

CA

No matter what your ultimate career objectives, experience is a valuable addition to the development of your legal skills. Depending on the size of the firm, the exposure to a suite of practice groups can give you a taste of the different areas of law in practice and deepen and expand your knowledge of the law. Many firms will assist with your admission to practice to varying degrees and provide other career development programs such as mentorships, interstate and international rotations and assistance with further study. The networks, relationships and practical experience developed while working at a commercial law firm assist you in going to the Bar, going in-house or working for non-profit organisations. Many firms offer a graduate intake program that comprehensively covers the application process. The firm websites are a good source of the firm's culture.

RETE

The application process. The firm websites are a useful tool in getting a sense of the firm's culture and objectives. You can expect if you decide to apply to a firm. Every firm is different. Take the time to think about which firm is right for you. Much of

the attractiveness of a law degree lies in its versatility. The double degree that graduates offer employers enhances career prospects, and graduate destinations each year are varied and spread across different industries. If the notion of a traditional career path, involving, for instance,

reading the Bar or applying to a corporate law firm, doesn't strike your fancy, then you may wish to consider an alternative career pathway in the corporate advisory role. Corporate advisory presents the opportunity for law graduates to work as in-house Counsel for a corporation.

Most large corporations tend to have their own legal departments, and roles can be found in a variety of sectors from financial institutions, media and telecommunications companies, government departments, and consulting firms. Lawyers' duties may include advising on corporate risk, organisational change, and negotiating with outsiders. Additionally, you may wish to consider a career unrelated to law. If you have a degree, there is an opportunity for the graduate to work in a graduate advisory organisation such as management consulting firms, banks, independent advisors, and law firms. Whilst many graduates working within such fields of the advisory industry will have a law degree or similar degree, it is always a prerequisite to check with the individual completion of critical thinking skills.

It is important to ascertain the level of writing, problem-solving and critical thinking skills that students have developed over time in this region. Many corporate advisory organisations will look favourably upon graduates given the high level of writing, problem-solving and critical thinking skills that students have developed over time in this region.

If you are interested in a corporate advisory role, it goes without saying that you should check the company websites for application details. A graduate-related publications information-

publications informing students about employment opportunities, career development and industry and salary trends. For more information see www.graduatecareers.com.au. Working as a government lawyer is about as multifarious as it can get. Diversity and predictability are some of the adjectives being thrown around the experience of working in the public sector. The relatively more relaxed work/life balance is also touted for a reason. But simply because on some days, one can envisage getting home by 6pm, not as does not mean working in the public sector involves any less stimulating, sophisticated or meaningful work. For example, the Australian Government Solicitor operates just like any other competitive business enterprise and must maintain quality standards to keep work coming in. If anything, government lawyers often find themselves immersed in a culture that emphasises

with outsiders. Additionally, you may wish to consider a career unrelated to law. If you have a degree, there is an opportunity for the graduate to work in a graduate advisory organisation such as management consulting firms, banks, independent advisors, and law firms. Whilst many graduates working within such fields of the advisory industry will have a law degree or similar degree, it is always a prerequisite to check with the individual completion of critical thinking skills.

For advancement opportunities, an important question of pay. But rest assured of high flexibility between government jobs. As for the starting salaries at the junior and mid levels, the pay is just as competitive as commercial law firms if not more so. Either way, if you're interested in the public sector, odds are that you're going to be your only priority (Dispute Resolution)

to the work being done, in catering to commercial clients. If you're working at the DPP as a solicitor, the measures of performance are based more around how the community interest is being raked in from clients. It should be acknowledged is that a relatively more opportunity

Contents

FORWARD	3	Non-Sponsors	
RESOURCES	4	Addisons	100
Overview of Organisations	5	Banki Haddock Fiora	101
Submitting an Application	6	Brown Wright Stein Lawyers	102
cvMail	8	Champion Legal	103
Public Service Jobs	9	Clifford Chance	104
Applying for Public Sector Jobs	10	Davis Polk & Wardwell	105
Selection Criteria	11	Gadens	106
Writing a Cover Letter	13	Holding Redlich	107
Example Cover Letter	14	HWL Ebsworth Lawyers	108
Writing a C.V.	15	Jones Day	109
Example C.V.	17	Linklaters	110
Attending the Interview	18	McCullough Robertson	111
Individual Interviews	20	Marque Lawyers	112
Group Interviews	20	Piper Alderman	113
Interview Questions	21	Slater & Gordon	114
Clerkships	22	Sparke Helmore	115
Volunteering	25	Truman Hoyle Lawyers	116
Practising Internationally	26	List of Law Firms	117
Pathways to Practising Law in		CORPORATE ADVISORY	119
Canada	27	Sponsors	
British Columbia, Ontario, Alberta	28	A.T. Kearney	120
Student Profile	29	The Boston Consulting Group	122
The People's Republic of China	30	Non-Sponsors	
Hong Kong	32	Citi	124
Singapore	33	Credit Suisse	125
South Korea	34	Grant Thornton	126
New York and California	35	Gresham	127
England and Wales	36	J.P. Morgan	128
Practising Locally	38	KPMG	129
PLT - College of Law	39	LEK Consulting	130
PLT - Australian National University	41	McKinsey and Company	131
Going to the Bar	42	Macquarie Group	132
LAW FIRMS	43	Pottinger	133
Sponsors		UBS	134
Allen & Overy	44	Validus Advisory Group	135
Allens	48	Profiles	136
Arnold Bloch Leibler	52	PUBLIC SECTOR	140
Ashurst	54	Australian Human Rights	
Baker & McKenzie	59	Commission	141
Clayton Utz	63	Australian Law Reform Commission	143
DLA Piper	67	Australian Taxation Office	144
Gilbert + Tobin	68	Commonwealth Ombudsman	145
Henry Davis York	73	Department of Foreign	
Herbert Smith Freehills	77	Affairs and Trade	146
Johnson Winter & Slattery	80	Department of Prime Minister	
K&L Gates	81	and Cabinet	147
King & Wood Mallesons	82	Department of Police and Justice	148
Lander & Rogers	87	Legal Aid NSW	149
Maddocks	89	NSW Crown Solicitor's Office	150
Minter Ellison	90	NSW Law Reform Commission	151
Norton Rose Fulbright	93	Parliamentary Counsel's Office	151
Thomson Geer	95	NSW Public Defenders	152
TressCox	97		

Contents

<i>SOCIAL JUSTICE</i>	153	<i>ALTERNATE DISPUTE RESOLUTION</i>	177
Aboriginal Legal Service	154	Australian Institute for Relationship Studies (AIRS)	178
Amnesty International Australia	155	The Institute of Arbitrators & Mediators Australia	180
The Arts Law Centre of Australia	156	Australian International Disputes Centre (AIDC)	181
The Aurora Project	157	Australian Centre for International Commercial Arbitration (ACICA)	182
The Australian National Committee for UN Women	158	<i>COURTS</i>	183
Australian Youth Climate Coalition	159	Supreme Court of Western Australia	184
Environmental Defenders Office NSW	160	Land and Environment Court of NSW	185
Human Rights in China	161	Supreme Court of Victoria	186
International Justice Mission Australia	162	Words of Advice: SULT Tipstaves and Associates Panel	187
Marrickville Legal Centre	163	<i>ACKNOWLEDGMENTS</i>	188
Maurice Blackburn Lawyers	164		
National Pro Bono Resource Centre	165		
Public Interest Advocacy Centre	166		
Redfern Legal Centre	167		
Refugee Advice & Casework Service	168		
Reprive	169		
Salvos Legal	170		
Teachabout	171		
UNICEF Australia	172		
Voiceless	173		
Women's Legal Services NSW	174		
Sydney University Law Society	175		
Sydney University Law School	176		

COPYRIGHT & DISCLAIMER

© Sydney University Law Society.

This publication is copyright. Except where permitted under the Copyright Act 1968 (Cth), no part of this publication may be reproduced or stored by any process, electronic or otherwise, without the specific written permission of the Sydney University Law Society.

The views and opinions expressed in this publication do not necessarily represent those of the Sydney University Law Society or Sydney Law School. Although the Editors have taken every care in preparing and writing the guide, they expressly disclaim and accept no liability for any errors, omissions, misuse or misunderstandings on the part of any person who uses or relies upon it. The Editors and Sydney University Law Society accept no responsibility for any damage, injury or loss occasioned to any person or entity, whether law student or otherwise, as a result of a person relying, wholly or in part, on any material included, omitted or implied in this publication.

The user of this guide acknowledges that he or she will take responsibility for his or her actions and will under no circumstances hold the Editors or Sydney University Law Society responsible for any damage resulting to the user or anyone else from use of this publication.

Foreword

The Sydney University Law Society's Careers Guide has been an indispensable asset for law students throughout its many years of publication.

Navigating the many choices and opportunities you will have when entering a career in the legal profession is a challenge, and with this guide we hope to set out the variety of options available. Beyond this, we hope to provide you with the resources and information to help you make this choice.

For students entering the final years of their degree, this Guide offers information on all aspects of the clerkship and graduate processes. For those in younger years, the guide acts as an excellent introduction to the legal profession, and sets out ways for you to become involved in organisations prior to your penultimate year.

We have built on the solid foundations of previous guides, and expanded many sections of the Guide to complement the changing legal environment and, by extension, the changing interests of the Sydney Law community.

Law students are increasingly more diverse in their interests and career paths, and we have responded to this through a greater focus on Social Justice, Alternate Dispute Resolution and Public Sector organisations. Once again, these sections have been incorporated into the Careers Guide as we feel that it is beneficial for students to access this information closer to the beginning of the year and have the opportunity to com-

pare the many different career paths a law degree can offer.

We also have focused on personal recounts as to provide an understanding of the organisation beyond the basic facts, so that you may find a career that aligns with your own personal values and interests. In addition, we have completely revised the international section of the guide to be a more comprehensive and current resource to cater to the growing interest in practising overseas.

This could not have been achieved without the dedicated and enthusiastic editorial team- thank you to Amy MacKinnon, Ferdous Bahar, Laura Armenian, Luca Moretti, Stephanie Chan and Tim Wright for their invaluable work both in compiling and editing the Guide, and bringing their passions and ideas to it. Thanks also to Joss McCay and his team for researching such an expansive section on practising internationally.

The beautiful design and layout of the guide is thanks to the hard work of Design Director Erika Nguyen and Publications Director Justin Pen.

Further thanks goes to all the organisations and people featured in this guide for taking the time to contribute content.

We are delighted to present the 2014 guide, and hope that it will provide direction and insight as you move from university to your career.

Rebecca Brown
Editor-in-chief

James Kwong
Vice President (Careers)

RESOURCES

Overview of Organisations

LAW FIRMS

Summer Clerkships

Summer clerkships provide the perfect opportunity to understand how the commercial law world operates, and may be the opening for a graduate position. Clerkship programs are primarily offered over the university summer vacation period from the beginning of December until February. Depending on the performance of summer clerks, many firms offer summer clerks graduate positions at the end of the period.

The clerkship interview process begins with many of the domestic law firms attending the Law School to present information regarding their summer clerkship programs. The application process for summer clerkship programs commences via 'cvMail' or on the firm's website.

The process may include first and second round interviews, events such as information nights, cocktail evenings and group discussions. Subsequently, offers will be made to successful applicants with a short period of time to accept. Most firms make offers to students on the same date. The process itself is competitive with firms often receiving up to a thousand applications.

Graduate Programs

Many law firms may not participate in a graduate program, as they prefer to recruit graduates through their summer vacation intake. See individual firm profiles to find out which ones have separate graduate recruitment programs.

International Law Firms

Applications for vacation programs overseas generally close earlier in the year than summer clerkships and the process is more compact. Be prepared for commercially-orientated questions. Likewise 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.

PUBLIC SECTOR

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).

Application procedures involve stages such as interviews, group discussions, and psychometric and aptitude testing. Interviews are usually formal and in a question-answer style.

COURTS AND ADR

Law students are, by their nature, interested in the process, judgment and resolution of legal disputes. Careers in the Courts and in dispute resolution are therefore an attractive option for many. Application processes to be Judge's Associates and Tipstaves vary greatly – see the Courts section of the Guide for this. Alternate Dispute Resolution organisations provide training and workshops for those interested in pursuing ADR. See the individual organisations' profiles for information on participating in these.

CORPORATE ADVISORY

Most other corporate firms request online applications through their respective websites. Application procedures include interviews, psychometric testing, problem questions and group activities. Accounting firms and investment banks usually take summer clerks in addition to graduate recruits. Management consultancy firms tend to offer graduate positions only.

SOCIAL JUSTICE ORGANISATIONS

Most social justice organisations do not have formal internship or vacation programs, but are happy to take on volunteer workers during their penultimate and final years at university. Many also offer graduate opportunities. Their application procedures vary significantly. Social Justice Organisations also may offer international opportunities.

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, to assess their written communication skills, and to consider various 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.

It is important that your application is free from any elementary mistakes. Some of the most common ones are 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

This style of question is designed to encourage candidates to discuss achievements that they are particularly proud of. 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 display many talents and are well rounded. This is a perfect opportunity for you to include the extracurricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills.

Examples questions under this category 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 interests and 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 key point 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, key areas of which it is particularly proud, and elements about the firm or organisation that are different from its competitors.

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. Please describe which of the firm's key values you have recently demonstrated.
- Which of the practice groups in our firm has attracted your interest? Please provide reasons.
- 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

The purpose of these questions is to test how much knowledge the candidate has about the particular area, and how recent news affects their activities. Organisations want to know that you are genuinely interested in the industry, and that you will be able to use theory to provide innovative solutions for clients or issues the organisation faces. 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 the issue, provide a brief description of what it 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 with these, 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, researching the organisation's recent deals or projects and forming your own opinion of these helps to develop your commercial awareness.

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 to those concerned?

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.

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 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.

cvMail

cvMail is a law student portal run by Thomson Reuters that provides information about the legal industry and enables law students to apply and schedule interviews online. A number of major firms in all states (as well as some overseas firms) now prefer applications online via www.cvmail.com.au. The firms that use this system change from year to year, so ensure you are aware of any changes well before you apply.

Benefits of using cvMail

- The application is sent via the secure online cvMail uplink.
- Applicants only enter personal and academic details once.
- The Application Manager keeps track of the closing dates for each firm.
- The Application Manager keeps track of the firms to which candidates have applied.
- The MycvMail Interview Scheduler allows candidates to arrange the most suitable dates and times for interviews and provides interview detail sheets.
- The MycvMail Messenger records all email correspondence from firms to candidates.
- Candidates can browse comprehensive information about firms and the application process.
- Candidates have access to feedback from new graduates regarding firms and interviews.
- There are important tips such as how to compile 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 1: 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 many times as required prior to applying to the firm.

Step 2: Academic Profile

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

Step 3: Submit Your Applications

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.

Candidates can practice submitting an application to a practice firm prior to submitting a real application, which allows candidates to familiarise themselves with the electronic application process.

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

Although each firm will have different application requirements, generally candidates can answer application questions, attach the resume and cover letter, and preview the application before confirming and submitting to the relevant firm. 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.

Examples of questions in this category will include:

- Education
- Achievements
- Employment history
- Other interests
- Additional information
- Referees.

Examples of questions a firm may ask under the above categories may include:

- Please outline any achievements, award, or prizes you have obtained including academic, sporting, community, and charities.
- What interests do you hold outside your studies?
- Where do you see yourself in the next five years?

Public Service Jobs

Whilst most law firms prefer applications online or via cv-Mail, government departments and social justice organisations generally prefer a hard copy of the application, resume and cover letter via postal services.

Graduate Recruitment Programs

Have you considered a career in Federal, State or Local Government? Graduates from all disciplines are employed in the public service 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 in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you've completed your course, see the detailed handout on the Graduate Recruitment page of the Careers Centre's website.

Public Service Employers on Campus

Early each year the Careers Centre hosts a number of Public Sector organisations on campus.

The Public Service Careers Fair brings representatives from Federal Government departments onto campus to promote their graduate recruitment programs. This is your opportunity to explore the options open 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 an Employer Presentation on campus. Attend the sessions of interest to you. 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 questions that may help you to determine your preferred organisation.

For more information on the Public Service Careers Fair and Employer Presentation sessions, visit the Student Events and Workshops page of the Careers Centre's website.

Refer to the handout 'Making the Most of Careers Fairs' on the Careers Centre's website.

LINKS

Australian Government links

Australian Government website by portfolio and A-Z list by Department: australia.gov.au/directories/australian-government-directories/portfolios-departments-and-agencies

Australian Public Service Jobs website: apsjobs.gov.au Australian Government Job Search website: jobsearch.gov.au/government

Australian Public Service Commission website has excellent information on applying for jobs in the public sector: apsc.gov.au

New South Wales Government links

Information and links to NSW Government recruitment: jobs.nsw.gov.au

NSW Department of Premier and Cabinet website: dpc.nsw.gov.au/home

Local Government links

For graduate recruitment programs: chandlermacleod.com/lggradnsw

For local government council jobs in Australia and new Zealand (many graduate roles are advertised on this job board): counciljobs.com

Local Government Jobs board

Visit lgjobs.com.au. Note: It's important to access the specific government department or agency's website to determine requirements, opening and closing dates, location, application forms and procedures.

Applying for Public Sector Jobs

Location of government jobs

Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency. 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 of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

Application forms

Many government organisations also require applicants to complete online applications. Information on online applications can be found in the detailed handout on Job Applications on the Careers Centre's website.

Getting all the information

Advertisements for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. 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 and this must 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 send your application so that it's received by the closing date.

Ensure that you download any available position information package about the position vacant from the department's website. The information package includes a statement of duties for the position and general information about the department.

Advertisements for public sector positions generally include a contact officer and number. It's important to ring the contact officer to ask for any additional information that can be provided in relation to the vacancy, the department or division, and the program area where the vacancies located. If you require clarification after reading the material you have downloaded, speak to the contact officer.

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 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 handout 'Interview Preparation and Practice' on the Careers Centre's website: sydney.edu.au/careers/career_advice/downloads/interviews.pdf

Selection Criteria

What are selection criteria?

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

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:

- Planning and organising
- Ability to work as part of a team
- Excellent written and oral communication skills
- Problem-solving and data analysis skills

Why address 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.

Private Sector roles

Private sector organisations usually require the 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, because some advertisements are very short, you may need to read between the lines, e.g. if the advertisement addresses '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.

If the advertisement gives you the name of the employing organisation, refer to its website for possible information on the skills and attributes that organisation values.

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 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 letter, refer to our handout on cover letters.

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 in graduate recruitment literature at 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.

The application you send is likely to consist of:

- A cover letter;
- A resume; and
- A separate document called 'Statement of Claims against Selection Criteria', or 'Statement of Claims' outlining specifically how you meet the role's requirements. 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 make an assessment of 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.

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.

