time to apply and the form of the application.

— What qualities are required of an associate?

Both an associate and a tipstaff need good attention to detail as this is key to proofreading judgments. It helps to be mildly anally retentive. Both positions also require tact and discretion. You should also have a tolerable personality as you work in close quarters with the judge and associate or EA. An associate especially needs to be highly organised and able to balance and prioritise a number of tasks. You also need to be good at pushing trolleys.

— What inspired you to apply for the position?

I wanted to be exposed to good advocacy and to see the reasoning and writing processes that went into producing judgments, after reading so many at uni. I was considering a career at the bar or in academia and I considered a year at the courts could be helpful for either. I also wanted a mentorship relationship with someone older and wiser in the profession.

— What has interested you most about the position?

The variety of matters that I have seen in both courts has been very exciting and intellectually stimulating. In the Court of Appeal, my judge sat on tort, contract, equity, defamation, criminal and workers compensation matters, and in the Federal Court I have seen a range of commercial and migration matters. Getting to know the people has also been interesting and rewarding, both the judges and their staff.

— Why should students consider applying for the position?

There could be any number of reasons why someone might want to apply. It's an intellectually stimulating job, it changes daily, you get to work for someone who is very intelligent and good at what they do and you can learn from that, you get to see a range of advocacy, you learn about procedure, and you learn about grammar and writing and reasoning. In short, you learn a lot and you get to know great people. That can be a great platform to go to the bar, to study further, to go to a firm - it can even be useful experience for a career outside the law.

— Describe one challenge you have faced - is this typical of the role?

I was once asked to go and buy a nice French wine and was completely out of my depth. Another challenge (ongoing) is keeping the mysterious and odorous orange book dust from the Law Courts Library books off my clothes. These are both typical in that the roles can be unpredictable.

— Do you have any memorable experiences?

In the Federal Court I was running into court with an armful of files in a fluster to make sure I could knock in my judge on time, and I somehow stamped my white shirt so that it read 'FILED IN THE FEDERAL COURT'.

NSW Supreme Court

Name	Bronte Lambourne
Position	Tipstaff (1st year) / Research Director (2nd year) for Chief Justice Bathurst
Year	2016

— What is a typical day like for a Tipstaff/Associate?

As a tipstaff for an appeal judge your days are generally divided into days when you are in court and those when you are in chambers. For court, you will have to prepare the books (the relevant law reports and legislation), knock the judge into court and watch the case (while being ready to source any material that is required by your judge). On days when you are in chambers, you can be working on a range of tasks which most commonly include preparing research memos, proofing judgments and writing headnotes and judgment summaries.

As tipstaff to the Chief Justice you also have a range of ceremonial duties. You lead the judges into court in each of the admission ceremonies, swearing-ins and opening of law term services. Any tipstaff must also be prepared to assist with the more administrative tasks such as serving at morning teas or lunches.

As research director to the Chief Justice your primary responsibilities are speech writing (for conferences and other speaking engagements) and running the Court's social media account.

— Why did you apply for the position?

I wanted to gain first-hand, behind-the-scenes experience of court. You certainly gain a great insight into the process of judgment writing and get to watch some of the best (and worst) advocates in practice. I sought this exposure as I intend to go to the Bar at some stage but it is an invaluable experience for anyone who wants to work in litigation.

— What does the application process involve?

The typical application requirements are a cover letter, university transcript and two references. The top applicants will then have an interview with the Chief Justice and his Associate and a more informal coffee with the present Tipstaff and Research Director.

— Who can apply for a Tipstaff/Associate position? Are there any eligibility requirements?

You must have completed your law degree by the time you are to commence the position. For the Chief Justice's chambers, it is also recommended that applicants have a Distinction average although students shouldn't be deterred from applying if they have other notable achievements.

— What attributes do Judges typically look for in a Tipstaff/Associate?

On paper, judges will be looking for the usual qualifications: an interest in the law, good marks, all-round achievement etc. In the interview, a priority is ensuring that the applicant is a good 'fit' for chambers, that is, that they are able to get along and work well with the judge and the rest of the chambers' staff. It is also important that applicants show an interest in the specific area of law that the judge works in, there is no point telling an equity judge that your main passion is criminal law.

— What key differences did you find between interviewing for a Tipstaff/Associate position and a position at a law firm?

I find tipstaff interviews less self-promotional, of course you want to highlight your qualities and achievements that make you deserving of the position, but on the whole judges (like most people) don't take too kindly to arrogant law students. This is an opportunity for you to learn and there is a lot of humility required for the job.

— What advice do you have for interested applicants?

Be sure to show your 'human side' in interviews; judges are real people and like to hear about your hobbies and interests as well as your legal qualifications, they are looking for someone they can work with closely for a year. It can be intimidating meeting a judge but it is important to keep this in mind. Also be sure to address the judge correctly. It can feel strange at first, but the correct way to address a judge in an interview is to call them 'judge' or if it is the Chief Justice, 'Chief Justice'.



Alternative dispute resolution

Alternative Dispute Resolution (ADR) is the umbrella term which describes the processes in which an independent person assists parties in the resolution of their dispute. These processes are exclusively distinct from the Court or tribunals, intended to avoid the complex litigation system.

Within the Australian legal landscape, ADR is becoming increasingly important for the fast and cheap resolution of disputes between parties. It is a more flexible and participatory way of resolving such disputes, whilst also attempting to preserve business or personal relationships.

An ADR practitioner must develop and use a variety of different skillsets to perform dispute resolution services. Though their roles will largely depend on the specific nature of the client's dispute, such skillsets will generally range from advising the client before the ADR process, to representing the client during the process and undertaking all communications on behalf of the client.

The following section in the Careers Guide outlines the primary forms of ADR used in Australia, which includes mediation, arbitration and conciliation. If you would like more information on

the different types of ADR, please access the ADR section of the Attorney-General's Department website: www.ag.gov.au

Mediation - the most widely applied form of ADR. This involves a neutral third-party mediator who assists the parties to identify issues involved in their dispute, and facilitate a negotiated agreement between the parties. This allows both parties to put forward their viewpoints and discuss issues of concern. The mediator does not give advice about the issues or decide upon the outcome of the mediation.

Arbitration - an ADR process in which a dispute is submitted to a third-party arbitrator who provides a binding determinative ruling in the form of an award, after considering evidence submitted by both parties to the dispute. The arbitrator may be a person with expertise in the specific field of the dispute.

Conciliation - an ADR process in which a conciliator helps parties identify the issues in a dispute, discuss options and try to reach an agreement. A conciliator is often legally qualified or has some technical qualification in the subject matter they are dealing with. They may provide advice and suggest options to resolve the issues, but cannot make a determination.

Australian Centre for International Commercial Arbitration (ACICA)

Address	Level 16, 1 Castlereagh Street, Sydney NSW 2000	<i>Areas – International and domestic arbitration and mediation</i>
Location	Sydney, Melbourne, Perth	
Contact	Deborah Tomkinson, Secretary General E: dtomkinson@acica.org.au P: 02 9223 1099	

About the organisation

— What services does the organisation provide?

ACICA provides a full range of services to facilitate international arbitrations and mediations conducted in Australia and in the region. ACICA acts as the administering institution for arbitrations and mediations under the ACICA Arbitration Rules and ACICA Mediation Rules or, if agreed by the parties, under an ad hoc process.

— Are there any significant matters the organisation is currently working on?

ACICA is proud to be co-hosting the 24th International Council for Commercial Arbitration (ICCA) Congress in April 2018 in Sydney. The ICCA Congress is one of most prestigious events on the global international arbitration calendar.

— What pathways do people take to become involved in ADR?

For students or early career practitioners, ADR training will start in the classroom, whether at university or through the

College of Law. In the last year, ACICA has introduced courses in international arbitration advocacy and for the training of arbitral Tribunal Secretaries. Students may also consider training and accreditation courses through ACICA's partner organisations, the Chartered Institute of Arbitrators (arbitration) or the Australian Disputes Centre ('ADC') (mediation). Students may also attend seminars run by various organisations, including ACICA and ADC, universities and NSW Young Lawyers, some of which are free of charge.

— Why should students consider a career in ADR?

ADR is an important element of the dispute resolution landscape in Australia. It is especially relevant in relation to transnational commercial disputes which are resolved globally, primarily through international arbitration. A focus on international dispute resolution offers diverse opportunities for lawyers to engage with legal systems different to their own, also enabling them to experience work in different countries.

Getting involved

— What training opportunities does the organisation provide?

An intern at ACICA and ADC may be exposed to a variety of tasks including case management, legal research and publications, events participation and management, and front-of-house rotations. The aim of the internship program is to provide students with not only technical legal skills, but also a multitude of non-legal, soft skills, which are transferable across many professions.

Interns will receive direct supervision from the Secretary General at ACICA and the CEO at ADC. Direct interactions provide interns direct and valuable feedback conducive to future careers.

— What kind of accreditation schemes does the organisation offer?

ACICA runs various seminars and workshops throughout the year. In 2016, ACICA ran an accredited tribunal secretary course to fulfil the demand for secretaries to assist the conduct of

proceedings. This year it has introduced a series of advocacy training workshops.

Also, the ADC runs accredited mediation courses consistently throughout the year, which is a course recognised under the National Mediator Accreditation Standards.

— How can law students and graduates get involved with your organisation?

The best avenue to be involved in ACICA is through the internship program, which gives a taste of what it is like to be involved in an arbitral institution. An internship with ACICA and ADC will provide a better understanding of the practicalities involved in arbitrations and mediations.

— How do you become a member of the organisation? What are the benefits?

ACICA has various categories of membership. These details may be accessed via the following link: <http://acica.org.au/membership/>.

Resolution Institute

Address Level 2, 13-15 Bridge Street,
Sydney NSW 2000
Location Sydney and Wellington (NZ)
Contact Fiona Hollier, Chief Executive Officer
E: infoaus@resolution.institute
P: 02 9251 3366
W: www.resolution.institute

Areas – Our members practice across the dispute resolution spectrum, including mediation, arbitration, adjudication, restorative justice, expert determination, conciliation and facilitation.

About the organisation

— **What services does the organisation provide?** Combining both LEADR and IAMA, the Resolution Institute is the largest dispute resolution membership organisation in the southern hemisphere, providing our 3500 members with:

- Extensive information and resources;
- Continuing Professional Development (CPD) seminars and webinars;
- Local chapters and special interest groups to connect, network and learn;
- High quality mediation training and accreditation;
- Online listing of mediators, arbitrators and other DR practitioners;
- A voice for dispute resolution in public discussion, gathering and representing members' views;
- Administration of dispute resolution schemes for government and industry.

— **Are there any significant matters the organisation is currently working on?** The Resolution Institute is currently committed to an innovation scheme. Such innovation is

focussed around online dispute resolution technology products, wiki communities, webinars, podcasts, apps and a 'Find a Dispute Resolver' search directory.

— **What pathways do people take to become involved in DR?**

People wishing to become dispute resolution professionals through the Resolution Institute are required to undertake training, both practical and theoretical in the dispute resolution processes in which they wish to practice. After completing training, participants undertake assessment and then can apply for their accreditation. To retain accreditation, dispute resolution professionals need to complete hours of practice and participate in continuing professional development over periods of 2 to 3 years.

— **Why should students consider a career in DR?**

Dispute resolution is a valuable and highly-rewarding career path, offering those in disputes valuable options to resolve their conflicts. These options include features such as self-determination, interest based solutions, rights based determinations, efficiency, informality, control and finality. In mediation, participants in conflict explore each other's interests to develop mutually suitable options. In arbitration, an independent arbitrator assesses the dispute and determines an outcome.

Getting involved

— **What training opportunities does the organisation provide?** The Resolution Institute offers threshold and professional development training in mediation, arbitration, conflict coaching, probity and restorative practice.

— **What kind of accreditation schemes does the organisation offer?** Mediation, arbitration, adjudication, conflict management coaching, probity services, family dispute resolution and restorative practice.

Resolution Institute has the only qualifying assessment program for international accreditation with the International Mediation Institute (IMI) in Australasia.

— **How can law students and graduates get involved with your organisation?**

Student memberships are free and provide access to all member services and discounts. Applications can be made online: <https://www.resolution.institute/membership/type/student>

— **What are the benefits?** The Resolution Institute provides all its members with the following benefits:

- Monthly e-news
- Peer reviewed academic journal twice yearly
- Opportunities to connect at local networking events
- Webinars
- Access to competitive practice insurance for DR professionals

Profile:

Winona Wawn (BA Psych, MDR, nationally accredited mediator)

Learning Pathways Coordinator

Working for Resolution Institute has been a fantastic learning opportunity. I started as an Intern in November 2015. The internship opportunity was a part of undertaking a Masters' degree in Dispute Resolution at UNSW Law School. With some fortunate timing, I was offered a full time role a few weeks after

starting the internship and I haven't looked back.

While working full time, I have undertaken mediation training and became a nationally accredited mediator in late 2016, starting my own mediation business. This complements my current full time role at Resolution Institute, where I am responsible for organising the training, assessment and accreditation of Dispute Resolution practitioners across Australia.

My favourite part of this job involves talking to legal professionals who want to become accredited mediators and sharing my experience of undertaking the training, assessment and starting up of my own mediation business.



Social justice

The following section demonstrates the varied and interesting work undertaken by the social justice sector. Not-for-profits, community legal centres, volunteer, activist and special interest organisations focus on an array of legal areas: human rights, domestic violence, Indigenous rights, disadvantage, refugee rights, civil liberties, animal rights, environmental law and access to justice, just to name a few. While the term ‘social justice’ is somewhat imprecise, the sector is bound by a common drive to alleviate disadvantage and unfairness.

It is no surprise then that work in this area offers a sense of purpose and fulfilment probably unrivalled by any other area of law. Even if this is not the reason you went into law, the social justice sector offers some amazing opportunities for law students that are well worth exploring. Volunteer opportunities, internships and PLT placements are available at many organisations and because most organisations are relatively small, students can often work closely with senior lawyers and gain more hands-on, in depth, real world experience. The work, both domestic and international, is incredibly diverse, involving

anything from casework, referrals, advocacy and field work, to running test cases or drafting submissions on policy and law reform. Students often find it fascinating to see the law in action at a grassroots level, as well as driving change at the policy level. They generally describe the work as challenging and immensely rewarding.

While the competition of clerkship season and the allure of fancy big law firms can seem to loom large at law school, it is important to emphasise that lawyers in the social justice sector are equally capable, pairing their passion and their skills. Positions in this sector, comparatively few in number, are also competitive and sought-after. So, whether your ambition is to create a career in this area, you want to gain valuable experience or you’re just keen to volunteer, we encourage you to consider the excellent opportunities available and hope you find the following profiles interesting and informative.

Volunteering

Volunteering in social outreach programs can bring many personal and professional benefits. There are a variety of different organisations that take on volunteers, to contribute generally and also in a legal capacity. Volunteers can gain a better understanding of social justice issues, experience a career in social justice first-hand, develop valuable skills, make a genuine difference in communities, engage with a particular cause they are passionate about and take part in work that is rewarding, challenging, and fulfilling, enhance your employability and meeting others in the same field.

Community legal centres

Community Legal Centres (CLCs) usually take on law students as volunteers, for example Redfern Legal Centre, Inner City Legal Centre, and Marrickville Legal Centre (see later in the Guide for individual profiles). Volunteer positions in CLCs can provide valuable insight into providing legal services for those in the community who are marginalised or especially vulnerable. These positions tend to work on a rotating roster and require a minimum commitment of six months on a weekly or fortnightly basis.

Applications

The Community Legal Centres NSW website is a great place to get started: www.clcnsw.org.au. You can also find a database of CLCs with volunteering opportunities on www.clcvolunteers.net.au.

Typically, applicants are required to submit a CV and cover letter. Prior experience in social justice is not a prerequisite. General skills such as good written and verbal communication, teamwork skills, maintaining confidentiality, and having an interest in serving the community are favourable.

Administrative and customer service skills are also desirable as is demonstrating that you can work with individuals with a disability or mental illness, culturally and linguistically diverse community groups, or the elderly.

Duties and activities

Volunteer positions in CLCs can provide exposure to a wide range of legal skills, including interviewing clients, identifying legal problems, writing briefs for solicitors, conducting legal research, delivering and serving documents and various administrative duties.

General legal advice offered by solicitors in CLCs can also provide a useful insight into the application of the law to various areas, such as family law, domestic violence, criminal law, debt issues and tenancy issues. Keeping in mind that CLCs tend to be smaller in size, a placement provides ample opportunity to work closely with solicitors and other volunteers. It is not uncommon to be engaged in volunteer work that has a strong client focus.

Experienced volunteers may also be given the opportunity to work on cases for solicitors, or progress into more specific divisions of the CLC. In the case of Redfern Legal Centre, these divisions may include the Women's Domestic Violence Court Assistance Scheme, Tenants Advocacy Service, or Evening Advice Service.