For government positions and some private sector organisations you may be able to first download an information pack containing a duty statement, list of selection criteria and other useful information from the organisation's website.

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, research the organisation and 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

- To begin your Statement of Claims, open a new blank document and 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 in-

clude 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've been provided with the relative weighting of criteria, give more detail 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, they're good examples to use.
- 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

Further information

You can find further information in the book 'How to Address Selection Criteria' by Dr Ann Villiers, in the Careers Resource Centre.

For information about applying for jobs in the Australian Public Service, including a fact sheet on addressing Selection Criteria, visit the Public Service Commission website at 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. Hence it will be the key ingredient to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview, and many organisations have stated that a well-written cover letter is just as important as the resume.

There are a number of significant reasons for 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. It is crucial to remember that emphasis must be given to how the candidate can contribute to the organisation, and not what the candidate is expecting from the organisation.

Structure

Cover letters should begin with the date in the upper right hand corner, followed by your name, address, contact phone number and email address. The next information to include is the name of the contact person, their position within the organisation, the name of the organisation, and the address of the organisation.

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.”

Heading

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

Paragraph 1: Introduction

This paragraph serves as your introduction, and states the position you are applying for, and where the advertisement was placed.

Paragraph 2: Meeting the Criteria

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

Paragraph 3: 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, and an awareness of the organisation in news headlines is worth mentioning. Reasons may include values, people you have met, practice groups you have attended, and any recent achievements by the company.

Paragraph 4: 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.
- Self promote by using ‘I’.
- Tailor your letter to each organisation.
- Be familiar with the organisation and the selection criteria as this must be addressed in the cover letter.
- 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.
- Be sure not to copy information from the website or brochures of the firm.
- Keep the cover letter to one page, four brief paragraphs is sufficient to demonstrate that you are concise.
- Meticulously check spelling, grammar and punctuation.

Example Cover Letter

[Date]
[Your name]
[Your address]
[Your contact phone number]
[Your email address]

[Name of contact person]
[Their position]
[Name of Organisation]
[Address of Organisation]

Dear [Mr/Ms Last name of contact person]

Re: Application for [Organisation] Graduate Program 2015

My name is [your name] and I am currently in my penultimate year of a combined Arts/Law degree at the University of Sydney. I am writing to apply for a Graduate position at your firm, as advertised in the [where the advertisement was seen and the date].

I can offer [name of organisation] a mature, professional, highly motivated and well-rounded candidate, who can demonstrate all of the key qualities sought after. I have an excellent academic record, and have developed a broad range of analytical skills through both of my degrees. Throughout my course, I have undertaken various extracurricular pursuits and work experience to develop professional skills relevant to legal practice. My oral presentation skills are demonstrated by my employment as a debating coach for my previous secondary school. Furthermore, appointments on the sporting arena and University committees illustrate both my leadership qualities and teamwork skills.

I am attracted to your firm for a number of reasons. Firstly, I am drawn by the variety of commercial work that is carried out. Secondly, I perceive your firm as one that exemplifies professionalism and excellence in legal advice. Thirdly, I have a particular interest in construction and infrastructure law and am aware that your firm is a leader in this practice area. [Name of organisation] recent involvement in contractual work for such infrastructure projects as the Cross City Tunnel and Western City Orbital is a testament to its expertise in this area. These reasons have led me to apply for a clerkship position with [name of organisation], and I believe the position would offer me an invaluable opportunity to apply my current knowledge and skill-set to real-life legal problems, to access first-class training programs, to interact with a team of talented and highly-driven peers, and to contribute to the continued success of the firm.

Based on my skills and attributes outlined, I believe I am a suitable candidate for the position and would be pleased to discuss this application further in an interview. Thank you for your time, and I look forward to your reply.

Yours sincerely,
[Your name]

Writing a C.V.

Curriculum Vitae

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

The purpose of a C.V. is to ensure an offer for an interview with the prospective employer, so therefore it is important to consider the format and content, and as such a successfully drafted C.V. 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/resume may include:

- Use relevant and professional language.
- Key words highlight your skills and qualifications, such as achieved, delivered, negotiated, organised, and supervised. Key words are important during the 'screening' of C.V.s as some organisations filter through applications via an electronic process seeking these words.
- There is no single correct format or style to use, however the chosen format/style must be consistent throughout the C.V.
- Use 12 point font in a clear font such as Arial to ensure the C.V. is legible.
- Use headings to divide the C.V. 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.

- Leave a comfortable margin on all sides.
- Keep the C.V. to two pages in length.
- Get a family member or friend to proofread your C.V.
- Don't forget to include your name, address, phone, and email details in the main heading.

Elements of a successful C.V.

A C.V. or resume is typically made up of a number of elements that provide prospective employers a glimpse into your background when reviewing an application. The following is an outline of these elements, although it is important to keep in mind that, while some elements are deemed as essential, others are optional.

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 C.V., and therefore, it is important to be specific, factual, and use short sentences.

Education and 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 is to 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, particularly highlighting the use and development of certain skills such as leadership and teamwork. Examples may include involvement in university societies, mooting 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, researching, or playing tennis.

Referees

At the end of your CV/resume, it should state that 'referees are available upon request,' and referees should only be submitted if specifically requested by the employer. Referees should include the name of the contact person (such as your supervisor or manager), their title or position, the 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 at all possible).

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.

Other headings

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

Example C.V.

Personal Details

[Your name]
[Your address]
[Your contact phone number]
[Your email address]

Career objective

To establish a career in an area concerned with the provision of legal services to disadvantaged individuals within the community. In particular, I would like to be part of an organisation that is recognised as a 'social justice organisation', whose primary goals are oriented towards the contribution to the improvement of accessibility of legal services to the broader community.

Education

March 2010 – November 2012 Juris Doctor
The University of Sydney

March 2007 – November 2009 Bachelor of Arts
The University of Sydney

September 2008 – January 2009 Exchange Student
The University of Florence, Italy

Key work experience

October 2010 – Present
Jones, James and Associates (Chatswood) Paralegal

- Working for a small firm of solicitors, specialising in contracts for small to mid-sized building works for residential properties.
- Responsibilities: research into current building code requirements and recent legal cases, delivery of documents to clients, general office duties.
- Achievements: co-authored a precedent document for development applications, discovered a case that was instrumental in successfully defending an action against a client.

Extra-curricular

2011
Sports Director – Sydney University Law Society (SULS)

- Facilitated the interfaculty sport program and managed the social competition on behalf of the Law Society throughout Semesters 1 and 2.

2010

- Associate Editor – The Sydney Globalist
- Edited and contributed to two editions of The Sydney Globalist, the University's foremost student international affairs magazine.

Referees

Referees are available upon request.

Attending the Interview

Getting an interview means reaching the culmination of your job search efforts. 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. So don't sweat, but it's not over yet.

First and foremost, the interview gives you the opportunity to reinforce the positive impression that has already been 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 C.V. 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, in order to separate the wheat from the chaff, 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 and case interviews. In short, be prepared for multiple rounds of interviewing which are 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. All the general research undertaken will help you understand the culture of the organisation as well, and what they are looking for in employees.

Examining the organisation

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. Further, it is immensely helpful to do some research on the partners or directors if you know who will be interviewing you. Most organisations list bios and C.V.s, and LinkedIn is always a good option. If desperate, Facebook stalking can come in handy if you can somehow discretely align your interests with theirs, however this alone will not suffice.

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.

The websites of organisations have various sections that can assist you in terms of preparing for interview questions and in answering application questions online, such as "Values Statement" and "Our People".

Media

Media searches can also assist in gathering information about recent and/or 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 Affairs" section every Friday, which gives an excellent overview of current legal issues.

Organisations will 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 be thoroughly familiar with its contents. You will most likely be asked on specific aspects relating to your resume, such as explaining a gap in employment or a fail on your transcript. The interview will work much more in your favour if you already have prepared responses to these questions.

Tips for the nervous

Don't try to rehearse answers to questions - this will be immediately obvious. Practice 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 or aggrandise any mistakes or weaknesses that come up. Acknowledge them and focus on what you have learnt

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
- Men: make sure you are clean shaven – a straggly beard doesn't scream professional
- Women: don't go overboard with make-up, jewellery and perfume - less is always more
- Prepare all relevant documents such as your transcript, references, awards, etc.
- Practice answering questions about past behaviour, which help demonstrate your competencies, known as Behavioural Event Interviewing
- 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 the place of interview. 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 due to common decency 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.

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 demonstrates that you can fully articulate your ideas. If required, don't shy away from beginning your response with a simple 'yes' or 'no'.

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 you have 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.

Communications 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.

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.

Individual Interviews

Individual interviews are one of the most common forms of interview. 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 'best 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,' whose role is to observe the dynamics of the team, assess group interviews, 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 sup-

posed difficulty in the situation and divert conversations from the topic at hand. Tell-tale symptoms include such comments 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 seek 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'd love to work in this position and 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 sort out whether the 'organisational fit' is right in terms of matching the position and organisation with your personal values. You must 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 simply give up. Interviewing is a skill that comes with practice, so treat your interviews as a learning experience and reflect upon them as stepping-stones towards positive growth.

Interview Questions

Typical questions an interviewer may ask:

Think of a few answers to these questions before your interview. You may even wish to practice answering them out loud.

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.

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 by reference to a specific event. Remember to outline the situation, the task required, the action you took, and the outcome.

What has attracted you to this organisation?

Research the website of the organisation and consider its future direction for this question. Specifically, reference the recent activities of the firm, such as high-profile cases.

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.

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 can demonstrate that you can work cohesively with other people.

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 seeks evidence in your answer of your long-term commitment to the role.

What do you regard to be 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.

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, death in the family or full-time work. This is the perfect opportunity to express what you have learnt from it.

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

Questions for the interviewer

Often, at the end of an interview you will be provided with an opportunity to ask any questions you may have. Ask questions which you genuinely want to know the answer, and keep it within the boundaries of the role and the organisation. This is your opportunity to learn things about the organisation which may not have been available from brochures or the website.

Example questions you could ask include:

- Is there a typical day in this role and what does it involve?
- 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?
- How relevant are higher grades to that of prior work experience and extra curricular activities of candidates?
- Does the organisation have policies in place for ongoing/further studies?

Clerkships

Understanding the clerkship process can be quite complicated. Previous students Melanie Brown (LLB), Ian Mack (LLB) and Niamh Mooney (JD) unpack their experiences.

Common terms and misconceptions

- “Big Six” = Allens, Ashurst, Clayton Utz, Herbert Smith Freehills, King & Wood Mallesons, Minter Ellison.
- “Magic Circle” and “Silver Circle” = UK-headquartered law firms which are regarded as the first- and second-ranked groups of law firms respectively.
- “White Shoe” is the US-version of the top tier.

The basics

Summer clerkships are paid employment experiences in major commercial law firms over the summer break for law students. They are primarily based in Sydney, with other states and some overseas firms offering variations of the program. The 2014 NSW Graduate Employment and Summer Clerkship Programs are co-ordinated by the Law Society of NSW for the benefit of law firms in NSW and law schools. The Summer Clerkship Program is generally open to penultimate year law students - so LLB IV and JD II students. It is rare but not unheard of for firms to take LLB III/JD I or final year students into their program.

Why apply? A clerkship is the best way to ‘try out’ a law firm. You get to do your best Harvey Spector impersonation for ten weeks in an environment that really supports and looks after you. Law firms don’t expect you to know everything - but they do expect you to be keen and eager to learn. Clerkships can give you great training. The firms want to show you that they are invested in your future and that they’re 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. Certain practice groups can draw upon the knowledge you’ve picked up only recently in law school, which is an incredibly interesting opportunity to see your skills applied in real life. Of course, clerkships often lead to a graduate job. Most firms recruit their graduates through the clerkship process. 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, and come back to a job and an income.

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 definitely can be a great thing to do if you’re interested in a commercial path.

Areas of law you can be exposed to

Firms offer a lot of interesting services, across a range of industries including construction, energy and resources, technology media and communications, to name a few.

Learning about these groups becomes easier with the help of a buddy or mentor, which is commonly organised by the firm.

Within industry areas, you’ll have the opportunity to choose your rotations in different groups like corporate, property, taxation, private equity, insolvency and M&A. The size of different practice groups can vary dramatically. Small groups can be closer to 15 lawyers whereas massive groups can require around 60 lawyers. It is not uncommon to be placed in a group outside of your comfort zone, but that can often lead to very rewarding and interesting experiences.

Groups can be either transactional, litigious, or a mix of both. 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

Take away points: (i) You are the sum of your parts; (ii) Get involved in varied things; (iii) Try to improve your marks.

Marks are obviously important. Some firms may only look at applications of students with an average over a certain level. 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.

You don't need to have worked in a law firm or barristers' chambers - don't let anyone tell you otherwise. General work experience is important because it shows you can study and hold a job down at the same time - time management is a crucial skill in a commercial environment. Think about what skills your job requires and what you can highlight to the HR department.

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. 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 are well-rounded individuals.

Firms want to know what kind of person you are beyond your WAM average. Show them what you have been involved in and what it means to you (e.g. Clubs? SRC? Sports? Youth groups? Jobs?)

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.

Finding the right fit

Take away points: (i) Get talking to people you know in the industry; (ii) Look into firms' websites and social media channels; (iii) Make the most of cocktail nights, interview and 'buddy' systems.

Ask yourself: "What qualities are important to me in a workplace?" "What kind of culture would I feel best in?"; It's as much about firms finding the right people for them, as it is you finding the firm that's right for you.

Distinctions worth keeping in mind: top tier vs mid tier vs boutique; big firm vs small firm; global vs national; big clerk group vs small clerk group.

Law firms are fundamentally similar. 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 the cultures are essentially similar.

Do your research on the firms - they all have great website and Facebook pages that feature interesting articles and videos that are a good snapshot into the way the firm works.

The application process

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.

- Wednesday 18 June – Applications open
- Saturday 28 June – Semester 1 ends
- Monday 21 July – Applications close at 5pm
- Monday 28 July – Semester 2 begins
- Monday 18 August – Interviews commence
- Friday 26 September – Offers can be made
- Tuesday 30 September – Offers must be accepted or declined by 5pm

The application process is incredibly time-intensive, so ensure you that you are organised throughout.

Documentation

For information on putting together your CV and cover letters, please refer to earlier parts of the Careers Guide. You will usually also be required to submit your academic transcript. After your penultimate year's 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 scanned and certified copy of your transcript via CV Mail. 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 refer to the previous section of the Careers Guide.

Cocktail nights

Cocktail nights 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.

Wear a suit/corporate dress (cocktail dresses are not suitable), and 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. 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.

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. That date is Friday, 26 September.

There are a number of things that can inform this decision. (i) Call HR/buddies/partners for advice; (ii) Consider whether 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.

If you do not get a clerkship offer but you're determined to work in commercial law, there are pathways you can go down. Try to secure a paralegal position so you can best qualify yourself for a graduate role. Or, consider delaying your degree by taking three subjects a semester, and having a go the following year. This sounds like an extreme choice, but is not uncommon in the law school community.

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.

Be mindful of litigation-based rotations in January - the work can often be quiet as the courts are closed.

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 busyness of your group or the culture of the firm, clerks are usually able to work reasonable hours - not too many late nights are required.

The fun

There are lots of sporting opportunities to take advantage of for summer clerks: (i) Monday nights at Rushcutters Bay; (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 lot of fun. The Trivia Night and Christmas Party are also firm staples.

Volunteering

Voluntary positions are a great way to get involved in social outreach programs and also assist in career development. There are a variety of different organisations that take on volunteers, to contribute generally and also in a legal capacity.

Community legal centres

Popular places to provide legal assistance include the Community Legal Centres (CLCs), for example the Redfern Legal Centre or Marrickville Legal Centre (see later in the Guide for individual profiles). Volunteer positions in CLCs can provide valuable insight into providing legal services for the socially marginalised. These positions tend to work on a rotating roster where a commitment over a minimum of six months may be required with varying shifts.

Applications

The Community Legal Centres NSW website is a great place to get started: www.clcnsw.org.au. Follow the 'click now to volunteer' link to a list of all the CLCs in New South Wales.

Typically, the applicant will be required to submit a cover letter and resume. Prior experience in the field of 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.

Additionally desirable are attributes such as administrative and customer service skills. Demonstrating that you can work with individuals with a disability or mental illness, culturally and linguistically diverse community groups, or the elderly is beneficial.

Duties and activities

Volunteer positions in CLCs can provide exposure to a wide range of areas of service, including 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 will again expose volunteers to the application of the law to various ar-

reas, 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 move onto more advanced tasks such as working 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 (previously the Public Interest Law Clearing House) and the Public Interest Advocacy Centre (PIAC). In addition to a direct approach in 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 Pro Bono Animal Law Service, Homeless Persons' Legal Service, Children in Detention Advocacy Project, Stolen Wages of the Stolen Generations, and Predatory Lending Project.

Overall, there are many personal and professional benefits of volunteering, which can include a better understanding of social justice issues, first hand experience regarding a career in social justice, developing valuable skills, making a difference in communities, giving back to society, being engaged with a specific cause, doing a work that is rewarding, challenging, and fulfilling, enhancing your employability and meeting others.

PATHWAYS TO PRACTISING LAW INTERNATIONALLY

Many law students aspire to practice law internationally- overseas jurisdictions offer a unique assortment of experiences and opportunities that cater to individual interests. However, much like Australia, other countries need prospective lawyers to be admitted before they are allowed to practice.

The processes to be admitted as a lawyer in overseas jurisdictions are often vastly different to Australia's, and each country or province tends to have its own unique requirements. In some countries, as well as relevant legal assessments, there are language and residency requirements that need to be fulfilled. In many jurisdictions of the US, for instance, Australian lawyers cannot practice as certain units of study only taught in the US are required.

The following section outlines the requirements and processes needed to qualify to practice law in various provinces of Canada, mainland China, Hong Kong, South Korea, Singapore, New York and California, and England and Wales.

Pathways to Practising in Canada

Disclaimer:

The below information is compiled by Katherine Reagh, and sourced from the:

- Official website of the National Accreditation Committee (URL: <http://www.flsc.ca/en/nca/applying-to-the-nca/how-we-assess-your-file/>)
- Official website of the Law Society of British Columbia (URL: <http://www.lawsociety.bc.ca/page.cfm?cid=29&t=Law-Students>)
- Official website of The Law Society of Alberta (URL: <http://www.law-society.ab.ca/membership/overview.aspx>)
- Official website of the Legal Education Society of Alberta (URL: <https://www.lesaonline.org/student-resources-CPLED.asp>)
- Official website of the Law Society of Upper Canada (URL: <http://www.lsuc.on.ca/licensingprocesslawyer/>)
- Official website of the Ministry of Citizenship and Immigration of Ontario (URL: http://www.ontarioimmigration.ca/en/working/OI_HOW_WORK_LAWYER_CM.html).

For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following information should not be used for making life decisions. Neither Katherine Reagh, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability or reliability of the information provided.

Overview:

In order to qualify in Canada, a common law jurisdiction, applicants must first apply to the National Accreditation Committee (NCA). Applicants need to receive a qualifying certificate from the NCA before applying to a respective Provincial or Territorial Law Society. Anyone may apply to the NCA; applicants do not need to be a Canadian resident or citizen to do so. Applicants do not need to fulfill language competency examinations, however a high level of proficiency in English will be required to practice in Canada. Each provincial and territorial law society has a separate procedure and qualifying exams. The following sections give a brief explanation on how your file is assessed by the NCA and the subsequent process to be admitted to the Law Societies in British Columbia, Alberta and Ontario (Law Society of Upper Canada).

How your file is assessed by the NCA:

There is a broad range of criteria used to assess an applicant's file. Once the file is assessed, applicants will either be assigned subjects at a Canadian Law School and/or required to pass examinations set and administered by the NCA.

1. Pre-Law and Legal Education

Typically applicants must complete two years full time (or

equivalent) post-secondary education at a recognized University. Canada is a common law jurisdiction thus law degrees from civil law and hybrid systems will normally be required to complete additional assessments. Applicants must attend a law school accredited by the relevant authority and thus would be eligible to practice in that jurisdiction.

2. The length and nature of the legal education program

Applicants with a law degree less than three years of full time academic study (or equivalent) will be typically be required to demonstrate competency in additional subjects.

3. Applicants must demonstrate competency in the following subjects or equivalents

- Canadian Administrative Law (mandatory)
- Canadian Constitutional Law (mandatory)
- Canadian Criminal Law & Procedure (mandatory)
- Foundations of Canadian Law (mandatory)
- Contracts
- Property
- Torts
- Corporate Law
- Evidence
- Professional Responsibility

4. Academic performance

The NCA will not recognize proficiency arising from a course where the applicant has demonstrated poor academic performance. Overall performance is also taken into consideration

5. Mode of study

Applicants who have obtained degrees by "distance education", meaning without in-class instruction will normally be required to complete additional assessments.

6. Age of degree and/or currency of practice

An applicant who has not attended law school or practiced law within the five years prior to applying to the NCA will typically be assigned additional assessments.

7. Legal experience and Additional Legal Studies

The NCA may take into account professional legal experience and additional legal studies in an applicant's assessment.

Pathways to Practising in British Columbia, Ontario & Alberta

BC Law Society:

To be called to the Bar in British Columbia, applicants must complete the 12-month Law Society's Admission Program. These are the requirements:

- (a) Applicants must complete nine months of articles in a law firm or other legal workplace
- (b) Applicants must complete the ten week Professional Legal Training Course (PLTC) and;
- (c) Applicants must pass the two qualification examinations based on the PLTC Practice Material and course work

Alberta Law Society:

To be called to the Bar in Alberta, applicants must complete the Canadian Centre for Professional Legal Education Program (CPLED) during articling period:

- (a) Applicants must complete twelve months of articles in a law firm or other legal workplace and;
- (b) Applicants must successfully pass ten competency assessments in the CPLED to receive accreditation

Law Society of Upper Canada (Ontario):

To be called to the Bar in Ontario, applicants must complete the 'Barrister Examination' and the 'Solicitor Examination'. Upon successful completion of the examinations, applicants have the choice to complete either the Articling Program or to complete the Law Practice Program (New Fall 2014).

Articling Program

- (a) Applicants must complete an articling term for ten months and;
- (b) Applicants must complete the online Professional Responsibility and Practice (PRP) Course during articling term

Law Practice Program

Applicants may complete these requirements at Ryerson University (English) or University of Ottawa (French)

- (a) Applicants must complete a four month training program (mixture of online component and face to face) and;
- (b) Applicants must complete a four month work-placement (work placement will be provided by the Law Practice Program)

Student Profile

Allegra Geller, JD, University of Sydney Graduate, 2012

Admitted to the BC Law Society, April 2014.

When transferring the JD degree to Canada, students you must submit an application to National Committee on Accreditation (NCA), a branch of the Federation of Law Societies of Canada. Timing is everything in this process. From the day you submit your application to the NCA for review, until the end of your articling, is likely to be approximately 18 - 20 months. If you submit your NCA application as soon as you get your final year transcripts, you may reduce the overall time by several weeks. Then, as soon as you get your report from the NCA, which details the exams you will need to write, sign up for the exams immediately as enrolment deadlines are strict.

The NCA courses/exams, which you are required to take, may be completed by both self-study and sitting the exam, or by attending courses at a Canadian law school. I recommend completing self-study. Self-study can be completed anytime, and quickly enough to write the exams at an earlier scheduled sitting. These exams are administered by the NCA and are scheduled several times throughout the year. These exams will require approximately 2 months of study time. While there is tremendous overlap between the Australian and Canadian legal systems, there are also some differences that will take some getting used to. The reading lists are considerable, but in two months of dedicated study time, you should be able to get through all of the required material in sufficient detail. Each course will have a required reading list and a syllabus which are available online. Acquiring the prescribed textbooks is a very good idea, and most universities with a law faculty in your province are likely to have used copies for sale at the end of semester. You are able to take in any materials you wish to have with you during the exam.

Most provinces will require you to have secured an articling position prior to submitting an application to the Law Society admission program. Contact the Law Society in your province and inquire about articling application guidelines. Once you have secured an articling position, you can apply to your Law Society to do the PLT course in your province. Generally, this can be done at any scheduled opportunity during your year of articling. There are usually around 3-4 different sessions throughout the year.

After you have successfully completed articling and the PLTC, and met all other requirements, you will be eligible for call to the Supreme Court in your provincial jurisdiction. You'll be qualified as both a solicitor and a barrister. It is important to note that you must keep up to date with requirements with the NCA and respective law society(ies) as the rules are often changing.

Pathways to Practising in The People's Republic of China

Disclaimer:

The following information is compiled by Yian Chu, and sourced from:

- Official website of the International Bar Association (URL: http://www.ibanet.org/PPID/Constituent/Student_Committee/qualify_lawyer_China.aspx);
- official website of the National Judicial Examination developed by the P.R.C. Ministry of Justice (URL: http://www.moj.gov.cn/sfks/node_8007.htm);
- Baidu Online Encyclopedia (URL: http://baike.baidu.com/link?url=yeCjKhGWVt_j-eFL4X6kOaNo3FJFo2x2NPg4NIQFZ1e-bhw-IkI_Y57kFH682IPQz);
- The statistics regarding the passing rate of the NJE are taken from a professional article (see URL: http://edu.gmw.cn/2013-05/16/content_7653427.htm).

For further details regarding the processes described, please refer to these sources. For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following should not be used for making life decisions. Neither Yian Chu, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview:

To qualify as a lawyer in mainland China, a civil law jurisdiction, applicants must first pass the National Judicial Examination (NJE), administered by the Ministry of Justice, and then take on a one year training program provided jointly by the local lawyers association and a law firm. In order to be eligible to take the NJE, Chinese citizenship or residency status in Hong Kong, Macao or Taiwan is necessary. Any other foreign nationals are not permitted to take the NJE and hence cannot practice as an authorized lawyer in mainland China; however, foreign nationals have the option of working as legal counsel (providing legal advices regarding certain issues) for a representative office of a foreign law firm established in mainland China. The following sections give a brief explanation on the process of obtaining legal-related work opportunities in mainland China for each category of students that study law in Australia (categorized by citizenship/residency status).

Students with Chinese Citizenship Studying Law at Australian University

If a student has Chinese citizenship but has completed a University degree in law at a foreign University instead of a Chinese University, he or she is required to apply to the Chinese Service Center for Scholarly Exchange (CSCSE), an affiliated body of the Chinese Ministry of Education, in order to obtain approval for the eligibility of the degree he or she holds. After the degree is approved by the CSCSE, the student is eligible to take the NJE.

Registration to take the NJE needs to be completed online, and the registration period is usually around June and July. There are four closed book examination papers to sit, and the same topics might be tested across multiple papers (e.g., the socialist concept of the rule of law). The exams usually take place in September. The papers are:

1. General Legal Knowledge

This paper comprises of the following topics: the socialist concept of the rule of law, jurisprudence, legal history, constitutional law, economic law, international law, international private law, international economic law, the judicial system and legal ethics.

2. The Criminal and Administrative Legal System

This paper comprises of the following topics: the socialist concept of the rule of law, criminal law, code of criminal procedure, administrative law and administrative litigation law.

3. The Civil and Commercial Legal System

This paper comprises of the following topics: the socialist concept of the rule of law, civil law, commercial law, code of civil procedure (including arbitration procedure).

4. Case Analysis

This paper comprises of the following topics: the socialist concept of the rule of law, jurisprudence, constitutional law, administrative law and administrative litigation law, criminal law, code of criminal procedure, civil law, commercial law, code of civil procedure.

The first three papers are computer-based multiple choice questions, and the last paper (Case Analysis) is a written response examination. The NJE is presented and needs to be completed in simplified Chinese, but students from minority ethnic groups in China are allowed to apply to take the NJE in minority languages (e.g. Tibetan language). Results of the NJE are usually released in November. The passing rate for the NJE is around 10%. After passing the NJE, students are required to complete a one year vocational training program jointly provided by the local lawyers association and a law firm. Before beginning vocational training, aspiring lawyers need to determine the location for their future practice, then they must contact a law firm which is willing to recruit them, and they must sign a training contract with that firm; finally they must register with the local lawyers association. The local lawyers association can decide to accept or the refuse the application.

The training program includes political theory and professional ethics training, given by the local lawyers association, and practical training, provided by the law firm. During this time the trainee is prohibited from advising clients, and any misconduct will be disciplined. Trainees must take an exam after the theoretical course and another exam at the end of their training, according to which, the examination committee of the local lawyers association (provincial level) will make a decision whether or not to deliver the qualification. If trainees qualify after the training program, they can apply, within the time specified by the corresponding lawyers association

(usually one year), to be admitted as a practising lawyer. The oath-taking ceremony is organized by the local lawyers association.

Students with Residency Status in Hong Kong, Macao or Taiwan Studying Law In Australia

Students studying law in Australia with residency status in Hong Kong, Macao or Taiwan are eligible to take the NJE and register to practice in mainland China. The procedures they must go through are the same as those required for students with Chinese citizenship. However, the practice areas for the accredited lawyers with residency status in these regions are limited to non-litigation issues and litigations in marriage and succession in their particular region.

Australian Law Students without Chinese Citizenship or Residency Status in Hong Kong, Macao or Taiwan

Foreign nationals cannot be admitted to practice in mainland China. However, foreign law firms can establish a representative office, to provide legal advice concerning: the legislation in its admitted jurisdiction, and the application of international treaties and practices; they can also represent clients from their admitted jurisdiction in transnational cases, etc. According to the regulations, the chief representative, the representative and the temporary resident foreign lawyers (having a consecutive stay in mainland China for at least 90 days) of the firm need to register with the All China Lawyers Association (ACLA). Therefore, a foreign national with adequate knowledge of the Chinese legal system and a practising certificate in his or her admitted jurisdiction can work for a representative office in mainland China established by an international law firm. Foreign nationals need to apply directly to the representative office of the particular international law firm in order to gain such work opportunities.

Pathways to Practising in Hong Kong

Disclaimer:

The information above is compiled by Jiaqi Song, sourced from the following websites:

- The Law Society of Hong Kong: http://www.hklawsoc.org.hk/pub_e/default.asp
- Hong Kong Bar Association: <http://www.hkba.org/admissionpupillage/general/index.html>
- PCLL Conversion exam: <http://www.pcea.com.hk/package.html>
- PCLL @ University of Hong Kong: <http://www.ple.hku.hk/pcll/>
- PCLL @ Chinese University of Hong Kong: <http://www.law.cuhk.edu.hk/programmes/postgraduate-certificate-of-laws.php>
- PCLL @ City University of Hong Kong: <http://www.cityu.edu.hk/slw/PCLL/>

For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following information should not be used for making life decisions. Neither Jiaqi Song, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview:

Hong Kong is a common law jurisdiction, which in many ways resembles the legal system of England. The legal profession in Hong Kong is divided into two distinct branches – barristers and solicitors. Registered foreign lawyers can practice in Hong Kong advising on the law of their home registration. Listed below are a series of pathways one may choose to follow if they wish to practice as a solicitor, barrister, or a registered foreign lawyer in the Hong Kong region:

Pathway for becoming a Solicitor in Hong Kong

The professional association that admits and regulates solicitors in Hong Kong is the Law Society of Hong Kong. There are two pathways to become a solicitor in Hong Kong – 1) Trainer lawyer pathway 2) Overseas lawyer pathway.

Trainee lawyer pathway

PCLL Conversion Examinations (before going to HK)

- 5 core subjects: Civil Procedure, Criminal Procedure, Commercial Law, Evidence and Business Associations.
- Students who have completed a LLB and JD degree at University of Sydney can apply for exemptions. In the past, Usyd law students have been required to take the Commercial Law exam. However, please check with HK Conversion Exam Board for updated rules and regulations.
- 3 top-up subjects: HK Constitutional law, HK Legal System and HK Land Law
- Post Graduate Certificate in Laws (“PCLL”) (full-time study -1 year)

Three providers

There are three places a qualification for practising law can be obtained: the University of Hong Kong, Chinese University of Hong Kong and City University of Hong Kong

Requirements

- Passed all conversion exams
- English proficiency test (IELTS) – minimum standard of overall band score 7 from a test taken no more than three years before the closing date of application
- Trainee contract (full-time work - 2 years)
- Admission

Overseas lawyer pathway

Lawyers can be admitted in another common law jurisdiction, have at least 2 years of post-admission experience in the practice of law, including any period of articles (or equivalent) and passed all Heads of the Overseas Lawyers Qualification Examination

Examination

There are ‘Five Heads’ of examination that a lawyer must pass to qualify to practice: Head I – Conveyancing; Head II – Civil and Criminal Procedure, Head III – Commercial and Company Law, Head IV – Accounts and Professional Conduct and Head V – Principles of Common Law

Applicant may be able to get exemptions from sitting all or part of the Examination

Pathway for becoming a Barrister in Hong Kong

- Professional association - The professional association that admits and regulates barrister in Hong Kong is the Hong Kong Bar Association.
- Qualification requirements - A person is qualified for admission as a barrister if he or she (a) is a holder of a Postgraduate Certificate in Law; (b) a solicitor in Hong Kong; or (c) is an overseas lawyer
- Pupillage – the period of approved pupillage in Hong Kong shall be a period of at least 12 months.
- Admission - Apply to the Bar Council for admission

Registered Foreign Lawyer pathway

The Law Society registers and regulates the practice of all foreign lawyers practising in Hong Kong. There are 54 established foreign law firms, which advise on the law of their home jurisdictions. A registered foreign lawyer is prohibited from practising Hong Kong law and from employing or joining into partnership with Hong Kong solicitors.

Foreign lawyers can be admitted as Hong Kong solicitors either by obtaining an exemption from, or by passing, the Overseas Lawyers Qualification Examination, administered by the Law Society.

Pathways to Practising in Singapore

Disclaimer:

The above information is compiled by Jennifer Lobanov, and sourced from the official website of the Ministry of Law Singapore (URL: <http://www.mlaw.gov.sg>). For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following information should not be used for making life decisions. Neither Jennifer Lobanov, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview:

The legal profession in Singapore is fused; lawyers can act as both a solicitor and a barrister. To qualify as a lawyer in Singapore, a common law jurisdiction, one must fulfil the requirements of being a 'qualified person' and then sit the Singapore Bar Examinations, which is divided into Part A (for overseas graduates) and Part B (a five-month practical course). The below is a checklist of all the requirements necessary to fulfill in order to be admitted to the Singapore Bar. Furthermore, there is a section on alternative routes to working in the legal field in Singapore.

Individuals who wish to be admitted to the Singapore Bar must:

- Applicants must
- Have attained the age of 21 years;
- Be of good character;
- Have satisfactorily served the practice training period applicable to you;
- Have attended and satisfactorily completed such courses of instruction as the Board of Directors of the Singapore Institute of Legal Education (SILE) may prescribe; and
- Have passed such examinations as the Board of Directors of the Institute SILE may prescribe.

"Qualified person" requirement:

An applicant is a "qualified person" if he or she fulfills ALL the following requirement

(a) Be a Singapore citizen or permanent resident;

NB: Requirements of applying to be a permanent resident in Singapore can be found using the following website: www.ica.gov.sg/page.aspx?pageid=151

(b) Be a candidate for the degree of Bachelor of Laws (with or without Honours) at University of Sydney.

NB: Under the Legal Profession (Qualified Person) Rules, Juris Doctor degrees are not approved degrees – But You can apply

for an exemption from "Qualified Person" Requirements under Rule 16 of the Legal Profession (Qualified Persons) Rules

(c) The degree must be a Bachelor of Laws (with or without Honours);

(d) Be ranked by that university as being amongst the highest 70%, in terms of academic performance, out of the total number of the graduates in the same graduating year;

(e) Were a "full-time internal candidate";

(f) Commenced and completed the course for a period of at least 3 academic years;

(g) The degree cannot be a part of a "dual degree", which means any 2 or more separate degrees, each relating to a different discipline of study, that are conferred upon a person upon his successfully completing a dual degree course. (NB: you can obtain approval for the "dual degree course" by the Minister for Law)

(h) The degree cannot be a "combined degree", which means any single degree that relates to any 2 or more different disciplines of study, such as Bachelor's Degree in Law and Commerce - The University of Sydney Undergraduate Law degree falls under the Combined Law degree as it allows students to study the Bachelor of Laws (LLB) in conjunction with another degree. (NB: you can approve your "combined degree" by the Minister for Law on or after that date).

(i) Have passed Part A of the Bar Examinations and, having passed the final examination for your degree, for a period of not less than 6 months within a continuous period of 8 months the applicant must have been engaged in "relevant legal training" and/or "relevant legal practice or work" examinations, (NB: Applicants can obtain the 6 months of "relevant legal training" and/or "relevant legal practice or work" within a continuous period of 8 months either before or after passing Part A of the Bar.)

Examinations to be taken*Part A of the Bar examinations*

A conversion examination for eligible overseas graduates from approved overseas universities who intend to apply for admission to the Singapore Bar. Held in November each year. Applicants are still able to take Part A even if you do not meet the following “qualified person” requirements:

- The requirement to be a Singapore citizen or permanent resident; and/or
- The requirement to have obtained at least 6 months of “relevant legal practice or work” and/or “relevant legal training” within a continuous period of 8 months

Part B of the Bar examinations

A compulsory 5-month practical law course and examination for both local and overseas graduates.