Public interest law

Organisations that work on a broad scale, and are happy to host volunteers, include Justice Connect and the Public Interest Advocacy Centre (PIAC). In addition to providing disadvantaged clients access to legal services, these organisations aim to address wider legal and social issues affecting the community.

PIAC's projects and services are mixed and diverse, including the Energy + Water Consumers' Advocacy Program, Homeless Persons' Legal Service, Indigenous Justice Program, policing and detention, discrimination and other international projects.

180 Degrees Consulting

Address	University of Sydney
Location	81 branches in 33 countries around the world
Contact	Megh Mankad E: mmankad@180dc.org, sydney@180dc.org P: +61 433 015 083

About the organisation

— What is the focus of the organisation?

180 Degrees Consulting is the world's largest volunteer consultancy. We provide consulting services to charities, non-profits and social enterprises which have varying social focuses, including improving education, reducing homelessness and alleviating poverty. We recruit high achieving university students

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

Team Member: All consultants start as Team Members, working in a team to produce a final report and presentation for clients.

Team Leader: Top performing consultants are selected to lead our projects.

Global Leadership Team: As we are a part of a global network, there are many opportunities for students to coordinate worldwide strategic planning and operations.

— What is the application process?

Round 1 - An online written application for us to get to know about you, your experience, and your motivations for applying to be a consultant.

Round 2 - A group case study interview for Team Member positions and an individual case study interview for Team Leader positions.

— What does the organisation look for in an applicant?

- Teamwork skills
- Critical and innovative thinking skills, including academic achievement throughout high school and university

Profile

Megh Mankad

President

This is now my 4th year with 180 Degrees, and I can say without a doubt that it has been the highlight of my time at university. It has been extremely fulfilling to help organisations that are making such a significant impact in our world. I've been lucky to work for

from around the world as our consultants.

— What significant work has the organisation recently undertaken?

Our clients vary in their size and social focus. Student consultants across the world have worked with clients like the UN Refugee Agency, The Red Cross, and The White Ribbon Association. At the University of Sydney, some of our recent clients include Cure Brain Cancer Foundation, Lou's Place Women's Refuge and Redfern Legal Centre.

- Experience and positive involvement with professional, community and school/university organisations
- Commitment and time management skills
- Desire to make social impact

— What type of work can students expect to do?

Our organisation's main focus is the consulting projects we run every semester. In teams of 5-6, our consultants provide advice to our clients on their business strategies and/or operations. Our consultants work closely with these clients over the semester to tackle their initial problems and ultimately produce high-quality recommendations that aim to maximise clients' social impact. Our consultants receive both formal training and informal mentoring from our executive team and industry partners, including Nous Group, The Boston Consulting Group and Oliver Wyman.

We also offer a number of events open to all students at the university, such as our annual intervarsity Social Impact Case Competition, Social Impact Hackathon, and skills workshops.

— What are the benefits of interning/volunteering with the organisation?

University students get work experience, professional training from our industry partners, firsthand exposure to non-profits and social enterprises, leadership development, and the opportunity to make a tangible difference in society.

clients who perform work that I'm particularly passionate about. 180 Degrees has given me the unique opportunity to assist these organisations in some way other than donating money or volunteering directly for the organisation.

Auburn Diversity Services Inc.

Address
Location
Contact

17 Macquarie Road, Auburn
Auburn
Frank Zheng
E: info@adsi.org.au
P: 02 9649 6955

Areas - Central Western Sydney areas

About the organisation

— What is the focus of the organisation?

To promote the principles of multiculturalism, access, equity and social justice. ADSi is committed to developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability. ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

We offer internship and work experience opportunities.

— What is unique about the organisation?

Caseworkers are treating clients with flexibility.

— What type of work is usually involved?

Casework and Information sessions, Community Development, Youth Services, Youth Transition Support Program, Children & Parenting Support Program, Senior Services, Specialist Homelessness Service, Ready Together Growth Decision Support Program.

— What is the application process?

Applicants must submit the following: a National Police Check Certificate, a NSW Working with Children Check Clearance, and a completed ADSi Volunteer Form.

The Aurora Internship Program

Address Location

100 Botany Road, Alexandria
Sydney, Variety of locations around
Australia, including regional and remote

Areas – Indigenous, Social Justice, Native
Title, Policy Development, Research

Contact

Kim Barlin, Placements Manager
E: Kim.Barlin@auroraproject.com.au
P: 02 9310 8413

About the organisation

— **What is the focus of the organisation?** The Aurora Internship Program introduces students and graduates to career opportunities in native title, land rights, policy development, social justice and research, all with an Indigenous focus. The Program aims to provide assistance to under-resourced and over-worked native title and other Indigenous sector organisations working in these areas including Indigenous organisations, government bodies, community groups and other policy organisations. As the Program moves into 2017, we will be focusing more on supporting Aboriginal and Torres Strait Islander students and graduates via scholarship funded internships as pathways to jobs in Indigenous organisations and other organisations working in the Indigenous sector.

— **What is unique about the organisation?** It is an opportunity to experience hands-on, on the ground work in the Indigenous sector.

— **What type of work is usually involved?** Interns will assist on discrete projects depending on their academic background as well as support their supervisors on various tasks.

— **What attributes do you think define your employees?** They are part of an under-resourced and over-worked sector.

— **What significant work has the organisation recently undertaken?** We have recently been funded by the Commonwealth to provide scholarships to Aboriginal and Torres Strait Islander interns undertaking an Aurora internship – see details at <http://auroraproject.com.au/indigenous-applicants>.

Internship/work experience/volunteering opportunities

— **What internship, work experience or volunteering opportunities are available to law students?** The Aurora Internship Program offers unpaid internships which may lead to paid opportunities. Interns are placed with a range of organisations Australia-wide including Native Title Representative Bodies, Prescribed Bodies Corporate, Indigenous corporations, Government bodies, Not-for-profit organisations, Aboriginal Legal Services and Community Legal Centres. There are two intakes for interns annually, during the summer and winter university breaks, for five to six weeks, with some flexibility outside of those timeframes for graduates.

supporting the legal staff of their Host. Interns should expect to be given a balance of challenging and interesting tasks along with a fair amount of administrative tasks.

Most native title focused legal internships involve native title and land rights-related work, but the work may also cover anything from constitutional law to local government regulations.

Internships at organisations in the broader sector could encompass a wider range of issues relating to social justice, policy development and Indigenous affairs more generally.

— **What is the application process?** Applications open in March and August of each year. Further details can be found on the website at <http://auroraproject.com.au/about-internship-program>.

— **What does the organisation look for in an applicant?** Applicants must have:

- a strong academic record
- an interest in the broader Indigenous sector
- a strong sense of cultural awareness and sensitivity
- good interpersonal and communication skills

— **What type of work can students expect to do?** Legal interns can be placed in either the native title or non-native sector,

— **What are the benefits of interning/volunteering with the organisation?**

- A legitimate career/study-based learning experience in a vocational placement that enhances learning and will inform and inspire your future study and work life.
- Internships are a benefit to you as a student, near-graduate and/or graduate transitioning from education to the workforce or considering a career change.
- An opportunity to gain hands on experience and insight into working in the Indigenous sector in Australia.
- Create professional relationships in a new network of experienced practitioners and mentors.
- Develop valuable practical legal, research and cross cultural skills.
- An insightful and humbling experience which can be transformative and can often lead to paid work.

Profiles

For some insights into what past Aurora interns say about their internship experience, please see <http://auroraproject.com.au/what-interns-say>.

Central Coast Community Legal Centre

Address Location

31 Alison Road, Wyong
Wyong and outreach clinics
on the Central Coast
Olenka Motyka, Senior Solicitor
E: centralcoast@clc.net.au
P: 02 4353 0111

Contact

Areas - A range of areas including,
but not limited to, most aspects of
family law, care & protection, domestic
violence, debt, fines, driving & traffic law,
discrimination, complaints, insurance,
and some neighbourhood disputes

About the organisation

— What is the focus of the organisation?

Our purpose is to promote social justice for the people of the NSW Central Coast. We have a vision for a fairer society based on access to justice.

— What is unique about the organisation?

We are the only Community Legal Centre on the Central Coast, serving a population equivalent to that of the Northern Territory and the only source of legal advice for many disadvantaged and vulnerable people. Our solicitors help keep people in their homes, keep families together, keep people in their jobs. We work with numerous community partners and in addition to our legal

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

This is a training practice. We recruit recent graduates to complete their Practical Legal Training with us, and also offer limited places for senior undergraduates. We offer a significant and targeted training program for our PLTs.