Alternatives for working in the legal field in Singapore*Practising as a Foreign Lawyer*

Individuals who are admitted, qualified or authorised to practise in any jurisdiction are allowed to practise foreign law in Singapore if he or she registers as a ‘Foreign Lawyer’ under Part IXA of the Legal Profession Act with the Attorney-General’s Chambers’ Legal Profession (International Services) Secretariat. Applicants will not need to take any courses or examinations.

Practising as In-House Counsel

Individuals may be able to practise as in-house counsel in an organisation in Singapore. Source: Singapore Corporate Counsel Association - www.scca.org.sg.

Foreign Practitioner Examinations (FPE)

The Singapore Institute of Legal Education (SILE) conducts the Foreign Practitioner Examinations (FPE).

- Foreign-qualified lawyers who pass the FPE can apply for a Foreign Practitioner Certificate from the Attorney-General to practise in limited areas of Singapore law.
- The permitted areas would include areas such as banking and finance, mergers and acquisitions and intellectual property law. Foreign lawyers must have at least three years of relevant legal practice or work, which may be gained in Singapore or overseas, before they can apply to sit for the FPE.
- Source: <http://www.sile.org.sg/eligibility-to-register-to-sit-for-the-fpe>

Exemption by the Minister for Law

If an individual does not fulfil the “qualified person” criteria, he or she may appeal to the Minister for Law for an exemption.

Pathways to Practising in South Korea

Disclaimer: The above information was compiled by Ji Soo Mok, and sourced from the official website of the Law Council of Australia (http://www.lawcouncil.asn.au/lawcouncil/images/LCA-PDF/Country_Fact_Sheets/Korea.pdf), the South Korean Ministry of Justice (http://www.moj.go.kr/HP/MOJ03/menu.do?strOrgGbnCd=100000&strRtnURL=MOJ_10205010), the Korean Bar Association (http://www.koreanbar.or.kr/eng/sub/sub04_02.asp) and the Law Society of England and Wales (<http://international.lawsociety.org.uk/ip/asia/594/practise>).

For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following information should not be used for making major life decisions. Neither Jiaqi Song, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview:

South Korea’s legal system follows the civil law system. In recent years, South Korea has opened up its legal market to foreign law firms. This has seen a growing demand for foreign law graduates. There are a few pathways an Australian law graduate can take to practise law in South Korea.

Graduate Programs

The easiest pathway is by applying for a graduate program at one of the international law firms based in South Korea. In order to be eligible an individual must have:

- Completed their Practical Legal Training or equivalent
- Successfully registered to the Legal Board of an Australian state or territory.

After these steps are completed an applicant can directly apply to a graduate program with a law firm based in Korea. Once accepted, the applicant will practise Australian law within the

firm. Another option is to first practise in Australia then apply to become a Foreign Legal Consultant as indicated below.

Foreign Legal Consultant

- The applicant must be admitted to practise law in their home jurisdiction, which must be recognized by the Ministry of Justice.
- The applicant must have had three years of post-admission legal experience in their home jurisdiction.

*Knowledge of the Korean language is not a prerequisite

Full Qualification

If the applicant wishes to practise Korean law, the procedures to achieve this are listed below.

(A) Valid until 2017

1. The applicant may sit the Korean Bar Exam. It must be noted passing the Bar Exam is based on a quota set by the Ministry of Justice.

2. The applicant must undergo two years of training at the Judicial Institute after passing the Bar Exam.

3. After steps 1 and 2 are completed the applicant can be called to the South Korean Bar.

(B) Alternatively, an individual can pursue this method.

1. The applicant may apply to a Korean law school to attain a Master of Practical Law, which will require three years of full-time study.

2. The applicant can then sit the Bar Exam. In this instance, there is no passing quota; rather passing the exam is based on the applicant's score.

3. After steps 1 and 2 are completed the applicant can be called to the South Korean Bar.

Pathways to Practising in New York and California

Disclaimer:

The below information was compiled by Ji Soo Mok, and sourced from the official website of the New York State Board of Examiners (<http://www.nybar-exam.org/Eligible/Eligibility.htm#F>) and the State Bar of California (<http://admissions.calbar.ca.gov/Education/LegalEducation/ForeignEducation.aspx>).

For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the information should not be used for making life decisions. Neither Ji Soo Mok, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview

The legal system of America shares many common aspects with the Australian legal tradition such as it being an adherer of the common law. Most Australian law graduates choose the states of New York and California to pursue their legal careers. This is no surprise since more than half of America's legal market is situated in these two states.

As either a LLB or JD graduate of the University of Sydney a student is eligible to directly sit the Bar Exam in New York or California. After the successful completion of the State Bar Exam the applicant can be called to the bar.

Pathways to Practising in England and Wales

Disclaimer:

The below information is compiled by Katherine Reagh, and sourced from the official website of The Law Society of England and Wales (URL: <http://www.lawsociety.org.uk/careers/becoming-a-solicitor/routes-to-qualifying/>), the official website of the Solicitors Regulatory Authority (URL: <http://www.sra.org.uk/solicitors/handbook/qlts/part2/rule2/content.page>) and official website of The Bar Council (URL: <http://www.barcouncil.org.uk/becoming-a-barrister/how-to-become-a-barrister/overseas-transfers-to-the-bar-of-england-and-wales/>), and the official website Bar Standards Board (URL: <https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/transferring-lawyers/qualified-foreign-lawyers/>) For further details regarding the processes described, please refer to these sources. The information provided does not serve the purpose of or constitute authoritative or advisory legal information. Furthermore, the following information should not be used for making life decisions. Neither Katherine Reagh, nor the Sydney University Law Society (SULS) confirm the validity, completeness, suitability, or reliability of the information provided.

Overview:

Solicitors and barristers have separate qualifying paths in England and Wales a common law jurisdiction. If an applicant is a qualified lawyer in a recognized jurisdiction and entitled to practice in your jurisdiction, then the applicant can apply to have your application assessed by the Solicitors Regulation Authority (SRA) to become a solicitor and to the Bar Standard Board (BSA) to become a Barrister. If the applicant holds an overseas degree but is not a qualified lawyer, the applicant must satisfy the academic requirement and receive a Certificate of Academic Standing before proceeding to the vocational requirements. All Applicants must meet the English Language requirements and the Suitability Test for good character and qualification. The following sections give a brief explanation on how to become a qualified barrister or solicitor in England and Wales.

How to become a qualified or barrister if you have an overseas degree, but you are NOT a qualified lawyer in a recognized jurisdiction

If an applicant holds a degree outside the England and Wales, but is not a qualified lawyer in a recognized jurisdiction, the applicant must first satisfy the academic requirements. Appli-

cants can either apply to the SRA (solicitor) or the BSB (barrister) to have the qualifications assessed. Exemptions may be granted on some foundations courses. Courses that are not exempted can be completed through the Common Professional Examination (CPE) or Graduate Diploma in Law (GDL). The SRA or the BSB must issue a Certificate of Academic Standing before proceeding to the next steps to become a solicitor or barrister.

Solicitor:

Applicants who are not a qualified lawyer must follow the domestic route in order to qualify as a solicitor in England and Wales.

- (a) Applicants must be approved by the SRA thereby having no character or suitability issues before applying for the Legal Practice Course (LPC). The LPC course takes approximately one-year full time.
- (b) Applicants must apply for a training contract at a law firm. Trainees must complete two years training under supervised principal.
- (c) Applicants must complete Professional Skills Course (PSC) during the training contract.

Barrister:

Applicants who are not a qualified lawyer in a recognized jurisdiction must follow the domestic route in order to become a barrister in England and Wales:

- (a) Applicants must complete the Bar Professional Training Course (BPTC). This is a one year full-time or two years part-time course
- (b) Applicants must then complete Pupillage. This includes one year spent training in barristers' chambers or another approved organization
- (c) Lastly applicants must obtain Tenancy. Applicants must gain employment in barristers' chambers, or with an organization, which employs barristers, or be self-employed.

How to become a Solicitor if you are a qualified lawyer in a recognized jurisdiction:

In order to become a solicitor; applicants can apply through the Solicitors Regulation Authority (SRA) using the Qualified Lawyers Transfer Scheme Form (QLTS-2). Requirements under the Suitability Test must be satisfied:

- Applicants must be a qualified lawyer in a recognized jurisdiction and entitled to practice
- Applicants must satisfy the English Language requirements through the SRA guidelines. If the Law Degree is completed in English, you are exempt from further requirements if you satisfy the requirements under 'Option 3'.
- Applicants must be of good character

Once the requirements are satisfied, the SRA will provide you with a Certificate of Eligibility to sit the QLTS examinations. The QLTS consists of two tests:

- (a) The Multiple Choice Test (MCT) and;
- (b) The Objective Structured Clinical Examination (OSCE)

Applicants must pass the MCT examination before the OSCE. Successful completion of both examinations will qualify you as a solicitor in England and Wales.

How to become a barrister if you are a qualified lawyer in a recognized jurisdiction:

A "Qualified Foreign Lawyer" is a person who is a member of a law society outside England and Wales and is entitled to practice. Applicants must apply to the Bar Standards Board to have their training assessed by the Qualifications Committee:

- Applicants must first provide evidence that they are of good character. Applicants may submit documents such as a Certificate of the Senior Judge, Attorney General or Senior Law Officer of the Superior Court. Applicants must prove that they have practiced for at least 3 years and regularly practiced in an audience in a court.
- Applicants must provide a certificate to show that you are in good standing and do not have a criminal record
- Applicants must provide proof of professional qualifications and English competency

Applicants may be assigned to complete further academic or vocational stages of training depending on qualifications and experience. Applicants may also be assigned the Bar Transfer Test, which also has the power to exempt certain stages of training.

Practising Locally

Academic and practical legal training requirements

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

The College of Law program consists of three components:

- Coursework component (15 weeks full-time, or 30 weeks part-time);
- Work Experience component (75 days legal work experience); and
- Continuing Professional Education Component (this introduces you to the concept of continuing professional education necessary as part of your continued admission to practice)

At the end of your PLT, you will be issued with a Certificate of Completion. Depending on which Professional Program you undertook, you may be able to apply directly 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 practice 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 New South Wales

To practice 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 practice. In addition, you must undertake an approved Practice Management Course if you wish to practice 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 credits), 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 practice in other states and in New Zealand through mutual recognition schemes without need for re-admission. However, solicitors seeking to principally practice in NSW must obtain a practising certificate from the Law Society of NSW.

START
YOUR

LEGAL CAREER WITH THE COLLEGE OF LAW

SYDNEY BRISBANE MELBOURNE PERTH ADELAIDE AUCKLAND CANBERRA



What is Practical Legal Training?

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

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

Completion of a PLT program ensures you have achieved the required competencies, which were developed by the Australasian Practical Legal Education Council (APLEC) and the Law Admissions Consultative Committee.

The subjects and electives undertaken as part of a PLT program are stipulated by these bodies and are not chosen by the PLT provider.

Completion of a Practical Legal Training program means you are eligible to receive your Graduate Diploma of Legal Practice and seek admission as a legal practitioner.

Why do more graduates choose The College of Law over any other PLT provider?

The College of Law is the school of professional practice for lawyers in Australia and New Zealand. We are not a university. Our practical legal training program is not the end of your university legal studies; it's the start of your legal career.

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

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

- Our program is fully accredited by the Legal Profession Admission Board: you can be confident of direct admission in NSW.
- We offer the choice of full-time, part-time, part-time evening and full-time on campus courses with more than 7 start dates scheduled throughout the year.

Visit www.collaw.edu.au/plt

 THE COLLEGE
OF LAW

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

More Information and Contact Details

Find out more about Practical Legal Training with The College of Law on our website at www.collaw.edu.au/plt.

You can also speak with our Student Services team on 1300 856 111 or email us at enrolments@collaw.edu.au

Address: 2 Chandos Street St Leonards

Phone: 1300 856 111

Email: enrolments@collaw.edu.au

Web: www.collaw.edu.au/plt

Upcoming Course Dates

The College offers seven starting dates for full-time, part-time and part-time evening courses throughout 2014.

- 7 July 2014 - Online full-time, online part-time and part-time evening
- 25 August 2014 - Full-time on campus
- 15 September 2014 - Online full-time and online part-time
- 1 December 2014 - Online full-time and online part-time



PLT - ANU Legal Workshop

ESSENTIAL INFO

// CONTACT:

Student Administration
(02) 6125 4463
lwsa@law.anu.edu.au

// PROGRAM LOCATION

Sydney, Melbourne, Brisbane,
Canberra, Adelaide, Perth,
Townsville, Darwin,
Toowoomba, Wollongong

// PRACTICAL LEGAL TRAINING

Professional legal education for
admission to practice

Direct admission in VIC, QLD,
ACT, NSW, WA, TAS and NT.
Reciprocal admission in SA

// HOW TO APPLY

law.anu.edu.au/legalworkshop/
gdlp

www.facebook.com/ANULegal-
Workshop

ABOUT

The ANU Legal Workshop at the Australian National University is the largest and oldest university-based legal practice program. We provide professional legal education in the Graduate Diploma in Legal Practice (GDLP).

Becoming a practitioner intensive course

At the start of the program, students undertake our 5 day “Becoming a Practitioner” (BAP) intensive course to learn and practice some introductory legal skills before commencing coursework. These intensive courses are held around Australia all through the year. The rest of the program including assessment is online.

Professional practice core (PPC)

In 2010 we launched an innovative way of teaching the GDLP. The Professional Practice Core has students working in virtual firms conducting property, commercial and civil transactions (incorporating trust accounting and ethics) and interacting with ‘virtual’ senior partners, associates, clients and other people in the legal world.

Legal placement

Students may do 80, 60, 40 or 20 days of placement as part of the program. Placement may be approved retrospectively. Qualifying paid, clinical or volunteer legal practice work in Australia or overseas may count towards your placement requirements. Students may also have the opportunity to participate in regional, rural and remote (RRR) placements.

Our staff

Many of our academic staff are practising lawyers. We have an efficient and friendly administrative team who are available to answer any questions students may have about the program.

“The teaching and admin staff take a relationship-style-view to each cohort. They have always welcomed students to contact them through phone or email. Even though a large part of the course is online, you’re assigned a group mentor who also checks and guides your group.”

Benjamin (QLD)

Going to the Bar

Courtesy of Chris D'Aeth: Director
(Organisation & Development), NSW BAR Association

What is a barrister?

In NSW, there are two types of legal practitioners: solicitors and barristers. Barristers are lawyers whose principal work involves presenting cases in courts and other formal hearings such as tribunals. They also undertake a variety of other work, providing specialist legal advice and acting as mediators, arbitrators, referees or conciliators.

How do you qualify for a career at the bar?

The Legal Profession Act 2004 requires that the Bar Council ensure that only persons competent and fit to practise as barristers should be able to do so. Prospective barristers must be knowledgeable to a high degree in the practice of advocacy.

The essential qualifications for a career at the Bar are obtained through achieving:

1. Admission as a lawyer in an Australian jurisdiction;

Before you can apply for a NSW Barrister's practising certificate, you must be admitted as a lawyer of the Supreme Court of NSW or another Australian state or territory under a corresponding law. The Legal Profession Admission Board (LPAB) is the admitting authority in NSW.

2. Passing all three Bar exams to the required standard;

Subjects examined are: 'Practice and Procedure for Barristers,' 'Aspects of Evidence' and 'Legal Ethics for Barristers.'

Each exam runs for 3 hours and are held in February and June each year. A pass mark is 75%. Passing all three examinations is a condition precedent to undertaking the Bar Practice Course. All three exams must be passed over a ten-month period. Exam fees are \$250 per exam.

3. Completing the Reading Programme

The period of reading commences on the issuance of the practising Certificate with conditions attached (usually at the commencement of the Bar Practice Course) and continues for at least 12 months. During this period a barrister is called a reader. The reader must satisfactorily complete:

THE BAR PRACTICE COURSE.

This is a four-week long full-time course held in Sydney in May and Aug/Sept of each year. The Bar Practice Course fee is \$3,800.

12 MONTHS' READING PERIOD.

During this period, the reader is under the supervision of at least one or more barristers, called tutors.

During the 11 months after completion of the course, certain other requirements are imposed:

- Criminal reading and civil reading;
- The Continuing Professional Development Programme (CPD)

Tutors

A tutor must be a barrister of not less than seven years standing who is not a senior counsel. A reader must have at least one tutor, but not more than two. Tutors provide a supervisory and mentoring role for new barristers. Prospective readers arrange their own tutors by way of approaching either a set of chambers that has a practice orientation appropriate to the experience or intentions of the reader, or a practitioner whom they know through briefing or by reputation. All tutors must be on the Bar Associations' Statutory List of Tutors.

Statutory List of Tutors

The list is a requirement of the Legal Profession Act 2004. It is now part of the "Find a barrister" database. The list is updated when members qualifying by way of attaining seven years seniority are asked if they would be prepared to undertake the duties of tutor to any new barrister. The listing includes chambers, details of areas of practice interest, and names of any previous readers. Prospective readers should select a few names from the list, bearing in mind that new tutors, although they do not have a list of past readers, may have enthusiasm and time to give to their new role.

Having selected some names, contact the chosen barrister's clerk, provide a current curriculum vitae and arrange for an interview with the barrister. You may also like to contact previous readers. Their contact details are usually available in the barrister's directory on the Bar Association web site or on application from the Bar Association's Reception.

The tutor/reader relationship is very important in establishing the reader in the first year of practice.

Ongoing requirements

Barristers must have sufficient Professional Indemnity Insurance. Continuing Profession Development (CPD) points must be collected each financial year for certificate renewal. For further information on the Bar, visit the NSW Bar Association's website www.nswbar.asn.au.

LAW FIRMS

No matter what your ultimate career objectives, experience at a commercial law firm is a valuable addition to the development of your legal skills. Depending on the size of the firm, the exposure to a suite of practice groups can give you a taste of the different areas of law in practice and deepen and expand your knowledge of the law. Many commercial firms will assist with your admission to practice to varying degrees and provide other career development programs such as mentorships, interstate and international rotations and assistance with further study. The networks, relationships and practical experience developed while working at a commercial firm will assist you in going to the Bar, going in-house or transitioning to non-profit organisations.

Many commercial firms have a structured intake program that comprehensively lays out the application process. The firm websites are a useful tool in getting a sense of the firm's culture and objectives and an idea of the career progression you can expect if you decide to join the firm. Every firm is different so take the time to think about which firm is right for you.

The following firm profiles are alphabetised, with our sponsors listed first.

Allen & Overy

CONTACT DETAILS

// ADDRESS:

Level 25, 85 Castlereagh Street, Sydney NSW 2000

// CONTACT:

The Australian Recruitment Team. Tel: +61 2 9373 7700
Email: australian.recruitment@allenoverly.com

**// NUMBER OF LAWYERS/
PARTNERS:**

Over 525 partners and 5,150 staff globally

// OFFICE LOCATION(S):

Fully integrated network of 43 offices in 30 countries

ABOUT THE FIRM

What is unique about Allen & Overy?

As one of only a small number of global elite firms, Allen & Overy Australia offers you something truly different. Joining Allen & Overy means playing a part in a diverse domestic and international team spanning a fully integrated network of 43 offices in 30 countries.

We focus on complex and strategic domestic and cross-border transactions for a high profile client base of market leading private and public organisations. Our Australian practice has three core groups: Banking & Finance, Corporate and Litigation. Within these, the practice areas are diverse, including International and Domestic Capital Markets, Mergers & Acquisitions, Private Equity, Projects, Structured Products, Funds, Competition, Asset Finance, Tax, Energy & Resources, Litigation

and International Arbitration. Clients increasingly need global service providers and we are currently one of the only firms in Australia able to provide a fully integrated domestic, regional and global offering.

Our culture and the values we share 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.

What significant work has the firm done recently?

Advising Liberty Global, Inc. on the AUD1.9bn acquisition by Foxtel, acquiring 100% of Austar United Communications Limited by scheme of arrangement. (Best M&A Deal, 2012, FinanceAsia Australia and New Zealand Achievement Awards; and M&A Deal of the Year, 2013, ALB Australasian Law Awards).

Advising Commonwealth Bank on the establishment of its USD30bn global covered bonds programme and subsequent issuances in various currencies including AUD, USD, EUR, GBP, NOK and CHF (including issuances winning Most Innovative Deal, 2012, FinanceAsia Awards; and Australian Financial Institution Bond Deal of the Year, 2012, KangaNews Awards).

How does the firm encourage employees to learn and develop?

Allen & Overy is renowned for high quality training and development. As well as providing financial and practical

support for you to complete your PLT (including paid study leave), throughout your continuing career you will have the opportunity to attend comprehensive training both domestically and globally to meet and learn with colleagues here and overseas, starting with our "Global Universities" run in London and attended at 18 months to 2 years of experience.

A large proportion of our lawyers will choose to take up the opportunity to spend time working in another office at some stage during their career, whether that's a rotation as a junior lawyer, a longer term secondment or a permanent transfer.

How does the firm encourage a work/life balance?

We recognise that at times finding that work/life balance can be tricky but we encourage staff to maintain a balanced lifestyle. To help this in the Sydney office we offer staff subsidised gym memberships as well as a number of sporting activities during the week to try and alleviate some of the pressures of the workplace.

Activities range from team sports such as indoor soccer and touch football, to Pilates classes and personal trainer sessions. We also enter teams into the City2Surf and JP Morgan Corporate Challenge and are always looking at new initiatives to continue to support a work/life balance.

//AREAS OF PRACTICE:

International and Domestic Capital Markets, Mergers & Acquisitions, Private Equity, Projects, Structured Products, Funds, Competition, Asset Finance, Tax, Energy & Resources, Litigation and International Arbitration

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

Allen & Overy is very active in pro bono both globally and here in Australia. In Australia we have established A&O-Communitas which is a committee comprised of staff who are dedicated to community volunteering and building our pro bono practice.

Currently we support Opportunity International Australia, an innovative organisation which uses microfinance technology to combat poverty in the most disadvantaged regions of Indonesia. We have also built relationships with other Australian organisations such as Social Ventures Australia which uses commercial principles to address the issue of poverty and marginalisation in Australia.

Globally we have been working with AfriKids in support of its work with children in Northern Ghana. The AfriKids programs that are supported by Allen & Overy have taken hundreds of children off the street and developed education programs that have reached many more. Our staff have demonstrated a strong commitment to this global mandate through their participation in various fundraising activities and the provision of pro bono legal services to AfriKids.

CLERKSHIPS

What does the firm offer a clerk?

As a Summer Clerk, you will be exposed to premium quality domestic and international work from day one and will also participate in various exercises that

simulate real transactions from beginning to end, providing a valuable insight into the role of an Allen & Overy lawyer. Clerks will complete two rotations within our Sydney office and previous clerks have also had the opportunity to spend some time in one of our offices within the Asia-Pacific region.

During your rotations you will be supervised by a partner and work closely with other senior associates and lawyers who are part of that team. You will work on current matters and be encouraged to get involved in all elements of the deal.

Feedback will be provided to all clerks and informal feedback is provided throughout the clerkship period to help you to progress and enhance your skills as a junior lawyer.

As well as the practical element to the clerkship, you will also be encouraged to participate in firm related activities, including our firm Christmas Party and in clerkship activities with your peers at other firms.

How to apply:

To join an elite group of Summer Clerks at Allen & Overy in 2014/15, applications for the Sydney program open on Wednesday 18th June 2014 and close on Monday 21st July 2014. To apply please visit our website: <http://www.allenoverery.com/careers/> and select Australia. The website also contains details of our Clerkship program in Perth.

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.

What do we look for in a potential employee?

There is no typical Allen & Overy lawyer. We realise each person has their unique skills and qualities. While you should have excellent academic results, beyond this we want to see evidence of teamwork, communication skills, planning and organisation skills, problem solving, commercial awareness, and commitment to a career in law and a career with Allen & Overy.

We invest in hand-selecting our Summer Clerks each year and were pleased to offer graduate positions to all our Sydney Summer Clerks in 2011, 2012, 2013 and 2014.

ALLEN & OVERY

Global **career**
Global **expertise**
Global **opportunity**



Broadening your horizons comes as standard
Join one of the global elite, visit www.allenoverly.com/careers

2,821 Lawyers

525 Partners

43 Offices

30 Countries

Clerk Profile

Anastasia Mihailidis – Summer Clerk 2013/14

Rotations: International Capital Markets (ICM) and Litigation

Secondment to the Hong Kong and Tokyo offices

The summer clerkship process is a very stressful and daunting time. From the moment the lunchtime seminars start, till the time offers are made, a lot of you will be feeling anxious, confused, tired, and maybe even a little scared. But underpinning this whole process there is also a lot of excitement, relief and new friends to be made, and a sense of clarity as to the opportunities that lie ahead for your careers.

I was fortunate enough to have accepted an offer last September to undertake my summer clerkship at Allen & Overy (A&O). I had always wanted to clerk at a firm that was truly international, that had a world-class reputation (both domestically and internationally) and that offered the best training possible. Having heard about A&O, and after having spoken to people that worked there, I knew that A&O was where I definitely wanted to be from the moment I began my applications.

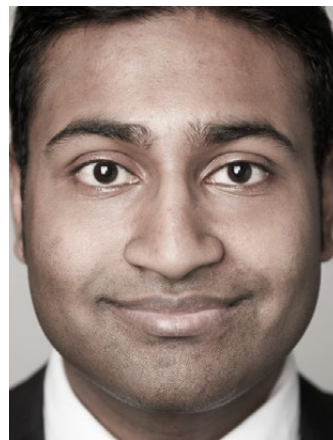
My two rotations were in International Capital Markets (ICM) and Litigation, both of which were fantastic. Across both teams, I engaged in challenging yet interesting work, including assisting in research for advices, assisting in drafting advices, case-law research, attending meetings, engaging in the commercial aspects of deals and working with junior and senior lawyers to commence understanding complexities in matters. What made this work all the more interesting was that it was not only domestic, but also cross-border, and few other firms can truly offer this experience.

As part of my clerkship, I was also given the opportunity to spend two weeks overseas in two A&O offices – the first week in Hong Kong with the other summer clerks, and the second in Tokyo. Those two weeks away were, I think, the most rewarding of the whole summer clerkship because they gave me an opportunity to connect (literally) with the vast A&O global

network, meet colleagues from different offices, learn about the practice of law in Asia and see and learn first-hand how deals are run in another jurisdiction. Notably, I assisted the Banking team in Tokyo with various project financings - one in Russia, one in Vietnam and also one in Australia, which I was able to do because three members of the Australian project finance team were in Tokyo that week. I remember how amazed I was (and still am) to see how truly global the firm was in those two weeks, and this amazement reached its peak when I logged onto my account and had the same access to all databases and resources in Hong Kong and Tokyo as I would in Sydney.

Another aspect of the clerkship that stood out to me was A&O's training. Throughout the clerkship, we had weekly "What We Do" sessions held by the partners which explained how their teams work, the commercial aspects of the practice and the current status of the teams respective matters. These sessions were great, because it not only gave us a chance to meet the partners and speak with them one-on-one, but it helped us understand how each team in the firm works and fits together. Furthermore, the firm organised a mock pitch exercise for us which was judged by a board of panelists, and this exercise was a great way to see how A&O competes for work and the effort and expertise that is needed for a great pitch.

Overall, my summer clerkship at A&O was one of the most rewarding experiences I have had to date. Not only did I develop extremely close friendships with the other clerks, but I made so many other friends and felt like I was genuinely appreciated as a part of the team. The culture, people and vision of the firm on a domestic and global level is unparalleled, and I cannot wait to start my career as a graduate at A&O!



➤ Possibility in everything

Where will your career take you? It's up to you. Whether you join us as a clerk or a law graduate, we'll support you to achieve your goals. To find out more about our programs and our people, visit www.allens.com.au/careers

➤ Possibility in everything



Allens is a leading international law firm, with partners, lawyers and corporate services employees across Asia and Australia. We work with many of the world’s leading organisations, including 55 of the world’s top 100 companies and more than 75 of Australia’s top 100 companies. Our integrated alliance with Linklaters means we are able to share resources and offer our clients a seamless service through a global network of 40 offices across 29 countries.

A new way of working

We’re building a law firm of the future. To maintain the leading position in the legal profession and the markets we serve, we’ve spent 190 years constantly evolving to meet the needs of our clients and our lawyers. That’s why we are leading the profession with a new career model that offers greater flexibility around the law that you practice, the people that you collaborate with, and the path you can take as you progress through our firm.

You set the pace

At Allens, we offer individual career plans that will allow you to explore your interests, find your niche and advance at your own speed. If you have the ambition, talent and desire to rise through our ranks, you can – as soon as you’re ready.

Our clerkship program

At Allens, we recruit most of our graduates through our clerkship program. Our clerkships are tailored to give you first-hand exposure to life as an Allens lawyer. Whether it is through our comprehensive training program, extracurricular events, meetings with clients or working on market-leading transactions, you’ll be given the opportunity to get practical experience alongside some of the brightest legal minds in Australia.

It’s a two-way deal. Here’s what we expect from our people, and what they expect from us.



When you join our firm, you will learn from partners and lawyers who can help you take your career all the way. At Allens, anything is possible. Australian Law Firm of the Year – *Chambers Asia Pacific 2014*

www.allens.com.au/careers/graduates to find out more.

Lawyer Profile

Lauren McInnes, Lawyer, Allens

My first rotation at Allens was in the M&A team, and I found the experience in such a broad area of law a great way to start my legal career. To have a year-long rotation gave me fantastic exposure to a wide range of matters that I was able to work on from beginning to end, including takeovers, schemes of arrangement, corporate governance and occasionally, even giving strategic commercial advice on obscure areas of the Corporations Act.

Over the year, being part of the M&A team at Allens has given me the opportunity to work on challenging and high profile matters, for both Australian and international clients. One of the benefits of having a longer rotation was being able to play a key role in major matters, like schemes of arrangement and takeovers, and being able to be involved from the first engagement letter to the celebrating when the client signs off on the deal. I have had the opportunity to assist with drafting company constitutions, providing advice on corporate governance issues, conducting due diligence as preparation for companies listing on the ASX, compiling profiles of companies who were potential takeover targets, refinancing of large Australian assets, preparing client presentations on various areas of corporate law, analysing information from the AGM season of ASX-listed companies, share buy-backs, and sales of business. Working in a relatively general area of law meant that the constant engagement with more specialised practice groups, the variety of work, clients and subject matter always kept things interesting.

The M&A team at Allens is part of our Corporate practice group, which also encompasses our Funds Management and Technology, Media & Telecommunications teams. During my graduate year, I also had the opportunity to assist on matters with both of these practice groups, which was particularly helpful in broadening my exposure to different clients and types of work. It also allowed me use the generalist skills I had developed in M&A (sometimes without realising!) in more specialised areas.

Whilst I found my Commerce background was useful, it was certainly not a necessity in helping me grasp some of the concepts. An enjoyment of Corporations Law or any related subjects also tends to hold you in good stead, as you find yourself putting the legislative framework into practice on most days.

Perhaps most important is a simple awareness of what was on the front page or in the Street Talk section of the Australian Financial Review. This can prove to be a source of some of your most exciting moments in your legal career, like when you see a matter that you've worked on splashed on the front page (and the frustration you feel when you realise your confidentiality obligations mean you can't tell your friends!).

Allens has a strong emphasis on each lawyer's learning and development. As a junior lawyer in the M&A team, we have weekly training sessions with a Special Counsel to get us up to speed on various areas of the law, including on takeovers, fundraising and schemes of arrangement, obligations imposed by ASIC and continuous disclosure obligations. Beyond this specialised training, the national training course undertaken by all Allens law graduates involves detailed workshops, where you have to negotiate mock sales of shares and assets – this always seems to end up with at least some members of the grad group getting rather fired up.

I've also had the opportunity to apply the skills I've developed in my graduate year in M&A doing work for pro bono clients. This has involved drafting constitutions, notices of meeting and minutes of director and general meetings for several non-for-profit organisations, assisting incorporated associations with their adaption to recent changes in legislation, liaising on their behalf with ASIC and the new Australian Charities and Not-for-profits Commission and just generally assisting pro bono clients understand their legal obligations. Such work has proven really rewarding, and helped develop my drafting, allowing me to have more direct client contact and to take on greater responsibility.

Having just finished up my rotation in M&A, and moving to a more specialised practice group, I'm only just now beginning to appreciate the value of having had a solid stint in a general area of law. M&A matters can involve intellectual property, environment, competition, native title and banking and finance at any one time, and to understand how all the pieces of the puzzle fit together is an invaluable skill. The hours can vary more than the average practice group, but that's just part of working in any transactional team. Other than the interesting work and the great people, an M&A experience is a great foundation for any career in commercial law.

Lawyer Profile

Dana Rechtman, 2014 Law Graduate, Allens

What a student can expect from an Allens Clerkship

Before completing my clerkship at Allens, clerkships were a mystery to me. I had heard whispers around law school about cocktail nights, the dreaded interviews and students giving up part of their precious (three-month long!) university holidays. However, I had not heard all that much about all the benefits that come with completing a seasonal clerkship.

Having now completed a clerkship at Allens, I would like to provide an overview of why completing a clerkship is an invaluable experience, and why you should apply for clerkships as you head towards the end of your law degree. A seasonal clerkship really is a great way to find out what working in a commercial law firm is all about.

One of the best things about the clerkship was how welcoming people were and how willing they were to give open and honest opinions about their day-to-day lives at Allens. This was evidenced in the organised event 'Confessions of a Law Grad', in which a panel of graduates answered our many and varied questions on their experiences entering into the workforce. They were also more than willing to take us out for coffees to talk more about their personal experiences and to chat about the transition from university to full-time work. It was really great that people were so friendly, that I could relate to so many people who had been in my position and that they really understood why the questions that we were asking were so important to us.

This welcoming attitude was also evident throughout other areas of the firm. Working on matters for different lawyers not only exposed me to the type of work that I would be doing at Allens but also demonstrated the approachable nature of people within the firm. Importantly, I genuinely felt that people had time for me. The lawyers I worked with made a real effort to ensure that the work that they gave me was interesting and they were always willing to give me feedback. They also allowed me to sit in on client meetings and attend court so that I could be exposed to the real experience of life in a law firm.

Another great thing about the clerkship was the exposure that we had to different practice groups and different areas within the firm. Even better, this was achieved through wine and cheese nights, where we effectively went speed dating with members of the different practice groups with wine and cheese provided! These evenings were great – they were very informative and really gave us insight into the different areas within the firm. We also had interesting and eye-opening seminars on the really amazing work that Allens does in the community sphere, including in the areas of pro bono and reconciliation, and we were also invited to attend the special interest group meetings.

If I could leave you with one message, it would be to take up all the opportunities offered to you during the clerkship. Be it putting your hand up to help out on a pro bono matter, attending ice cream runs organised by the grads (that really happened!) or going to a lunchtime talk put on by the Women at Allens committee, the more you get involved and the more people you meet and speak with really enables you to see what your experience later down the track could be at Allens and whether this is the path that you want to take to begin your career. For me, the clerkship awakened me to all the wonderful things that were on offer at a firm like Allens and the insights that I gained made it clear that Allens was a place that I wanted to be.



Arnold Bloch Leibler

Lawyers and Advisers

CONTACT DETAILS

// ADDRESS:

Melbourne Office
Level 21, 333 Collins Street, Melbourne VIC 3000
Sydney Office
Level 24, Chifley Tower, 2 Chifley Square, Sydney NSW 2000

// CONTACT:

Lauri Burke, Human Resources Consultant
03 9229 9763
lburke@abl.com.au

// WEBSITE:

www.abl.com.au/clerkships

// NUMBER OF LAWYERS/PARTNERS:

Melbourne: 27 partners, 60 lawyers
Sydney: 10 partners, 19 lawyers

// OFFICE LOCATION(S):

Sydney, Melbourne

ABOUT THE FIRM

What is unique about this firm?

Arnold Bloch Leibler is a premier Australian commercial law firm with an international reputation for innovative, commercially focused advice. Our clients include blue-chip corporations, high-net-worth individuals and family businesses, entrepreneurs and the business stars of tomorrow, other professional service firms, and charitable and not-for-profit organisations.

From our offices in Melbourne and Sydney, we are regularly involved in some of the most high-profile and landmark transactions in the country, and we assist our clients with their most important or difficult legal matters.

The firm offers a select, client-focused package of services, encompassing commercial, litigation, property and devel-

opment, finance, insolvency, taxation, employment, competition, intellectual property and technology. Our clients come to us because they know we are not going to tell them why they can't do something, rather we show them how they can. Where others see problems, we see possibilities and solutions.

CLERKSHIPS

All recruitment for Melbourne and Sydney is coordinated through the Melbourne Office. In Melbourne, we offer around 35 clerkship positions each year, with three intakes of 10-12 clerks. Each clerkship runs for four weeks and coincides with university holidays - November/December, January/February and June/July.

In the Sydney office, we offer 1-2 clerkship positions each year. The clerkship mirrors the NSW programme, with a 10-12 week clerkship over the summer university holidays.

Recruitment dates for both Melbourne and Sydney follow the Victorian system, with dates set out by the Law Institute of Victoria: Applications open: 9am 14 July 2014; applications close: 11.59pm 10 August. Please specify on your application which office you are interested in for a clerkship.

Application method: via the ABL website (www.abl.com.au/careers) or on cvMail - www.cvMail.com.au. Please address your applications to Lauri Burke, Human Resources Consultant.

What stands out in a clerkship application/ what do we look for in a seasonal clerk?