— What is the application process?

To apply, email centralcoast@clc.net.au with a copy of your academic transcript and CV. We will also require a Police Check, issued within the previous 12 months.

— What does the organisation look for in an applicant?

We look for candidates who have empathy and an understanding of the difficulties faced by many people in their lives. Our values guide us in selecting PLTs -

1. Inclusivity - We strive to create an inclusive and non-judgemental service where everyone can feel welcome.
2. Care - We have a strong service mentality and are focused on client and community wellbeing.
3. Excellence - We are tenacious and resourceful and do our best to deliver a high quality service regardless of our clients' ability to pay.
4. Integrity - We are honest, ethical, trustworthy and responsible. We are transparent and hold ourselves accountable to clients, funders and other stakeholders.

services for clients, host a Children's Court Assistance Scheme worker, the regional coordinator for the Co-operative Legal Service Delivery project, and an Aboriginal Access Worker.

— What significant work has the organisation recently undertaken?

Annually, we provide advice to over 1600 people, information to a further 1700 people, and assist nearly 2500 young people facing court. We provide outreach clinics to the homeless, facilitate Wills days for the Coast's large Aboriginal and Torres Strait Islander population, and give advice to people who have had AVOs taken out against them, who find it very difficult to get the legal advice they have a right to receive. Our advocacy has contributed to a reconsideration of the relocation of Childrens' Court lists on the coast, and the unreasonable closure of the Tribunal hearing tenancy matters.

5. Independence - We are independent of government and operate without political / any other influence. We are courageous, and speak up for fairness and justice without fear or favour.

— What type of work can students expect to do?

PLTs and undergraduates handle incoming client calls, and after training and under the guidance of a duty solicitor, may provide information or referrals to clients. PLTs also assist with paralegal research, and may accompany solicitors to outreach clinics and court.

— What are the benefits of interning/volunteering with the organisation?

This is the type of practice where recent graduates who have a fierce determination to make a significant difference in the lives of ordinary people can flourish. Our clients often present with complex problems, requiring the holistic service of not only legal advice, but financial and social counselling, advocacy, and mental health assistance. The work here is not easy. But it is very rewarding.

Furthermore, we are very conscious of the importance of continuous training. We offer monthly Talking Law Community Legal Education seminars, which are aimed at improving the legal understanding of our staff and our community partners. We also have in-house training on a regular basis and support staff in attending the NSW CLCs quarterly training weeks. We have a program of staff development which includes visits to community partners, work-related seminars, continuous Cultural Awareness training, and social activities.

We enjoy mentoring our volunteers as they develop their abilities to deal with clients, understand complex situations and grow into their roles as solicitors.

EDO NSW

Address Location Contact

Level 5, 263 Clarence Street Sydney
Sydney and Lismore
E: edonsw@edonsw.org.au
P: 02 9262 6989

Areas - Public interest environmental law

About the organisation

— What is the focus of your organisation?

EDO NSW is a non-government, not-for-profit community legal centre specialising in public interest environmental law. We help people who want to protect the environment through law.

— What is unique about this organisation?

EDO NSW is the acknowledged expert when it comes to the law and how it applies to the environment. We help the community to solve environmental issues by providing legal and scientific advice, community legal education and proposals for better laws.

— What would work at your organisation typically involve?

Our core functions are legal advice and litigation, policy and law reform, and public engagement and education. Each year EDO NSW provides free legal advice to more than 1,000 individuals and community groups across NSW.

EDO NSW has run a number of landmark legal cases in the courts and undertakes policy and law reform work at both the State and Federal level. We also run free legal workshops for local communities and produce plain English guides and fact sheets on environmental law, and professional development for those

administering and enforcing environmental laws.

EDO NSW also operates an Aboriginal Engagement Program, a Scientific Advisory Service, and an International Program providing assistance to legal groups in the South Pacific.

— What significant work has the organisation completed recently?

Over the last two years, EDO NSW has represented community groups in over 20 court proceedings.

We acted for Humane Society International to prove contempt of court by a whaling company that failed to comply with court orders to stop whaling in the Australian Whale Sanctuary off the coast of Antarctica. The \$1 million fine issued by the court was the largest fine in any contempt proceedings in Australian history, and the largest fine ever imposed in Court proceedings under national environmental law.

We also helped a community group in Australia's Hunter Valley coal belt protect the right of landowner Wendy Bowman to determine access to her property by a major coal mine.

Additionally, we acted for a small community group to stop a development on land that is one of the last remaining stands of habitat for a critically endangered native bird, the Regent Honeyeater.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

Our work relies greatly on the commitment of students and professionals who volunteer their time and skills to help protect the environment.

Lawyers and law students who have studied environmental law are encouraged to join our volunteer program, either by volunteering at EDO NSW in Sydney or Lismore, or by providing pro bono services.

From time to time, we seek volunteers to assist in other areas where legal studies are not required (for example, environmental science students).

— What is the application process?

http://www.edonsw.org.au/join_us

— What does the organisation look for in an applicant?

Legal volunteers:

- Need to have, or be in the process of completing, a law degree.

- Must also have studied planning and/or environmental law. This means having studied a law subject which covers the fundamental principles and concepts of Australian domestic environmental law, preferably with a focus on NSW.
- Must be able to take instructions from solicitors but also be able to use their initiative and work independently on allocated tasks.

— What type of work can students expect to do?

- Legal research on matters concerning biodiversity, climate change, pollution, planning, mining and water law;
- Assisting in the preparation of court documents and drafting letters and legal advices;
- Assisting solicitors in case work and litigation in the Land and Environment Court;
- Engaging in public interest environmental work for a broad scope of clients;
- Drafting submissions and participating in law reform work; and
- Assisting solicitors in the preparation of educational materials for the community.

Environmental Justice Australia

Address Location

PO Box 12123, A'Beckett St VIC
Level 3, The 60L Green Building,
60 Leicester St, Carlton, VIC
Mandy Johnson
E: admin@envirojustice.org.au
P: 8341 3100

Areas - Environmental law

About the organisation

— **What is the focus of the organisation?** Not-for-profit environmental law practice, with a focus on environmental justice for disadvantaged communities and advocating for better environmental laws.

— **What is unique about the organisation?** We provide students with a breadth of experience in litigation and law reform beyond a typical law firm.

— **What type of work is usually involved?** We act as advisers and legal representatives to the environment movement, pursuing court cases to protect our shared environment. We work with community-based environment groups, regional and state environmental organisations, and larger environmental NGOs. We also provide strategic and legal support to their campaigns to address climate change, protect nature and defend the rights of communities to a healthy environment.

While we seek to give the community a powerful voice in court, we also recognise that court cases alone will not be enough. That's why we campaign to improve our legal system. We defend

existing, hard-won environmental protections from attack. At the same time, we pursue new and innovative solutions to fill the gaps and fix the failures in our legal system to clear a path for a more just and sustainable world.

— **What attributes do you think define your employees?** A commitment to justice and to the environment.

— **What significant work has the organisation recently undertaken?**

- We published several reports detailing the poor environmental record of the Adani companies, proponents of the Carmichael Mine in Queensland, among other activities to oppose this development;
- We stopped logging in a sensitive coupe in the Central Highlands in Victoria, and successfully defended two citizen scientists charged with trespassing after they revealed breaches by a logging company;
- We took the Commonwealth Bank to court to argue for shareholder rights in relation to releasing information about their financing of fossil fuels;
- We revealed the hidden tactics of mining companies to avoid rehabilitation responsibilities.

Internship/work experience/volunteering opportunities

— **What internship, work experience or volunteering opportunities are available to law students?** Summer and winter voluntary internships (2 weeks); one day per week during semester.

— **What is the application process?** Visit <https://envirojustice.org.au/volunteer#internships>

— **What does the organisation look for in an applicant?**

Demonstrated environmental interest; later-year law students preferred; administrative law an advantage but not a necessity.

— **What type of work can students expect to do?** Administration, research, compiling briefs- assisting with every aspect of the organisation.

— **What are the benefits of interning/volunteering with the organisation?** An exposure to environmental law well beyond what study can offer; higher-level duties than may be offered by a commercial law firm internship; a friendly staff team who will treat you as one of them.

Profile:

Jay Lewis

(Volunteer Intern)

EJA volunteers are provided with an excellent opportunity to expand their knowledge in the field of environment and planning law and to develop both their legal research skills and interpersonal skills in assisting members of the public with inquiries. The skilled and enthusiastic EJA team are always willing to provide guidance to volunteers and continually challenge them to critically engage with environmental issues at

all levels. One of the great things about volunteering at EJA is the variety of the work undertaken. For example, one of my typical days included spending the morning researching and updating the website, followed by analysing the efficacy of a piece of environment legislation. Later that afternoon I accompanied an EJA lawyer as she made a submission to a government planning meeting on an environmentally sensitive land development.

EJA is located in the award-winning 60L Green Building; a light-filled, sustainable centre, housing many other organisations concerned with environmental protection. The atmosphere of the building is fantastic and motivates everyone to work towards the common goal of greater environmental protection. Overall, volunteering here is a thoroughly enjoyable and worthwhile experience, suitable for those with a strong interest in environment law and policy.

Far West Community Legal Centre Ltd.

**Address
Location
Contact**

304 Oxide Street, Broken Hill
Broken Hill, NSW
Cathy Farry, CEO
E: reception@farwestclc.org.au
P: 8088 2020

Areas - Family law, Care and Protection,
Civil Law (including but not limited
to Employment, Credit and Debt,
Discrimination, Consumer Law, Insurance,
Tenancy), Centrelink disputes and
Appeals, Neighbourhood disputes,
Wills and Estates, Traffic Offences,
Victims of Crime compensation

About the organisation

— What is the focus of the organisation?

To provide access to justice for the most disadvantaged people in the far west region of NSW. We have a particular interest in Domestic and Family Violence and auspice Warra Warra Legal Service which is a Family Violence Prevention Legal Service, The Far West Women's Domestic Violence Court Advocacy Service and Staying Home Leaving Violence Broken Hill.

— What is unique about the organisation?

Our location is isolated and the distances between communities

Internship/work experience/volunteering opportunities

— What is the application process?

Candidates may "cold call" by email enquiry.

— What does the organisation look for in an applicant?

A strong commitment to social justice, intelligence, enthusiasm, balance.

Profile

John Park

Student Volunteer

— Reflection:

I am a 5th year Science/Law student at the University of New South Wales. With all my law subjects completed, I decided to defer my final year to seek out practical experience by diving into the Far West CLC, which services the legal needs of the most powerless and vulnerable people in much of remote NSW. I was keen to experience how the theory that I had learned at law school would apply in this unique environment, and FWCLC was a perfect fit in this respect.

FWCLC takes on almost any type of matter under the sun, the exceptions being conveyancing and criminal law. I have personally worked closely with the civil lawyer here, dealing with cases involving consumer law, credit & debt, discrimination, employment law, insurance, traffic and victims compensation. Other major areas FWCLC caters for are family law and succession.

are very large. Whereas in many other country towns where people can access services in towns nearby, here we try to provide as much assistance as possible in a wide array of areas of law.

— What attributes do you think define your employees?

We ensure that we have a welcoming and supportive workplace and all employees have a strong commitment to social justice. Like most community legal centres, we have a strong democratic culture with respect given to individual staff members and their expertise rather than professional status.

— What type of work can students expect to do?

Research, possible interlocutory court appearances, assisting with diverse areas of law under supervision, outreach work.

— What are the benefits of interning/volunteering with the organisation?

Exposure to diverse areas of law. Opportunities to travel to remote locations. Friendly and empathetic mentors.

The work that I have done here has given me a taste of how the not-for-profit legal sector operates. I have participated in client interviews, attended court and assisted in legal research and the drafting of documents. I have also been able to travel to remote communities as part of FWCLC's outreach program (such as Menindee, Tibooburra and Wilcannia) and assist in the delivery of public legal education.

The staff at FWCLC are all generous and welcoming, helping to ease my transition into the change of pace that is to be expected from going into rural practice. All the lawyers here hold a vast store of knowledge and experience, owing to their many years in practice over multiple jurisdictions. I would highly recommend the FWCLC to any student looking to dive into not-for-profit practice in a rural/remote setting.

HIV/AIDS Legal Centre

Address
Location
Contact

414 Elizabeth Street, Surry Hills
Surry Hills
Suzanne Castellias, Centre Coordinator
E: halc@halc.org.au or
Suzanne@halc.org.au

Areas - HIV positive people, housing, debt, criminal law, mental health, social security, family law, discrimination, end of life planning, insurance, employment, immigration, privacy matters

About the organisation

— **What is the focus of the organisation?** HIV/AIDS Legal Centre (HALC) is an HIV/AIDS and viral hepatitis specialist legal centre - one of just a few centres worldwide. We continue to test and progress the laws pertaining to the rights and responsibilities of people with HIV and viral hepatitis and ensure that people with HIV and viral hepatitis can participate in the community equally - a challenge that continues to exist. HALC provides free and comprehensive legal assistance to anyone in NSW with an HIV-related legal problem, undertakes community legal education and engages in law reform activities in areas relating to HIV/AIDS.

— **What is unique about the organisation?** We adopted a different service delivery model to most other community legal centres in order to deal with these particular issues. Rather than a triage service that provides initial advice and referral, we focus on ongoing casework and routinely run longer and more complex matters in order to achieve genuine, systemic change.

Internship/work experience/volunteering opportunities

— **What internship, work experience or volunteering opportunities are available to law students?** Our team of volunteers, who are law students, professional legal training placements, recent law graduates, and volunteer solicitors seeking experience, all give their time to work alongside our team of four paid staff (co-principal solicitors, one combined coordinator/solicitor and a junior solicitor) to help people with HIV. We deliver around 17,000 hours of legal support and act for around 1,000 people per year.

— **What is the application process?** Applicants should send a copy of their CV and cover letter explaining why they want to

Profiles

Jessica Sheridan

Practical Legal Training Intern

— **Reflection:** As the only legal centre in Australia specialising in matters relating to those with HIV, the issues we deal with at HALC are always unique. Many of our clients are particularly vulnerable members of society and we have cases ranging across all manner of legal areas.

One day you might be assisting on a conciliation matter that could influence policy change, the next you might be drafting submissions for the Department of Immigration. The work is

— What attributes do you think define your employees?

Due to the continued development of staff skills and capacity, and the well-established volunteer program, we have been able to run more test cases and public interest litigation in recent times. Key matters included:

- Discrimination in employment practices of the Australian Defence Force under the Fair Work Act (FWA) for denying employment to people with HIV.
- Commonwealth, state and territory policies that exclude health care workers with HIV from performing particular roles, namely from performing exposure prone procedures.
- Income protection insurance matters for the discriminatory refusal of the provision of insurance products to clients on the basis of their HIV status.
- A High Court appearance on the meaning of "intent" in a criminal transmission matter. The decision redefines the meaning of intent and affects anyone who is charged for intentionally causing harm (not just HIV) to another person.

volunteer at HALC to halc@halc.org.au.

— **What does the organisation look for in an applicant?** We seek applicants with compassion, commitment and a genuine interest in assisting vulnerable clients with ALL of their matters.

— **What type of work can students expect to do?** Volunteers perform a variety of day-to-day tasks including:

- client intake and interviews;
- delivery of legal advice under direct supervision;
- drafting of advices, submissions, and applications to courts & tribunals;
- maintaining accurate files and legal records; and
- administrative work and legal research.

always very practical and intense. We make copies from time to time but more often than not we are conducting legal research or creating legal submissions. It is always different and you are always learning.

As a small centre there is a real sense of comradery in the office. Teaching is an important part of the day-to-day running of the office, and the solicitors are very friendly, always patient and happy to teach those wanting to learn. It can be stressful but it is also rewarding.

If you are passionate about social justice and helping people in need then I would recommend considering a volunteer position at HALC.

Inner City Legal Centre

Address
Location
Contact

50-52 Darlinghurst Rd, Kings Cross
Kings Cross NSW
Vicki Harding
E: Vicki@iclc.org.au
P: 9332 1966

Areas – General civil legal advice, Employment legal advice, Family law advice including LGBTIQ family law advice, Gay and Lesbian Legal Advice Service, Transgender Legal Advice Service, Intersex Legal Advice Service, Safe Relationships Project – Same-Sex Domestic Violence Assistance Scheme, Sex Worker Legal Service, Special Medical Procedures Assistance for Transgender Teens.

About the organisation

— **What is the focus of the organisation?** ICLC focuses on access to justice for all vulnerable people (in NSW), particularly those who identify as LGBTIQ.

— **What is unique about the organisation?** The organisation has a range of speciality areas focusing on gender related issues such as the Safe Relationships Project, Sex Worker Legal Service, Special Medical Procedures for Transgender Young People (helping young people obtain hormone treatment) and specialist LGBTIQ legal advice.

— **What type of work is usually involved?** The centre runs free one-off legal advice sessions on Tuesday and Wednesday nights as well as taking on cases for minor and major casework. This work includes a range of legal work including representing clients at court.