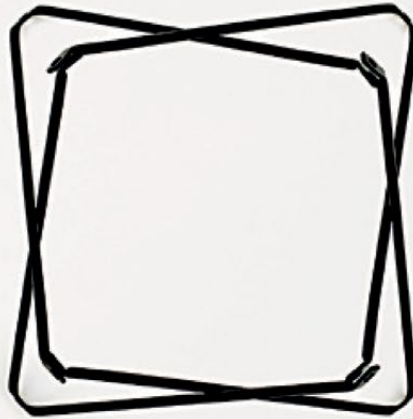
When recruiting clerks we look for exceptional people who are seeking, and can provide, something extraordinary. We value academic excellence as well as life experience, lateral thinking as highly as logic, and imagination in addition to intelligence. Good grades indicate not just ability, but also that you have the application and commitment to achieve results. Successfully combining study with sporting, musical, community or other personal interests tells us you are good with people, and good with your time. The other personal qualities we consider are a willingness to learn, a sense of humour and preparedness to assume responsibility.

What type of work can a clerk expect to undertake?

At Arnold Bloch Leibler, our clerkship programme has been tailored to reflect our graduate traineeship programme, providing you the opportunity to experience first-hand life as a lawyer and our unique culture. You can expect real work and real responsibility at ABL, and have the opportunity to make a real contribution to the firm - right from day one! Working closely with partners and lawyers, you'll attend relevant meetings and telephone calls with clients and attend court hearings. You'll be involved in great international and local matters and cases - anything from multi-billion dollar transactions and corporate collapses, to defending class actions.

Will the firm accept non-penultimate applicants?

To ensure you are at a level of your education that can be developed further with us, and per the LIV guidelines, we only consider applicants in their penultimate year of study.



Our solution to your career

Known for doing things a little differently, Arnold Bloch Leibler is regarded as one of Australia's leading commercial law firms.

Our philosophy? To look for solutions. Where others see challenges, we see opportunities.

For information about our seasonal clerkship and graduate recruitment programmes, visit the careers section on our website www.abl.com.au/careers.



'Like us' on facebook to stay connected at:
facebook.com/ArnoldBlochLeibler



Ashurst

CONTACT DETAILS

// ADDRESS:

Level 36, 225 George Street,
Sydney NSW 2000

// CONTACT:

Amy Foulcher, Human Resources Consultant – Graduate Programs, +61 2 9258 6924, amy.foulcher@ashurst.com

// NUMBER OF LAWYERS/PARTNERS:

Globally we have over 1,700 lawyers and 400 partners. Within Australia, we have over 600 lawyers and 170 partners

// OFFICE LOCATION(S):

Abu Dhabi, Adelaide, Beijing, Brisbane, Brussels, Canberra, Dubai, Frankfurt, Glasgow, Hong Kong, Jakarta, Jeddah, London, Madrid, Melbourne, Milan, Munich, New York, Paris, Perth, Port Moresby, Rome, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Washington DC. We also have a best-friend referral relationship with an Indian law firm.

ABOUT THE FIRM

What is unique about the firm?

Whether you are looking to work in an overseas office, lead a deal of the year, become a partner, or to build your professional skills for a career beyond Ashurst, your graduate year will provide a strong foundation.

Trust and early responsibility are at the heart of our culture. From day one our lawyers are encouraged to take ownership of their transactions, clients and business development responsibilities. In the transactions-based environment

in which we work, teamwork is crucial for success in obtaining the best results for our clients. Our summer clerks and graduates are immediately aware that everyone who works at Ashurst is an essential part of the team. The respect for others and appreciation for the roles we all perform when working together makes us an open and supportive place to work. In striving for exceptional results we ask a lot of ourselves, but life here is certainly rewarding. There will be challenges throughout your graduate year and beyond, but you will find colleagues you will quickly call friends and a great working environment that will help transform you from a talented graduate into a trusted lawyer.

What significant work has the firm done recently?

Ashurst recently represented Samsung in the Australian segment of its global dispute with Apple. This is the largest patent proceeding ever brought in Australia - it involves 22 patents (and 4 designs) with respect to 11 devices.

Apple commenced proceedings against Samsung in the Federal Court of Australia in mid-2011 alleging infringement of Apple's feature patents by Samsung's

Galaxy tablet. Samsung filed a counterclaim against Apple in late 2011 alleging infringement of Samsung's standards essential patents by Apple's iPhone. In response to Samsung's counterclaim, Apple has alleged that Samsung has taken advantage of its substantial power in the markets for its standards essential patents, for the purpose of preventing Apple from competing in the sale of smartphones in Australia.

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

The best advice we can give you is to understand your own ambitions and those of the firm to which you are applying. Give yourself plenty of time to research the various firms in the market. Think about the features which will be important to you in your career such as: the firm's market position, areas of practice, recent deals and matters, industry leaders, size, locations, people, culture, vision etc. This research will help align you to the firms which may be a better fit for you, and will also provide a foundation for drafting your covering letter and preparing for the interview.

//AREAS OF PRACTICE:

Banking & Finance, Commercial Property, Competition, Construction & Infrastructure, Corporate, Dispute Resolution, Employment, Energy & Resources, Environment, Government, Hotels, Leisure & Gaming, Intellectual Property, Mergers & Acquisitions, Native Title, Project Finance, Restructuring & Insolvency, Tax, Technology, Media & Telecommunications

How does the firm encourage employees to learn and develop?

We want our lawyers to grow and challenge themselves every day. To help you settle in and make a valued contribution quickly, we provide a comprehensive induction program which will give you a real insight into how the firm operates, how decisions are made, and help foster a deeper understanding of local market knowledge. Throughout your career with Ashurst, you will be offered ongoing legal and practical skills training to help you build the toolkit to become an expert in your field. In addition to this, the firm also encourages attendance at external conferences, seminars and training sessions for professional development and networking purposes. Also, we realise that many lawyers will want to undertake postgraduate study during their careers and the firm supports this capability development through our study support policy.

How does the firm encourage work/life balance?

We are realistic about the balance between work and personal commitments and encourage our staff to maintain a healthy balanced lifestyle. To support this we provide free gym membership and offer a wide range of sporting activities including: touch football, netball, basketball, indoor soccer, rowing, ocean swimming, City 2 Surf, Blackmore's Running Challenge, BRW Triathlon, choir and much more. We also provide our legal and support staff with access to a free Employee Assistance Provider (EAP) which can help you to develop your own stress management strategies

to sustain a healthy balanced lifestyle.

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

Ashurst's commitment to corporate social responsibility is core to all aspects of our global operations. This commitment means an approach to legal practice consistent with the highest professional and ethical standards; and it's reflected in our dealings with our clients, our staff and the wider community. This commitment makes us a better law firm, a better employer and a better corporate citizen.

Our corporate social responsibility program, which includes community involvement, diversity, place to work and environmental initiatives, helps us to turn these beliefs into action and aims to integrate our social and environmental concerns with our day to day operations and our dealings with our clients and the wider community.

In 2013 we provided more than 45,000 hours pro bono legal work and we are currently acting in more than 1,000 pro bono matters. The Ashurst pro bono program has a particular focus on assisting Indigenous people, people living in rural, regional and remote areas and people with a mental illness and/or intellectual disability and their carers. We undertake major test case litigation as well as routine matters. The firm also supports lawyers who would like the opportunity to get in-depth experience by undertaking a secondment to a range of our community legal and welfare organisations, based anywhere from the inner-city to remote Northern Territory.

One recent pro bono matter involved the firm assisting the community in Fitzroy Crossing in Western Australia

in addressing the problems in Fitzroy Crossing brought about by alcohol. We worked with them to obtain a ban on the sale of full-strength takeaway alcohol and are now assisting them to address the impact of fetal alcohol spectrum disorder (FASD), working with The George Institute for Public Health. Our work has included ensuring that the data obtained through the work of The George Institute is owned and controlled by the community and submitting to and appearing before the Commonwealth Government Inquiry into FASD to attempt to change welfare, criminal and other law to recognise FASD as a cognitive disability. We have also worked with the community to make submission on liquor licensing to attempt to strengthen the voice of the community when decisions on liquor licensing are made. We have also helped to publicise the great work of the people of Fitzroy Crossing, part-sponsoring two films which have been shown in communities, companies and Parliaments across Australia and in the UN; Yajilara and Tristan's Story.

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

As a summer clerk, you will be welcomed as part of the firm from day one. You will have an opportunity to build your professional and social network by registering for one of our many sporting teams, taking advantage of your free gym membership, coming along to Friday night drinks, and attending Christmas parties and client networking events taking place over the summer. There are also plenty of clerk-specific activities like after work dinners and drinks, the inter-firm sports competition, cruise and trivia night.

CLERKSHIPS

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

To submit your application for our clerkship program, please visit our website: www.ashurst.com/graduates. You will be asked to complete a short online application form and submit your cover letter, CV and most recent academic transcript.

What is the anticipated clerkship intake this year?

In 2013 we had 19 summer clerks. This year we anticipate taking approximately 15-20 summer clerks.

What does the firm look for in a clerk?

To achieve our vision of being one of a small number of Global Elite law firms, we need ambitious people delivering quality solutions for our clients. The key to our success is lawyers who continually develop their skills and their careers, with a commitment to quality, the highest professional standards and a collaborative mind-set. The behaviours and competencies that make our lawyers the very best are: analytical ability, motivation, determination and drive, commercial instinct, team and interpersonal skills, communication skills and flexibility. These are the competencies we

look for during the recruitment process.

What does the firm offer a clerk?

The summer clerkship program is designed to give you a snapshot experience of life as a graduate. With trust and early responsibility at the heart of our culture, our summer clerks are entrusted with meaningful work from day one. The clerkship program takes place over 10 weeks and is comprised of a week-long induction program followed by two rotations in different practice areas. Prior to your commencement you will be able to nominate your preferred practice areas, and you will receive an individually tailored rotation plan.

In addition to this, our Learning and Development team facilitate summer clerk training sessions almost every day of the program. This training includes: practice area overviews, drafting a research memorandum, mock business development activities, presentation skills, client interviewing and negotiation techniques and much more. Another feature of the Ashurst summer clerkship program is the opportunity to undertake a one day pro bono secondment or one week client secondment. We feel that all these opportunities will help transform you from a talented law student into a trusted lawyer.

A sample of the tasks which our 2013 summer clerks assisted with include:

- Preparing documents for court and observing hearings

- Attending settlements, conciliations, contract negotiations, briefings with counsel, meetings with expert witnesses and teleconferences with clients
- Preparing file notes, case summaries and the first draft of an advice or agreement
- Assisting with Pro Bono matters and research projects
- Drafting contract tip sheets
- Reviewing agreements and amending clauses in contracts
- Preparing draft articles for clients and industry publications
- Attending a 1 week client and/or 1 day pro bono secondment

Does the firm intend to offer clerkships to students outside their penultimate year?

We have a strong preference for candidates in their penultimate year of study. However, we will also consider candidates outside their penultimate year if you have specific reasons for applying in 2014 (for example if you are undertaking an international exchange or competing in the Jessup moot competition).

“Not only were we able to participate in a wide range of training and seminars, but it also gave us time to build strong relationships with the other clerks...[t]he summer clerkship was a wonderful experience, providing a solid foundation for a career in commercial law. The environment at Ashurst is encouraging and there is great potential for junior lawyers.”

- Anna-Lisa Doumani, Summer Clerk, 2013/14 and University of Sydney JD student

GRADUATES

Does the firm take graduates directly?

No. Our graduates are recruited directly via the summer clerkship program.

What does the firm offer its graduates?

We offer a 12 month Graduate Development Program where you will undertake three rotations in different practice areas. Each rotation is four months in duration. Prior to joining the firm, you will be given an opportunity to nominate your preferred areas of interest. You will receive an individually tailored rotation plan for your graduate year with exposure to litigious, transactional and advisory work and with each rotation you will build a deeper understanding of what it means to practice in different areas of law. The firm will also support you in completing your admission to practice requirements.

Does the firm assist graduates to complete their PLT? If so, how?

Yes. We cover all expenses related to the completion of PLT during your graduate year with the firm, and cover all subsequent costs related to admission and the ongoing renewal of your practising certificate. The firm also provides additional leave entitlements to help you manage the balance between work and PLT commitments.

What is the typical progression path of graduates in their early years at the firm?

Upon completion of the graduate development program, you will have an opportunity to nominate where you would like to permanently specialise as a lawyer. Our support doesn't stop after your first year. As a lawyer, you will continue to expand your knowledge through our Continuing Legal Education (CLE) program and work with senior lawyers

and partners who will provide you with insight and counsel. Your development will also be further enhanced through opportunities to participate in pro bono work, client secondments, international transfers, networking events and team activities.



The Summer Clerk experience

Anna-Lisa Doumani

Participating in a summer clerkship at Ashurst was an exciting experience. From the first day we were exposed to a vibrant and enthusiastic work environment. At Ashurst, the summer clerkship begins with a full week of induction, which is extremely thorough and a great way to ease into the work environment. Not only were we able to participate in a wide range of training and seminars, but it also gave us time to build strong relationships with the other clerks. Additionally, there were frequent 'Learning and Development' sessions throughout the clerkship, which ranged in content from working with contracts to a very entertaining presentation skill workshop. Representatives from each practice group also gave us an overview, so we had an idea of the teams we had not rotated through.

I rotated through Competition and Disputes and received a warm welcome from both teams. It was extremely reassuring to have a buddy in each rotation - they were amazing points of contact throughout the entire clerkship. Everyone I worked with was incredibly supportive and I was fortunate to be able to participate in a wide range of tasks. In my very first week I attended court for a very large litigation matter. I was also given the chance to attend teleconferences with clients, to draft emails to clients, and to review documents.

Outside the practice groups there were many activities to get involved in. During my first rotation I participated in a mock share sale transaction and in January all of the clerks took part in a mock tender competition. These projects honed in on the skills necessary to a commercial lawyer. I was also lucky to go on a one week secondment to a high-profile client in the financial services sector. This valuable experience highlighted the importance of client relationships and also provided some insight into the life of an in-house lawyer. Furthermore, all of the clerks participated in Pro Bono work, as we were required to write a case note for a particular project. I was also given numerous opportunities to assist in Pro Bono work within the practice groups.

The clerkship became a particularly social ten weeks. We all enjoyed after-work sports, inter-firm drinks nights and the highly anticipated Cruise and Trivia Night. We also arranged frequent after-work drinks, organised a Christmas party and enjoyed a bowling evening.

The summer clerkship was a wonderful experience, providing a solid foundation for a career in commercial law. The environment at Ashurst is encouraging and there is great potential for junior lawyers.

www.ashurst.com

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

ashurst

BORN GLOBAL

Baker & McKenzie was conceived and built as a global law firm, so thinking and working globally is embedded in our culture. We were formed in 1949 when an entrepreneurial Chicago attorney, Russell Baker, met the litigator, John McKenzie. McKenzie shared Baker & McKenzie's vision of creating the world's first multicultural, global law firm and our first office outside the USA was opened in Caracas in 1955. We now have a network of 75 offices in 47 countries around the world. Our most recent offices to be opened were Johannesburg, Casablanca and Lima in 2012, Seoul and Dubai in 2013 and Yangon in 2014.

Our first office in the Asia Pacific was opened in Manila in 1963. Since then we have grown to 16 full-service offices across 13 jurisdictions. With more than 1,000 locally qualified lawyers across the region, and 75 offices globally, Baker & McKenzie is the firm with the greatest depth and breadth of coverage across the dynamic Asia Pacific markets.

We have been a global law firm in Australia since 1964 and in 2014 we are celebrating 50 years in Australia. Our Australian practice is now the fourth largest in our network with more than 80 Partners and 170 lawyers across Sydney and Melbourne.

Baker & McKenzie Australia offers our people access to complex, market-leading matters working with some of the world's best legal minds – people who know the law and who understand business. We have an unrivalled ability to provide training and secondment opportunities across our global network. Locally, we have a culture of learning, coaching and opportunity where you will work in small teams on matters that often cross borders. We value people who think ahead and get noticed.

We have a strong culture of friendship and inclusion, and an egalitarian and collaborative working style. We are passionately global, and leverage our global expertise at every opportunity, recognising our strength is in our diversity. Established in 2009, our Diversity and Flexibility Steering Group drives the development and implementation of activities in four key focus areas; BakerWomen - Gender equality and supporting the progression of women; BakerDNA - Ethnic, indigenous and cultural diversity; BakerBalance - Supporting carers and parents, employee wellbeing and workplace flexibility; BakerLGBTI - Lesbian, gay, bisexual, transgender and intersex diversity. Our aim is to create and maintain a diverse, inclusive and flexible culture that allows all our people to reach their full potential.

THINKING
GLOBALLY
IN AUSTRALIA
FOR
50
YEARS

Patricia Micallef
Talent Management Consultant
Sydney
+61 2 8922 5715
patricia.micallef@bakerckenzie.com

www.bakermckenzie.com/careers/australia/sydney

Baker & McKenzie, an Australian Partnership, is a member of Baker & McKenzie International, a Swiss Verein with member law firms around the world. In accordance with the common terminology used in professional service organizations, reference to a "partner" means a person who is a partner, or equivalent, in such a law firm. Similarly, reference to an "office" means an office of any such law firm. Baker & McKenzie handles information in accordance with our privacy policy. A copy can be found on our website.

Our 2014/15 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.

Our clerks work closely with other lawyers, are guided by a Supervising Partner and enjoy the extra support of an experienced Associate "Buddy". You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for clerks, as well as Firm-wide sessions.

In Sydney, the Summer Clerkship Program runs from late November to February each year with clerks completing two rotations. 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.

Our Graduate Program

Over the course of the program, graduates gain experience in different areas of law before they join a particular practice group as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

Develop globally

At Baker & McKenzie, we have a deep commitment to development. We work with each graduate to create a tailored development plan and career goals. To help you reach your goals, we provide targeted learning opportunities — from seminars on core legal topics to practical skills development in areas such as communication, drafting and presenting.

We work hard to facilitate on-the-job learning and the many ways it happens — through informal mentoring relationships, client secondments, involving graduates in global teams working on international deals or supporting them to run their own files for our award-winning Pro Bono Program.

We also bring graduates from our Sydney and Melbourne offices together to help our people foster networks across the Firm, and support professional development by covering the costs of Practical Legal Training.

Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once graduates complete their Graduate Program, they will travel overseas to attend a regional orientation program with other mid-level Associates from the region.

In addition, the Firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices in the Asia Pacific region.

What does the Firm look for?

We look for people who enjoy a challenge and seek new opportunities; who share our global perspective; who have sound academics and are practical in their approach; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas; and who seek a friendly and inclusive culture that strives to make a difference to our local and global communities.

How to apply

Applications for clerkships can be submitted online at www.cvmail.com.au.

Applications should include a cover letter, as well as details of your work experience, your extra-curricular activities and interests, and your academic results.

Applications for clerkships open at 9.00 am on 18 June 2014 and close at 5.00 pm on 21 July 2014.