Internship/work experience/volunteering opportunities

— **What internship, work experience or volunteering opportunities are available to law students?**

- Volunteer front desk positions for law students still at university.
- Work experience positions for students undertaking Practical Legal Training (PLT).

— **What is the application process?** Download the Volunteer Student Application Form or the Practical Legal Placement Application form online at <http://www.iclc.org.au/volunteer-program/>.

New intakes for volunteers occur in blocks throughout the year and applications for PLTs are reviewed around twice a year.

— **What does the organisation look for in an applicant?**

- Volunteer students: someone who can attend regular shifts on a weekly or fortnightly basis.
- PLT placements: applicants who can commit to an unpaid placement of at least three days per week.
- For both: people who have a demonstrated commitment to community organisations and/or community legal centres

Profile:

Brianna Attard (PLT Student)

So far, my PLT placement at the ICLC has exceeded my expectations. The work I've been involved in is very hands-on, including direct contact with clients, which I don't believe I

— **What attributes do you think define your employees?**

- An understanding of the unique legal and social issues faced by those from the LGBTIQ community;
- An understanding of the structure and work of community organisations and community legal centres;
- An understanding of the unique and complex legal issues faced by vulnerable people in the local community.

— **What significant work has the organisation recently undertaken?**

- Special Medical Procedures cases open to assist transgender teens obtain Stage 2 hormone treatment and top surgery, which requires court approval.
- The ICLC was, as always, very active at the recent Mardi Gras with an initiative called "Fair Play". Fair Play is a community initiative to help party-goers understand their legal rights and stay safe at the Mardi Gras festival.

and an understanding of the particular issues faced by those who utilise services from community organisations (i.e. vulnerable people) and issues faced by those identifying as LGBTIQ.

— **What type of work can students expect to do?**

- Volunteer students: role includes answering phones, attending the front desk, booking and managing clients' appointments, booking and managing volunteer solicitors,
- PLT placements: client interaction, assist solicitors working on files, legal research and writing, administrative and reception tasks.

— **What are the benefits of interning/volunteering with the organisation?**

- Gaining experience in interacting with clients both face-to-face and over the phone;
- Multi-tasking and improving organisational and time management skills;
- Learning filing and data entry, which is invaluable for a career in legal practice;
- Learning to identify legal issues out of real world problems and scenarios;
- A sense of fulfilment arising out of helping vulnerable people access justice.

would have the chance to do in larger, corporate firms. The ICLC often has extra opportunities outside the requirements of the placement, such as being involved in volunteer initiatives like Fair Play. Not only do I get the chance to assist the solicitors in legal work, I am also learning a lot about the structure of community organisations and their requirements for operation within a larger framework of non-governmental services.

Justice Connect

Address Location Contact

GPO Box 436, Darlinghurst
Sydney, Melbourne
Office Manager, NSW
E: nsw@justiceconnect.org.au
P: 8599 2100

Areas - Access to justice, pro bono,
homelessness, migrants

About the organisation

— **What is the focus of the organisation?** Justice Connect promotes access to justice through the provision of pro bono legal help for those facing disadvantage (and the community organisations that help them). It is, in effect, a community legal centre focused on homelessness, elder abuse, new migrants, not-for-profits and unrepresented litigants.

— **What is unique about the organisation?** We harness the power of pro bono legal help in a unique way. Our strong connections across corporate and community legal sectors allow us to efficiently and effectively match volunteer lawyers with clients most in need of their help, simultaneously creating more capacity for the community sector to continue its great work.

We are also, in our six different programs, continually innovating and finding new means of unlocking the nation's pro bono legal help. For instance, our Women's Homelessness Prevention Project is a new model that is stopping homelessness before it starts.

Internship/work experience/volunteering opportunities

— **What internship, work experience or volunteering opportunities are available to law students?** Justice Connect offers unpaid PLT positions across all of our programs. Occasionally we also have volunteer positions which are popular among law students.

— **What is the application process?** When positions are available applications can be made for PLT positions via our website (justiceconnect.org.au/get-involved/practical-legal-training-placements), as can expressions of interest for a volunteer role (justiceconnect.org.au/get-involved/volunteers).

— **What does the organisation look for in an applicant?** A passion for social justice and fairness, and commitment to

Profiles

Peter Knsepal

PLT, Referrals Service

— **Reflection:** I spent a great 3 months at Justice Connect in the Referrals team to complete my PLT and would strongly recommend it to all PLT students. I was attracted to the organisation as I saw it as an opportunity to experience and

— **What type of work is usually involved?** Justice Connect works towards three goals: providing legal services and referrals to people experiencing disadvantage; promoting pro bono culture; and policy reform. Practical Legal Training (PLT) students engage in a variety of tasks that assist with these goals, such as taking client enquiries, drafting letters, undertaking legal research and working on policy documents.

— **What attributes do you think define your employees?** Justice Connect's staff are among the most talented and committed lawyers in the country, have a deep passion for social justice and an awareness of the importance of pro bono legal help.

— **What significant work has the organisation recently undertaken?** In January of this year, Justice Connect launched Stage 2 Access, a service which provides young trans and gender-diverse people with free legal help to access this vital hormone treatment.

Justice Connect's Not-for Profit Law service continues to expand its Information Hub, offering plain language resources and practical tools for NFP's, covering over 80 topics, accessible to NFP's across Australia (www.nfplaw.org.au).

nurturing Australia's pro bono culture as a means of providing much needed support to people facing disadvantage.

— **What type of work can students expect to do?** PLT students receive on the job legal training and supervision. Responsibilities include taking instructions from clients, assessing matters for referral, legal research, drafting letters, memorandums and briefs, referring matters to lawyers acting pro bono, and follow-up on referred matters. Students are exposed to a broad range of legal sector participants. There are some limited opportunities to provide legal advice and to conduct substantive casework. Students may also assist in policy and law reform work.

— **What are the benefits of interning/volunteering with the organisation?** Working at Justice Connect will provide students with extensive experience in a wide variety of legal matters. We also have deep and strong connections with both community and corporate legal sectors.

be involved in a broad range of legal issues. There is no typical workload at Justice Connect and this is one of the unique benefits of undertaking the PLT here. I have learnt an incredible amount about the Australian legal system from my time here and for those students who, like myself, have a desire to learn about all areas of Australian law then Justice Connect is the perfect place to consider.

On top of the professional benefits Justice Connect provides, you will not find a better group of people to work with and to learn from.

Lawyers Without Borders

**Address
Location**

59 Elm Street, New Haven, CT, USA
New Haven, London,
Washington DC and more
Christina M Storm, Executive Director
E: cstorm@lwob.org
P: 203-823-9397

Areas - Human Rights, Rule of
Law, Access to Justice

About the organisation

— What is the focus of the organisation?

Lawyers Without Borders (LWOB) focuses on promoting the rule of law and increasing community access to justice through law and policy analysis and capacity building programming in the justice sectors.

— What is unique about the organisation?

LWOB harnesses and manages large scale and diverse pro bono

resources from volunteer lawyers around the world.

— What type of work is usually involved?

Depending on their specialised skills, volunteers may be involved in research, field study, technical and policy support, trial advocacy training, stakeholder and community outreach and training.

— What attributes do you think define your employees?

Our employees are committed and passionate about their work and politically neutral.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

At any given time, there are a variety of volunteer and unpaid intern opportunities available in the US, the UK or globally in regions where current LWOB programming is in progress, subject to appropriate visa and work permits. LWOB offers volunteer field opportunities in diverse regions that are dependent upon a person's experience both with travel and in the law, as well as ongoing research opportunities.

— What is the application process?

See the Internships tab at www.lwob.org.

— What does the organisation look for in an applicant?

A strong academic record, extra-curricular accomplishments or volunteer experience in the non-profit sector, excellent written and spoken language skills, language proficiencies, passion for the law and energy and commitment to human rights.

— What are the benefits of interning/volunteering with the organisation?

Working at LWOB provides an insight into the practical issues involved in delivering access to justice in diverse environments and an understanding of how lofty objectives are implemented on the ground and in the field, often through seemingly simple, practical tools.

New South Wales Council for Civil Liberties

Address Location Contact

Suite 203, 105 Pitt Street, Sydney
Sydney CBD
The Secretary
E: office@nswccl.org.au
P: 8090 2952

Areas – Civil liberties, human rights, police powers, asylum seekers and refugees, free speech, privacy, counter-terrorism laws, bill of rights, access to justice, right to protest, whistleblower protection

About the organisation

— What is the focus of the organisation?

The organisation aims to protect the rights and liberties of persons in Australia, particularly New South Wales. We monitor and fight against infringement of these rights and liberties and the abuse of power by government, its agencies and others. We advocate for strengthening democratic rights and liberties. Our aim is to secure the equal rights of everyone (as long as they do not infringe on the rights and freedoms of others) and oppose any abuse or excessive exercise of powers of the State against individuals. We attempt to influence public debate and government policy on a range of issues. We try to secure changes to laws and policies where civil liberties are not respected.

— What is unique about the organisation?

The organisation was established over 50 years ago and has focused on advocating for civil liberties during many changes in society and government. We focus on civil liberties, which is broader than but does encompass human rights, and we welcome members and supporters from all backgrounds, not just lawyers.

— What type of work is usually involved?

We write submissions to Government inquiries on proposed legislation or policy issues. We are active in the media on issues of the day and run campaigns on issues of civil liberties interest.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

We are able to supervise a small number of interns on a part time basis. We welcome volunteers, particularly those who are able to assist with writing detailed submissions on civil liberties related issues.

— What is the application process?

Please send an email with CV and covering letter addressed to the Secretary, at office@nswccl.org.au.

— What does the organisation look for in an applicant?

We look for a questioning mind, an ability to undertake research independently and produce written work with some direction

We participate in conferences and forums and assist individuals with complaints about the infringement of civil liberties. We produce publications. Our Committee meets every month to discuss our activities.

— What attributes do you think define your employees?

We are a volunteer-run organisation; we have only one paid staff member who coordinates our office. The bulk of our work is undertaken by our Committee members on a voluntary basis. Our Committee is comprised of people who are still at university, those who have a number of years of work experience and some who are retired. Our Committee members are academics, lawyers, students and concerned citizens. People who are part of our organisation are proactive, with a strong interest in civil liberties issues. We are looking for people with demonstrated research skills, good communication skills and the ability to work independently and creatively.

— What significant work has the organisation recently undertaken?

We have made submissions on s18C of the Racial Discrimination Act, on data retention legislation and on the establishment of a national integrity commission. We have undertaken extensive research on counter terrorism laws and collaborated with other organisations in preparing a guide on this subject. We are working on a guide to laws relating to peaceful public protest in New South Wales. We are active in the mainstream media on privacy, police powers, asylum seeker and refugee policy and counter terrorism issues.

and supervision. Good research and communication skills are essential. Students of law, politics and social sciences would find our work of most interest.

— What type of work can students expect to do?

The bulk of the work would be research and writing submissions or reports, then assisting us in promoting this work through publication on our website and through social media. Written work is discussed at our Committee meetings, which all are invited to attend. There may be some possibility of being involved with events and collaborating with other organisations.

— What are the benefits of interning/volunteering with the organisation?

We can give exposure to a wide range of civil liberties issues. If substantial written work is produced, we can publish it on our website and promote through social media.

Public Interest Advocacy Centre

Address
Location
Contact

Level 5, 175 Liverpool St, Sydney
Sydney
P: 8898 6500
F: 8898 6555

Areas - Police accountability, disability discrimination, asylum seeker health rights, mental health and insurance, indigenous justice, accessible public transport

About the organisation

— What is the focus of your organisation?

PIAC works for justice for disadvantaged, marginalised and vulnerable people. We are an independent, non-profit legal centre with over three decades of experience in running test cases and leading systemic change.

— What is unique about this organisation?

PIAC combines its legal work with policy and research, and

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

PIAC employs a mixture of lawyers, policy officers, trainers, a media officer and administrative staff. We also have an established internship program. For Sydney Law School students, there are dedicated internship positions available for students who undertake the Social Justice Clinical Course/Social Justice Clinic A (either during semester or taught by PIAC over summer). We also offer volunteer placements for students completing the practical legal training requirement for College of Law studies and for undergraduate law students who are required to complete a placement as part of their coursework.

PIAC accepts up to 30 law students each year. The number of other volunteer positions varies each year depending on need however we generally have at least three volunteers working with us at any one time.

— What is the application process?

Sydney University Law School manages intake into the Social Justice Clinical Course. PIAC advertises all other paid and volunteer positions. We accept written applications and conduct interviews for all positions.

— What does the organisation look for in an applicant?

A commitment to social justice.

— What type of work can students expect to do?

Social Justice Clinic A students are placed with project teams within PIAC and work under the guidance and supervision of a PIAC solicitor or policy officer. They may engage in work including:

education. Often the issues raised by our clients require more than just litigation. We build on our success in test cases by working with government, business and our partners in the community to bring about changes to laws and policies.

— What would work at your organisation typically involve?

Volunteer interns undertake paralegal work assisting lawyers and policy officers with a variety of legal casework and research tasks. Interns also assist PIAC by answering calls from members of the public seeking legal assistance.

- Researching and preparing policy and law reform submissions and reports;
- Domestic and comparative law research on PIAC's project areas;
- Assisting solicitors working at the Homeless Persons' Legal Service clinics and taking notes for the creation of case studies;
- Attending court with the solicitor advocate;
- Assisting solicitors taking instructions and advising clients in PIAC's public interest law practice;
- Preparing for and attending hearings;
- Assisting with PIAC casework, including drafting correspondence.

— What are the benefits of interning/volunteering with the organisation?

Interns are exposed to a wide range of public interest and social justice issues through litigation, policy research, training and community engagement. In the course of your placement with us, you will gain hands-on experience in these areas and further develop your professional skills.

Students/interns will develop the ability to see beyond the confines of a conventional 'casework approach' to legal problems, though the focus on the broader, systemic issues that arise in public interest law. You will be challenged to think creatively about how legal and broader advocacy skills and strategies can be used to achieve social justice.

You will be encouraged to see how the law can be used to protect and develop human rights. You will also reflect on the structural constraints on public interest law, and have the opportunity to deepen your understanding of important substantive areas of law such as public law, administrative law, human rights law, international law, criminal law and discrimination law.

Redfern Legal Centre

Address
Location
Contact

73 Pitt St, Redfern
Sydney
Finn O'Keefe, Communications
and Volunteer Manager
E: finn@rlc.org.au
P: 02 9698 7277

Areas - Community Legal Centre

About the organisation

— What is the focus of the organisation?

RLC is committed to championing access to justice and human rights for all. We provide free legal advice to marginalised and disadvantaged communities, who may otherwise be unable to access legal assistance.

— What is unique about the organisation?

RLC is the oldest community legal centre in NSW, and the second oldest community legal centre in Australia. We have a proud 40-year history as a leading centre of excellence and our work is highly regarded. This work has taken many forms, from providing general advice and casework, to informing and educating the wider public on their legal rights, to providing submissions to Parliament and international bodies such as the UN.

— What type of work is usually involved?

The provision of free legal services to communities in need, as well as community education and policy work.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

RLC provides many volunteer opportunities to students including Volunteer Legal Assistant positions, which are advertised twice a year. We also offer volunteer placements for students at PLT stage, and volunteer solicitor positions.

— What is the application process?

Opportunities are advertised through RLC's website, and all applications should be made online. For information on current volunteer and employment opportunities at RLC visit: <https://rlc.org.au/jobs-volunteers>.

— What does the organisation look for in an applicant?

Someone who is empathetic, skilled and passionate about social justice issues furthering RLC's aims and values.

— What attributes do you think define your employees?

RLC's employees are passionate and committed social justice advocates who believe in the rights of all people to access legal assistance.

— What significant work has the organisation recently undertaken?

RLC works to make positive change in laws and the legal system in each of its specialist areas of law. We provide legal assistance to communities in need in areas including tenancy matters, domestic violence, employment and discrimination, police complaints, consumer complaints, international students and credit and debt issues.

Current significant projects include our work with Millers Point tenants impacted by the decision to relocate residents from the area, and our innovative health justice partnership, which identifies and assists with legal issues for vulnerable patients in healthcare settings.

More information about our current work is available at www.rlc.org.au.

— What type of work can students expect to do?

Volunteer Legal Assistants staff the front office and respond to the requests of the public, clients and RLC staff. They provide legal information and referrals to other organisations, and provide non-legal referrals and assistance such as help filling in forms. They ascertain the nature of public enquiries, and interview clients in preparation for their solicitor interview, and create client appointments.

They also assist with tasks such as drafting letters and documents, contact clients, other solicitors, courts, government and community agencies and conduct research to support ongoing casework.

— What are the benefits of interning/volunteering with the organisation?

Volunteer Legal Assistants build skills in communicating with the public, assisting people in crisis, and client interviewing. They also increase their knowledge of referral services and the practical application and constraints of the law.