At Baker & McKenzie we are different in the way we think, work and behave. Like no other law firm, we were born global.

Right from the beginning we've been offering a genuinely global perspective and operating without boundaries around the world.

Our established global reach offers you an extraordinary career in the global economy, exchanging rich local insights and knowledge with the best legal minds from all over the world every day.

And our unrivalled regional and local development programs will make you a truly global lawyer. Fast.

We're an entrepreneurial firm where new ideas and innovation are encouraged at all levels. A place where small teams and a personal approach to your career means you can go as far and fast as your talents and drive will take you.

BAKER & MCKENZIE



A DAY IN THE LIFE

JAHAN NAVIDI

Summer Clerk, Sydney
International Clerk, Chicago

Gabon one minute, the UN the next!

My Summer Clerkship at Baker & McKenzie was a thoroughly rewarding, diverse and intellectually stimulating experience. I was continuously exposed to innovative work and leading clients and I really enjoyed the strong culture of coaching and support. The genuine camaraderie a Summer Clerk experiences at Baker & McKenzie has provided me with the perfect introduction to life within private practice and to a truly international firm with a strong grasp on an increasingly globalised legal profession.

Baker & McKenzie's global outlook is a reflection of its status as a market leader. From the outset of my Summer Clerkship, I was exposed to the multi-jurisdictional capabilities of the Firm through its international client base and regular communication with some of the Firm's 74 offices spanning 46 countries! Whether it was my direct involvement in advising clients in Beijing, developing memoranda for clients in Gabon or working with the United Nations, my work as a Summer Clerk at Baker & McKenzie had a consistently international flavour.

World leaders

My two rotations in Environmental Markets and ERIC provided me with a blend of consistent and practical engagement with topical issues in climate change and the more corporate and transactional aspect of the energy and resources sector.

I was able to work directly with Partners and other senior lawyers on challenging

and topical legal issues. With the introduction of recent environmental legislation and reforms in Australia, a rotation within Environmental Markets at Baker & McKenzie provided hands on interaction with some of Australia's – and indeed the world's – leading climate change lawyers. My close communication with my supervising Partner (head of Baker & McKenzie's Global Climate Change Practice, Martijn Wilder) allowed me to develop a feel for commercially applying this area of law and how lawyers who are at the forefront of climate change legal practice in Australia operate.

Summer Clerks at Baker & McKenzie also share offices with Partners or other senior lawyers. This arrangement increases the practicality of the Clerkship, providing an insight into the intricacies of Partners' practices. During my clerkship I shared an office with a Senior Associate in Environmental Markets, Simon Greenacre, and sat opposite a Partner in the ERIC group, David Egan, directly observing the day-to-day lives of Baker & McKenzie's leading lawyers.

The rotations also provide scope for Summer Clerks to investigate the practice areas they may like to gain experience in as a junior lawyer. I gained invaluable legal and commercial experience and knowledge during my rotations, which also informed my choice of electives in my fifth and final year of law school.

Sweet Home Chicago!

I was also lucky enough to be awarded an International Clerkship with our founding office in Chicago before commencing as a Graduate in Sydney.

Coinciding with the Chicago office's Summer Associate Program, my International Clerkship presented a unique opportunity to work alongside North America's leading climate change and environmental lawyers. As an ideal complement to my time as a Summer Clerk in Sydney, this allowed me to observe how Baker & McKenzie operates internationally.

Right from the outset, I was involved in Baker & McKenzie's 2013 International Environmental Law Conference which reflected the Firm's global reach - attracting clients as well as Partners and Associates from all over the world, including lawyers from Baker & McKenzie's Brazilian, Mexican and Chinese offices.

Working under the supervision of the head of the North America Climate Change and Environmental Markets practice, Rick Saines, I assisted with advising clients in the Middle East on a series of Clean Development Mechanism projects at a crucial time. Additionally, I helped draft a North American report on the fiduciary duties of trustees in pension funds to factor in climate change risks in investments.

These varied cross-jurisdictional experiences have prepared me well for my upcoming Graduate program at Baker & McKenzie in Sydney, increasing my international awareness and exposing me to Baker & McKenzie's global outlook.

Learn more:

Visit: www.bakermckenzie.com/careers/australia/sydney

BORN GLOBAL



75 locations
47 countries

Asia Pacific

Bangkok
Beijing
Hanoi
Ho Chi Minh City
Hong Kong
Jakarta*
Kuala Lumpur*
Manila*
Melbourne
Seoul
Shanghai
Singapore
Sydney
Taipei
Tokyo
Yangon

Europe, Middle East and Africa

Abu Dhabi
Almaty
Amsterdam
Antwerp
Bahrain
Baku
Barcelona
Berlin
Brussels
Budapest
Cairo
Casablanca
Doha
Dubai*
Dusseldorf
Frankfurt/Main
Geneva
Istanbul
Johannesburg
Kyiv
London
Luxembourg
Madrid
Milan
Moscow
Munich
Paris
Prague
Riyadh
Rome
St. Petersburg
Stockholm
Vienna
Warsaw
Zurich

Latin America

Bogota
Brasilia**
Buenos Aires
Caracas
Guadalajara
Juarez
Lima
Mexico City
Monterrey
Porto Alegre**
Rio de Janeiro**
Santiago
Sao Paulo**
Tijuana
Valencia

North America

Chicago
Dallas
Houston
Miami
New York
Palo Alto
San Francisco
Toronto
Washington, DC

THINKING
GLOBALLY
IN AUSTRALIA
FOR
50
YEARS

* Associated Firm
** In cooperation with Trench, Rossi and Watanabe Advogados

Clayton Utz

CONTACT DETAILS

// ADDRESS:

1 Bligh Street, Sydney 2000

// CONTACT:

Amy Lennox, Graduate Recruiter
alennox@claytonutz.com

// NUMBER OF LAWYERS/ PARTNERS:

Nationally, Clayton Utz has over 200 partners and more than 1,400 employees.

// OFFICE LOCATION(S):

Sydney, Brisbane, Canberra, Melbourne, Perth, Darwin and Hong Kong.

ABOUT THE FIRM

What is unique about this firm?

For over 180 years, our confident approach to complex transactions and litigation has seen us grow into Australia's premier independent law firm. Now, with 200 partners and over 1,400 employees across seven offices, we continue to build our reputation for innovative and incisive advice. With a genuine commitment to client service, we are trusted advisers to a range of government departments and agencies, as well as leading Australian and international corporations. If you have an unshakable sense of what's possible, Clayton Utz is the perfect place to build your career.

What significant work has the firm done recently?

Primary legal adviser for Sydney's Darling Harbour Live (DHL) precinct project - A multidisciplinary Clayton Utz team, led by Construction and Major Projects partner Stuart Cosgriff and Real Estate partner Gary Best, has advised on the project from its inception to the formal awarding in December 2012 of the project contract to the Darling Harbour Live consortium. Clayton Utz was appointed in August 2011 as primary legal advisers to Sydney Harbour Foreshore Authority, and then to Infrastructure NSW, on the project.

Legal adviser for The North West Rail Link - A Clayton Utz team led by Construction and Major Projects partners John Shirbin and Sergio Capelli, special counsel Lina Fischer and lawyer Kathryn McCormack, has been advising Transport for NSW on all stages of the project since the firm's appointment as advisers in October 2011. The North West Rail Link will transform Sydney's public transport network. It will comprise eight new stations, parking for 4,000 cars, two major bus interchanges and regular, safe and reliable rapid transit rail services between Chatswood and Cudgegong Road in North West Sydney.

Legal adviser in Cotton On Group acquisition - Clayton Utz has provided strategic legal advice and support to retailer Cotton On Group to help it successfully complete its first major retail acquisition, of the Supré retail fashion chain. Commenting on the transaction, lead partner Michael Linehan said: "To successfully meet the transaction timetable, our M&A and banking transaction teams worked seamlessly and collaboratively over a two-week period to finalise the necessary transaction documents as well as a refinancing for the purposes of the acquisition. "The transaction presented a number of unique challenges that required us to deliver practical and effective solutions to achieve a successful commercial outcome for our client, Cotton On."

What does the firm look for in a potential employee?

Clayton Utz employs a diverse selection of 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, with the ability to maintain effectiveness while adjusting to a changing work environment;

- learning-oriented, who actively seek new ideas and different perspectives;
- adept at building relationships with clients and peers to achieve goals;
- natural leaders who can provide guidance, feedback and direction to individuals.

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?

Our national training program, Learning@Clayton Utz – Building Excellence, 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.

//AREAS OF PRACTICE:

Banking and Finance, Capital Markets and Securities, Competition, Construction and Major Projects, Corporate / M&A, Energy and Resources, Environment and Planning, Governance and Compliance, Insurance and Risk, Intellectual Property, International Arbitration, International Trade, Investigations and Crisis Management, Legal Technology Services, Litigation and Dispute Resolution, Native Title, Private Equity, Product Liability, Real Estate, Restructuring and Insolvency, Taxation, Telecommunications, Media and Technology, Workplace Relations, Employment and Safety

//INDUSTRIES

Advertising and Marketing, Agribusiness, Banking and Finance, Climate Change, Constructions and Major Projects, Energy and Resources, Government Services, Healthcare Life Sciences, Leisure and Entertainment, Private Equity, Real Estate Markets, Telecommunications, Media and Technology, Transport and Logistics, Water

How does the firm encourage a work/life balance?

Clayton Utz offers a vibrant and supportive work environment. We recognise the need for our people to maintain balance in their lives and make available a range of flexible work options and health and wellbeing initiatives, as well as social and sporting activities and community volunteering opportunities.

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

Clayton Utz is a leader in Pro Bono practice and Social Responsibility.

Our Pro Bono practice

Pro bono is a fundamental part of what makes us Clayton Utz. Every member of our legal team, at all levels of seniority, in every office and in every department of the firm is involved in our Pro Bono practice.

Since 1997, we have provided more than 450,000 hours of pro bono legal assistance to low-income and disadvantaged people who cannot get Legal Aid, and to the non-profit organisations which support them. This is the most pro bono hours of any law firm outside of the United States, and makes our Pro Bono practice our largest client over the past 17 years.

Our Social Responsibility programs

Our Community Involvement program connects our people, resources, skills and enthusiasm through volunteer work and in-kind support to over 20 Community Partners across our offices.

We also provide strategic financial support to charities through the Clayton Utz Foundation. Since its establishment in 2003, the Clayton Utz Foundation has made around 543 grants totalling over \$6.3 million.

In 2010 Clayton Utz took the step of strengthening our commitment to Aboriginal and Torres Strait Islander people by developing a Reconciliation Action Plan which formalises our commitment to reducing inequality between Indigenous and non-Indigenous Australians, and which contains targets that we hold ourselves to meeting.

Our Footprints program commits Clayton Utz to environmentally friendly initiatives and practices, including quantifying and auditing our emissions on an annual basis, and embedding sustainability into our procurement policies. In 2011 we became a foundation member of the Australian Legal Sector Alliance to promote sustainable environmental practices across the profession.

CLERKSHIPS

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

Via the Clayton Utz website — claytonutz.com/careers

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're also interested in learning more about what interests you have outside of your studies. It's important that our clerks now how to balance their professional and personal lives and can have some fun too!

Most importantly, we are looking for clerks with whom we would enjoy

working alongside. We want clerks who are going to be a good cultural fit and who embody the firm's values, every day, in all that they do.

What work does the firm offer a clerk?

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.

Our Clerkship Program 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.

This 11-week week program gives you a week orientation and two rotations in different practice areas. You will also be able to take part in additional training, networking sessions, and social/sporting activities.

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

Our Accelerate Program is aimed at third year combined law students or equivalent. This unique program in our Sydney office lets you accelerate your career in law over your winter break. You'll get two days training and an eight day placement in one of our practice groups. It's a great way to find out more about a career in law and all students on the program get a guaranteed interview for Clerkship Program the following year.

**CAN'T
WAIT
TO CU!**

CLAYTON UTZ

A REPUTATION FOR STANDING OUT, AND FOR BEING **OUTSTANDING.**

For over 180 years, our confident approach to complex transactions and litigation has seen us grow into Australia's premier independent law firm.

Now, with 200 partners and over 1,400 employees across six offices, we continue to build our reputation for innovative and incisive advice. With a genuine commitment to client service, we are trusted advisers to a range of government departments and agencies, as well as leading Australian and international corporations.

If you have an unshakeable sense of what's possible, Clayton Utz is the perfect place to build your career.

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.

If you're a law student in your penultimate year, **our Clerkship Program** 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.

Once you've completed your studies, **our Graduate Program** gives you the perfect foundation for your legal career. You'll hit the ground running by working on complex and sophisticated legal issues, and our rotation program means you'll discover different areas and find the right fit. And with our tailored mentoring, you'll get the support you need to become the best you can be.

With our programs you'll get...

- ▶ 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
- ▶ social and sporting activities, because we know it's not all work and no play.

What one word describes your Clerkship?

Opportunity.

There are many opportunities available for you at CU... I had the chance to work in the CU Darwin office for a week, and got the opportunity to volunteer with the Red Cross in the Tiwi Islands as part of the summer clerk secondment program.

– Shirley Hu,
2013 Summer Clerk

Get the inside scoop www.facebook.com/ClaytonUtzCareers

Clerk Profile

Shirley Hu, 2013 Summer Clerk

What one word best describes your clerkship?

Opportunity.

There are many opportunities available for you at CU. I was able to gain work experience as a non-penultimate student by participating in the winter clerkship program in 2012. Over 2013-14, I was fortunate enough to go back to complete a summer clerkship. Not only that, but I also had the chance to work in the CU Darwin office for a week, and got the opportunity to volunteer with the Red Cross in the Tiwi Islands as part of the summer clerk secondment program.

CU has established these incredible opportunities for its vacation clerks and this really sets the firm apart in its approach to training and development.

What was your most memorable experience with Clayton Utz?

During my rotation in the Corporate/M&A group, I was taken to a client meeting by a Senior Associate. The meeting was to discuss specific clauses contained in a contract that the client was asking CU to draft. These discussions got heated at times! It was a really eye-opening experience and showed me that the law is ultimately a people-oriented profession.

Has your clerkship changed your views on a career in law?

Yes and no.

Working in a commercial law firm is just one of many different career paths available to you. The clerkship exposed me to many other careers in law that I had not considered before. This includes going to the Bar, working in the public sector, working for non-profits and many others. To this extent, my clerkship changed my views on a career in law by showing me the breadth and scope of roles that exist in the legal industry.

On the other hand, the clerkship did not change my view of the quality of the work and the calibre of the lawyers who work in commercial law firms. The lawyers who work at CU are some of the most intelligent, driven and down-to-earth people I have met. Working in a commercial law firm really is the best choice for any young lawyer who takes their training and development seriously.

Tips for students applying for Clerkships this year

I have three tips:

1. Prepare early and prepare thoroughly. Research the firms, their people and presence in the market;
2. Meet as many people as possible. This is the most useful and important way of knowing whether you will enjoy working at a particular firm; and
3. Be yourself, be honest and stay positive! The clerkship process for me was difficult and exhausting at times, but it can be incredibly rewarding.

Why should CU be an applicant's first preference?

CU is relatively young compared to the other leading law firms in the market. This means the firm is progressive and driven. There is a real sense that, while people do not take themselves seriously, they take their work very seriously. This attitude is pervasive and it creates a really enjoyable and collaborative atmosphere.



COLOUR MY CAREER

DLA PIPER

TRULY LOCAL, TRULY GLOBAL

Name: Abhinav Yarrapotu

Year: 2013-2014 Summer Clerk Program

Rotations: Corporate; Litigation & Regulatory

I was fortunate enough to participate in the 2013-2014 clerkship program with DLA Piper – a firm that stood out as one that was truly committed to the values I was particularly looking for; a strong international presence combined with a down-to-earth culture and a flair for excellence. Numerous social events held throughout the application and interview process reaffirmed much of what I anticipated from the firm, and the clerkship period most certainly lived up to all my expectations.

It began with a four-week rotation in the firm's Corporate group, where much of my interest lay. From the outset I was given a diverse range of meaningful and substantial tasks, which would have made for an unnerving first experience had it not been for the immensely supportive and understanding team of solicitors and partners within the group. I soon came to find that everyone was more than willing to facilitate my learning experience and ensured that every question I had was attended to with complete care and attention. This meant that the work I was given, be it drafting letters to clients, participating in due diligence exercises or reviewing legal documents was not as daunting as one would expect. Amidst all of this were ample opportunities to unwind and network at the firm's social events, which often involved drinks with partners and various members of the firm. We were also privileged to attend a briefing by an esteemed U.S dignitary, while being given the chance to volunteer at the firm's annual Christmas charity event - by this point, it became unmistakably clear that the firm was heavily committed to its truly local, truly global belief.

My second rotation was with the firm's Litigation team, where the nature of my work differed significantly from my previous rotation. Once again I was both challenged and enthused by the work I was given, which included drafting affidavits, performing discovery, researching advice for clients and attending Court on numerous occasions. A large proportion of this work required me to collaborate with various members of the team, which allowed me to form strong working relationships with plenty of talented and sociable colleagues. Throughout our rotations, clerks were also given the opportunity to attend the firm's 'Lunch and Learn' sessions, where partners would share insights into their day to day professional experiences and provide us with a wider scope of the firm's operations. To keep our competitive juices flowing, we also had inter-firm sporting competitions every Monday where we were able to showcase our all-rounded skills.

Overall, my clerkship at DLA Piper was both an enlightening and enriching experience. By remaining proactive and taking advantage of numerous networking opportunities offered by the firm, I was able to make the most of what seemed to be a quick 8 weeks. I would strongly recommend DLA Piper for anyone with aspirations to share their legal career with highly talented individuals at a firm of excellent international calibre.

Gilbert + Tobin

CONTACT DETAILS

// ADDRESS:

2 Park Street, Sydney NSW
2000

// CONTACT:

Sydney: Kristie Barton, People Team
clerkships@gtlaw.com.au
(02) 9263 4575

**// NUMBER OF LAWYERS/
PARTNERS:**

Nationally:
Partners: 71
Lawyers: 263

// OFFICE LOCATION(S):

Sydney, Melbourne, Perth

ABOUT THE FIRM

What is unique about this firm?

Gilbert + Tobin is a leading top-tier corporate law firm and a key player in the Australian legal market. From our Sydney, Melbourne and Perth offices, we provide innovative, relevant and commercial legal solutions to major corporate and government clients across Australia and internationally, particularly the Asia-Pacific region.

With a focus on dynamic and evolving market sectors, we attract the brightest legal minds in the country; a diverse mix of highly talented and motivated people who work with some of the world's most successful organisations on ground breaking projects and matters. We have become the legal adviser of choice for industry leaders who value our entrepreneurial spirit, creative approach and determination to succeed.