Reprieve Australia

**Address
Location
Contact**

GPO Box 4296, Melbourne
Melbourne
Sally Kenyon
E: overseas.volunteers@reprieve.org.au
P: 0405 082 084

Areas – Law, research, death penalty work

About the organisation

— What is the focus of the organisation?

To abolish the death penalty throughout the world.

— What is unique about the organisation?

We offer the opportunity for students to make a direct contribution to the fight against the death penalty. Our volunteers are not sent overseas for work experience, but to provide hands-on help in underfunded offices working to save people from execution.

— What type of work is usually involved?

We arrange for volunteers to provide legal and humanitarian assistance to activists, lawyers and prisoners in the USA, SE Asia and potentially elsewhere in 2017.

Here in Australia we campaign and conduct research to raise

awareness of issues concerning the death penalty and ensure our local and international partners are equipped with the best support and latest information.

— What attributes do you think define your employees?

Dedication, commitment, passion.

— What significant work has the organisation recently undertaken?

In 2016 our President was awarded Victorian of the Year and our Vice-President was awarded the Victorian Access to Justice award in recognition of their ongoing pro-bono work for two members of the Bali 9 who were on death row and executed in Indonesia in 2015.

Since its inception, Reprieve Australia has sent over 100 volunteers overseas to work with our Capital Defense partners in the Southern US.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

Students who successfully apply to our volunteer program are placed with overseas host offices to provide support to lawyers working on death penalty cases and law reform and policy.

Local volunteering opportunities may also be available to assist with tasks such as research, administration and events.

— What is the application process?

Contact us via the website for an application form and an information pack.

— What does the organisation look for in an applicant?

Unwavering opposition to the death penalty in all circumstances, interest in the death penalty, legal skills and knowledge, strong work ethic, willingness to adhere to Reprieve's policies.

In the case of overseas volunteers, applicants should also be able to fund their placement and be able to demonstrate independence and self-reliance.

— What type of work can students expect to do?

Locally, students may assist with research, events, administration and IT.

Overseas volunteers primarily work in litigation support, providing administrative assistance to lawyers and other staff undertaking casework for clients facing the death penalty or addressing systemic issues through law reform, research and policy work.

— What are the benefits of interning/volunteering with the organisation?

An opportunity to gain exposure to an interesting and specific area of the law where the work you do can make a difference and potentially save lives.

Voiceless, the animal protection institute

Address
Location
Contact

2 Paddington St, Paddington
Sydney
Sarah Margo
E: sarah@voiceless.org.au
P: 9357 0719

Areas - Animal Law

About the organisation

— What is the focus of the organisation?

Voiceless is an independent, non-profit think tank focused on raising awareness and alleviating the suffering of animals in factory farms and the commercial kangaroo industry in Australia. It is these two areas where the highest number of land-based animals suffer each year.

The law is central to our mission. We work to grow the discipline of animal law, while advocating for policy and law reform to make way for a world in which animals are treated with respect and compassion.

— What type of work is usually involved?

Animal law is different to other types of law. Animal advocates must be familiar with a range of legal disciplines and must use creative lawyering to advance animal protection in a system that currently legalises exploitation. This means that rather than

represent a client within the framework of the law, Voiceless works to improve the lives of animals by changing the framework itself.

The legal team's role at Voiceless is a hybrid between law and policy: we critically analyse existing laws and propose legislative alternatives, prepare submissions to government, collate research for educational publications and cruelty exposés, lobby politicians, develop legal campaigns and provide updates on developments in animal law. We also frequently present on the topic of animal law and ethics to students, lawyers, politicians, academics and the general public.

— What attributes do you think define your employees?

Voiceless is a highly specialised and unique workplace. All employees share a passion for animal protection, and perform their respective duties with professionalism and dedication. The legal team is supported by a selection of committed legal volunteers and the Voiceless Legal Advisory Council, which is comprised of animal law experts from around Australia.

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

Voiceless offers unpaid internships and volunteering opportunities for law students with a keen interest in animal protection.

— What is the application process?

If you care about animals and want to use your legal skills to further the cause, please e-mail your CV and cover letter to the

listed address.

— What are the benefits of interning/volunteering with the organisation?

Undertaking an internship or volunteer work with Voiceless will provide a first-hand insight into the intersection between law, policy and advocacy. Voiceless is one of the few animal protection organisations that operates primarily in the legal world, and as such, is the perfect opportunity for law students to develop their legal skills in pursuit of a social justice cause. Working with the team will also help students to learn and understand the complexities of the animal protection movement and the problems posed by our current treatment of animals.

Profiles

Martine Lappan

Legal Volunteer

— **Reflection:** Since animal law is one of the most varied and evolving areas of law, no two weeks are the same as a volunteer at Voiceless. One week I will be reviewing misleading and deceptive conduct cases about free-range egg labelling and researching the admissibility of covert footage of animal cruelty, and the next I will be pitching in to meet a submission deadline to oppose the development of an intensive piggery.

What have been constants during my 18 months at Voiceless,

however, are dogs in the office, afternoon 'snack attacks', stimulating work, and an incredibly supportive and competent multidisciplinary team. I've really come to appreciate that lawyers who work in animal protection are truly collaborative and are part of such a unified effort to improve the lives of animals – the most helpless clients of any lawyer.

As a Voiceless volunteer, you feel like a valuable part of the newest social justice movement while also gaining important hands-on skills in policy, research and legal writing. I strongly encourage anyone looking for dynamic, meaningful experience outside of the black letter law mould to volunteer their time to work at Voiceless.

Women's Legal Service NSW

Address Location Contact

PO BOX 206, Lidcombe
Lidcombe, NSW
Helen Campbell, Executive Officer
E: Helen.campbell@wlsnsw.org.au
P: 8745 6900

Areas - We provide legal services for women relating to domestic and family violence, sexual assault, family law, discrimination, victims support, and care and protection. We also provide assistance in matters relating to human rights and access to justice.

About the organisation

— What is the focus of the organisation?

We provide legal advice and casework services to women in NSW who are disadvantaged by their cultural, social and economic circumstances and are seeking equitable access to legal services. Our Indigenous Women's Legal Program provides culturally appropriate services to Indigenous women. We also engage in law and policy reform, and provide community legal education to organisations and members of the community in our areas of practice.

— What is unique about the organisation?

We are a state-wide community legal centre run by women, for

Internship/work experience/volunteering opportunities

— What internship, work experience or volunteering opportunities are available to law students?

Volunteer and PLT opportunities when available are listed on the CLCNSW website.

— What does the organisation look for in an applicant?

We are looking for women who show a genuine interest in social

Profiles

Rachel Stokker

Volunteer Legal/Research Assistant

— Reflection:

I applied for a position with Women's Legal Service NSW because this is the sector I want my career to stem from. An understanding of the importance of social justice is why I started my law degree and it is incredibly fulfilling to spend my time working with people who have felt the same sense of responsibility to contribute to the lives of others. To use their powers 'for good' so-to-speak. Every task, from administration, to funding applications, and working with solicitors on victim support, I undertake knowing I'm contributing. I mean this in the sense of understanding that women's voices of desperation and helplessness are heard across the state and the country, and Women's Legal NSW is one organisation who stands to answer them.

women. We operate from a feminist perspective with the aim of fostering legal and social change to redress the structural inequalities that women experience.

— What type of work is usually involved?

On a daily basis our organisation interacts with women from across NSW who are in need of confidential legal advice and referrals. We do this through our free legal advice telephone lines, face-to-face interactions at our outreach centres, and as duty solicitors at local courts. In addition, our community legal education program is dedicated to presenting workshops to various organisations for community, health and social works to learn about the legal system and their rights. We are also concerned with law reform, and seek to bring about the change of unjust laws, policy, and legal processes that negatively impact the lives of women.

justice and understand the complex issues and disadvantage women face in the legal system.

— What are the benefits of interning/volunteering with the organisation?

The opportunity to work towards social justice for disadvantaged women in NSW and access to a network of skilled lawyers with extensive experience in the community legal sector.

As law students we are offered knowledge that has the capacity to change lives. Not just bank accounts. Working at Women's Legal, being part of an organisation who represent women experiencing violence, discrimination and disadvantage, who lobby governments for policy reform, and who understand the importance of education, you get to witness what it takes to trigger substantive and meaningful change for individuals and whole communities.

All the women who work at Women's Legal NSW are positive, passionate and strong advocates for those they represent. It is a privilege to be here and to be surrounded by people who have made a firm and conscious commitment to alleviating the suffering of others.

Notes



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