Established in 1988, Gilbert + Tobin is a contemporary and progressive firm. Employing more than 500 professionals, we have the highest proportion of female partners of any major Australian law firm and are acknowledged as a pioneer in providing pro bono services.

What significant work has the firm done recently?

Some clients we have recently acted for and advised are the following:

- Google Inc. in its successful defence against the ACCC in regards to online advertising practices;
- Aquis, on its A\$276 million bid for the Reef Casino Trust (and associated entities) and proposed A\$4.2 billion integrated resort development;
- Samsung in current proceedings against rival LG in regards to 3D TV advertising;
- Nine Entertainment Co. in pulling the company back from prospective receivership, resulting in approximately A\$4 billion recapitalisation;
- Credit Suisse AG as agent and Credit Suisse Securities (USA) LLC, as co-lead arranger in relation to the US\$5 billion secured debt facilities for the Fortescue Metals Group;
- Westpac Banking Corporation, in connection with its acquisition of Lloyds Banking Group's Australian asset finance business and corporate loan portfolio, with a purchase price of A\$1.45 billion (including all competition and banking and finance aspects of the transaction);
- Sydney Convention Centre PPP, advising financiers in relation to the successful consortium's bid to design, build, finance, operate and maintain the Sydney Convention Centre PPP Project;
- Virgin Australia and Tiger Airways in relation to Virgin Australia's proposed acquisition of 60% of Tiger Airways Australia;
- Telstra, on the implementation of the Structural Separation Undertaking, Australia's largest industry restructuring/de-merger arrangement;
- Appointed to act for the Catholic Church's Truth Justice and Healing Council in the Royal Commission into Institutional Responses to

Child Sexual Abuse;

- Aurora Oil & Gas, on its A\$2.6 billion proposed acquisition by Baytex;
- EMI Music Australia, providing strategic legal and commercial advice in relation to licensing and distributing its sound recordings through online and mobile music services;
- Vitol, on its proposed acquisition of Shell's Australian downstream assets, including the Geelong refinery and 870 retail sites across the country; and
- Sundance Resources Limited, in respect to its agreement with the Republic of Cameroon and the negotiations with the Republic of Congo on establishing a A\$4.5 billion iron ore project in both countries.

What does the firm look for in a potential employee?

Gilbert + Tobin is looking for ambitious, bright, friendly and enthusiastic individuals who will thrive in an environment of integrity, respect, innovation and excellence.

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

Your summer clerk application is the first opportunity you will have to introduce yourself to a firm, so take your time preparing your application and consider how you can differentiate yourself. While your results in your law studies are always important, include other activities and initiatives you are involved in which may be outside of the law as well.

We have tailored our summer clerkship application and included some additional questions so we can get to know you a little better. Highlight why you are interested in Gilbert + Tobin, your achievements, extra-curricular activities and anything else that may set you apart from your peers.

//AREAS OF PRACTICE:

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

How does the firm encourage employees to learn and develop?

Learning is a critical component of career development at Gilbert + Tobin. Our commitment to staff development stems from the knowledge that ongoing professional training not only sets you up to succeed in your legal career, but enables us to deliver premium legal services.

Our learning courses are designed to develop the technical, legal and professional skills that you will use at all stages of your career. Harnessing the wealth of resources available at the firm, we use a variety of techniques including on-the-job instruction and mentoring, classroom based training, and web and experiential learning. Our staff are also encouraged to attend relevant external seminars.

Through secondment opportunities lawyers are able to work in-house both locally and internationally to help expand their understanding of our clients and gain a greater understanding of relevant industry sectors. Our lawyers tell us their secondment experiences allowed them to rapidly develop confidence, skills and valuable exposure to the commercial environment.

Gilbert + Tobin also encourage and supports further external and post graduate studies.

How does the firm encourage a work/life balance?

Because life outside of the office is just as important as work, we encourage all staff to enjoy a balanced professional life.

We offer flexible work arrangements ranging from part-time work, to job sharing and working from home opportunities. We also look after the health and wellbeing of our staff by providing fresh fruit daily on each floor, regular in-house yoga sessions, corporate gym rates and an in-house cafe, which is a great place to take a break with fellow colleagues.

Our staff are also given the opportunity to participate in many sporting activities, either run or funded by the firm, to allow staff to get out during the day for some relaxation, fresh air and exercise.

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

Absolutely. At Gilbert + Tobin pro bono is a vital part of what we do and who we are. We have a dedicated Pro Bono practice with a partner, three lawyers and a graduate working full time on pro bono matters.

All our lawyers also have the opportunity and are encouraged to conduct pro bono legal work, with the average lawyer performing more than 54 hours of pro bono work a year. There is also an opportunity for our Summer Clerks and Graduates to undertake a rotation in our Pro Bono practice group.

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

Every year the firm hosts and sponsors a range of social, charity and corporate team events. These include themed monthly drinks, the Firm's annual 'Big Day Out', the fiercely contested G+T pool competition, annual charity trivia night and various staff Christmas parties.

There are also many sporting events to partake in including the City2Surf, BRW Corporate Triathlon, Lawyer's Bayside Aquatic Centre challenge, JP Morgan Corporate Challenge, Sydney to Gong ride, and weekly lunchtime touch football and netball competitions.

CLERKSHIPS

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

Our summer clerk applications are received online through cvMail - www.cvmail.com.au

- Applications open: 18 June 2014
- Applications close: 21 July 2014

What is the anticipated clerkship intake this year?

15 to 20 Summer Clerks.

What does the firm look for in a clerk?

We look for individuals who:

- are interested in the firm's areas of specialisation
- are professional and highly motivated
- have strong academic results
- are confident and strong communicators
- have experience outside of academic life - such as volunteer work, legal aid experience or general work experience
- have strong team skills and leadership potential
- have an entrepreneurial spirit.

What work does the firm offer a clerk?

As a clerk you will be exposed to many opportunities. During your time within your two practice groups you will start to understand the mechanics of legal

practice through researching legislation and case law, preparing and drafting memos, completing research, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. All clerks are assigned a supervising partner, mentor and buddy in each group to help them get settled and to provide guidance and on-the-job learning.

Upon commencement all clerks participate in a formal induction program which includes an overview of our IT systems, meeting our partners and lawyers and getting to know our practice groups. During the clerkship our clerks also participate in a tailored training program and are invited to various firm events, lunches and activities to help build relationships with people across the firm.

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

Our preference is given to students in their penultimate year of study.

GRADUATES

Does the firm take graduates directly?

Our main graduate recruitment path is via the Summer Clerkship program.

We do recruit additional graduates outside of this program, however this is on an 'as needs basis' and generally occurs when a practice group has an increased workload.

If so, what is the method of application for graduates?

Graduates can register their interest directly through our careers website - <http://me.gtlaw.com.au/>.

Applicants will be asked to profile themselves by uploading their cover letter, CV and academic transcripts through our website. If there is a particular practice area you would like exposure to we ask that you please indicate this. Applications for graduate positions will be accepted throughout the year.

What does the firm offer its graduates?

Graduates commence with the firm in one of two formal intakes – either February or August. As a graduate, you will undertake real work, build relationships with partners, lawyers and clients, and become an integral part of each practice group.

Our 18-month graduate program consists of two rotations of approximately nine months each. Rotations are available in all our practice areas and you will also be actively involved in other work activities, including business development, knowledge management, training and pro bono work.

Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Gilbert + Tobin supports and funds Practical Legal Training (PLT) for all graduates through our tailored in-house program and the College of Law. Graduates are provided with PLT exam and

study leave and are supported the whole way through by a dedicated PLT mentor.

Our graduates also benefit from a tailored Younger Lawyers training program that starts with a concise introduction to Gilbert + Tobin's areas of specialisation and also includes core skills training you will require as a lawyer.

What is the typical progression path of graduates in their early years at the firm?

Our Graduates complete an 18 month program in which they will work across two practice areas gaining important practical legal experience; approximately nine months in each rotation. Following completion of this program graduates will participate in a performance review process and then progress to junior lawyer.

What is the anticipated graduate intake this year?

Each year we have approximately 20 graduates commencing, the majority stemming from our clerkship program.

GILBERT
TOBIN

Melbourne
Perth
Sydney

Think ahead.

Fast-track your career with Australia's most progressive independent law firm.

To find out more visit us at me.gtlaw.com.au

Download the Gilbert + Tobin Careers App from the App Store or the Google Play™ Store



Google Play is a trademark of Google Inc.



Think ahead.

My clerkship experience

On my first day in the Competition + Regulation group the office was filled with hype as the lawyers crowded around screens to watch an announcement from the Treasurer that directly affected one of our clients. This initial experience set the tone for the rest of my rotation – every day I assisted on matters that defined the market or attracted publicity.

The clerkship wasn't all work and no play though. In addition to a summer clerk trivia night, sport competition and cruise, my fellow clerks and I organised the firm's Friday night drinks, spent a day at Paddington Bowls and had a movie night at the Open Air Cinema.

Of most importance to me was the mentor relationship I established over the summer. My mentor and I became friends and I now look to her for guidance and advice about the future of my career as a lawyer.

[Sophie Millett, Sydney Summer Clerk 2013-14](#)

Clerking at Gilbert + Tobin was a fantastic learning experience. My rotations through the Corporate Advisory and Litigation groups gave me an insight into the wide variety of work that Gilbert + Tobin undertakes. In both these rotations I was given real work, whether it was drafting emails to clients, drafting advices, undertaking due diligence or attending court.

Working with highly skilled lawyers on such important matters made me feel valued and left me with a sense of accomplishment.

Clerking at Gilbert + Tobin was also great for my personal development. I developed strong friendships with the other clerks and really enjoyed the raft of social events and other opportunities in the firm, such as trips to the Matthew Talbot Hostel with the Pro Bono group. The culture at Gilbert + Tobin is not only one of excellence and ambition, but also one of collaboration and mutual respect.

[Matt Barry, Sydney Summer Clerk 2013-14](#)



www.hdy.com.au/summerclerks

HENRY DAVIS YORK

summerclerks



aspire. contribute. thrive.

T₁

Fs

Gs

tier 1 vision. financial services. government.

banking & finance. corporate & commercial. dispute resolution. environment & planning. financial services. property & construction. government. restructuring & insolvency. workplace relations & safety.

HENRY DAVIS YORK

summerclerks

aspire. what are your hopes and ambitions for the future? **contribute.** how will you make a difference to HDY, our profession and our community? **thrive.** what do you need to reach your full potential?

Who are we?

Henry Davis York (HDY) is a leading Australian law firm that specialises in the financial services and government sectors and is best known for its tier 1 insolvency & restructuring expertise.

Our vision is to be a tier 1 law firm practising nationally.

We work with tier 1 clients such as the Big 4 Australian banks, global investment banks, insolvency & accounting firms, fund managers, superannuation funds, regulatory bodies and key local, state and commonwealth government agencies.

We offer our clients a wide range of legal services from the following practice areas:

- Banking & Finance
- Construction & Infrastructure
- Corporate & Commercial
- Dispute Resolution
- Environment & Planning
- Government
- Insolvency & Restructuring
- Investments
- Property
- Technology & Intellectual Property
- Workplace Relations & Safety

What's it like to be a summer clerk at HDY?

Feature of our program	What this means for you
Comprehensive orientation during which you will attend training sessions and meet the people you will be working with.	You will be ready to hit the ground running from day one and be given the opportunity to contribute and make a difference.
Rotations through 3 practice groups of your choice.	You will enjoy hands-on experience in the areas of law most relevant to helping you with whatever you aspire to achieve.
Supervision, advice, training & feedback from partners, senior associates and a mentor.	You will be well supported and developed throughout your time with HDY to help you thrive.

What are we looking for in a summer clerk?

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of us and contribute to our growth and culture from day one. So, they must be:

- Passionate about what's important to them.
- Self-driven, highly motivated and eager to develop and take on responsibility.
- Energised by being part of a team and focused on "we" rather than "I".
- Respectful of others and respected by others.

A successful candidate will have an excellent academic record, some relevant work experience, demonstrated leadership skills and a keen interest in commercial law.

Why should you apply for our program?

We understand what you are looking for in a summer clerk program. We listen to what our summer clerks tell us about their experience with us and how we can build on it each year. This means we know what's most important to you and our program delivers this for you:

- Exposure to tier 1 clients and high quality, meaningful work.
- The opportunity to contribute and take on responsibility as part of a team.
- A supportive, collaborative environment where your contribution matters and which fosters your development.
- The chance to work with some great people and have fun too.

Visit our website to apply and start your career with HDY

18 June – 21 July 2014

aspire. contribute. thrive.

www.hdy.com.au/summerclerks

Adam Murphy

HDY summer clerk 2014

In an atmosphere much abuzz with talk of global mergers and the arrival of global firms on Australian shores, HDY has cultivated itself as a Sydney-based firm that maintains a robust national practice. To me, it occupies a sweet spot. It is both nimble in its ability to respond to client demands and able to offer legal services at a high standard. Its insolvency and restructuring practice is regarded as tier 1 and it counts many 'blue-chip' public- and private-sector clients on its books.

During my clerkship I rotated through 3 practice groups. Some highlights included remediation matters for the Barangaroo redevelopment, an interlocutory application for the recusal of a judicial officer, attending mediations and hearings involving senior barristers, helping prepare authorities for an upcoming High Court appeal and working on a cross-border insolvency claim to prepare advice for a Manhattan law firm. It's safe to say that I enjoyed all of it!

Clerks receive ongoing training and briefings throughout their clerkship, from information about HDY's most important client relationships to presentations from the firm's practice groups. When working on a matter, teams are generally small enough that you can approach anyone for advice, from Partners to Paralegals.

The camaraderie and commitment to excellence that is evident throughout HDY also lends it an extremely strong culture. It is notably non-hierarchical and its lawyers are focused and yet still friendly. HDY also has an express commitment to excellent parties, a fact which should not be downplayed. It does help that it is located in a unique Art Deco building with a fancy rooftop bar.

HDY is a firm with more to offer than meets the eye. With any luck, you will also have a cracking time and be convinced, like I was, that the firm will challenge you and nourish you as a professional. I would not hesitate to recommend it.



**“If you clerk at HDY this year,
you’ll find yourself with real
and exciting responsibilities in
your work”**



OPPORTUNITY

**BE PART OF A
GLOBAL TEAM**



SEE

**THE BIGGER
PICTURE**



HERBERT
SMITH
FREEHILLS

DO YOU HAVE
WHAT IT TAKES

TO BE AN EXCEPTIONAL LAWYER?

Our clients need exceptional people to help them thrive in a world defined by change and complexity. They need people who are intellectually curious; who are able to advise with clarity and originality; people who believe that the business of law is based on human relationships.

Bring those qualities, your energy and your ambition and we'll offer you international opportunities, challenges and responsibilities only a leading global firm can provide. We offer an environment built on support and collaboration, where high performance is recognised and rewarded, and where you'll be inspired and mentored by leaders in their fields.

We see a fascinating and exciting future for the business of global law. Do you?

HERBERTSMITHFREEHILLS.COM/CAREERS

Herbert Smith Freehills

CONTACT DETAILS

// ADDRESS:

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

// CONTACT:

Leigh Dunlop
Graduate Recruitment Con-
sultant 02 9322 4792
graduates.sydney@hsf.com

// NUMBER OF LAWYERS/ PARTNERS:

Number of lawyers: 2231
Number of Partners: 454

// OFFICE LOCATION(S):

Australia: Brisbane, Mel-
bourne, Perth, Sydney
Overseas: Abu Dhabi, Bang-
kok, Beijing, Belfast, Berlin,
Brussels, Doha, Dubai,
Frankfurt, Hong Kong, Ja-
karta*, London, Madrid,
Moscow, New York, Paris,
Seoul, Shanghai, Singapore,
Tokyo (*associated office).

ABOUT THE FIRM

What is unique about this firm?

We're delighted our vacation clerks and graduates often talk about Herbert Smith Freehills' friendly yet professional culture, challenging work, regular client contact and partner support as features that distinguish us from other firms.

Across the world our offices share a long history of embracing diversity. We see having a wide variety of personalities and viewpoints as a real strength and competitive advantage.

We believe that for clients what sets us apart is our constant focus on the relationships that are at the heart of our business. We believe developing strong relationships and a deep understanding

of their businesses is essential if we are to provide commercially astute, innovative advice and create better business outcomes for our clients. We are very proud of the recognition we are receiving for these qualities.

What significant work has the firm done recently?

Herbert Smith Freehills is advising David Jones (ASX:DJS) on a proposed takeover of David Jones by South African based retail group Woolworths (JSE:WHL) valued at A\$2.15 billion. The Board of David Jones has entered into a Scheme Implementation Deed with Woolworths under which it is proposed that Woolworths will acquire all of the David Jones shares outstanding by way of a scheme of arrangement for A\$4.00 cash per share. In addition, shareholders on the register as at 10 April 2014 will receive the interim dividend already declared of A\$0.10 per share (fully franked).

What advice would you offer someone applying to the firm?

Remember your application is your first chance to demonstrate the qualities we are looking for. Think of your application as your chance to show us your strengths and tell us why we need to meet you. Here are a couple of useful tips to remember:

Show, don't tell

It can be tempting to talk about how you have great attention to detail, exceptional communication skills, time management skills, ability to work effectively in a team. It's much more powerful if you can demonstrate these qualities.

- Use the cover letter to demonstrate your communication skills. Highlight your strengths and how they relate to the role, and explain why you are interested in working with us.

- Give examples from your work or other experience that illustrate the skills we are looking for.
- Think about your tone. A good application will sound professional but natural. One way to check the tone is to read your application out loud.
- Make sure you get your application in on time and allow time for any technical problems.
- Remember we are also looking for attention to detail. Make sure you spell the name of the firm correctly and the name of the recruitment contact to whom you're sending the application. Check your application carefully for spelling and grammatical errors. Better yet, get someone else to check it for you.

Think about your reader

Try to put yourself in the position of the person reading your application and think about what we will be looking for. Help us to get to know you, to understand why you want to work with us, and to see your strengths.

- Keep it brief. Your cover letter should be about five paragraphs and your CV no more than three pages.
- Think about how you set your application out. Use a logical structure. Make it easy for us to find the important information.
- Highlight key achievements and experience, explain what they involved, what you got out of them and how you think they might relate to working with us.
- Summarise other activities, experience and skills if they are not as directly relevant.
- Make sure you leave enough room to tell us about your interests outside work and university.

//AREAS OF PRACTICE:

Competition, regulation and trade, corporate, dispute resolution, employment, pensions and incentives, finance, projects, real estate.

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

We have a long tradition of providing pro bono legal services and advocacy, which has developed into a broader programme of volunteering and charitable giving. We are proud to be able to use our skills and resources to increase access to justice and opportunity within our local and global communities. Last year in Australia our lawyers provided a total of over 39,000 hours of pro bono legal work.

All our lawyers are encouraged to do pro bono work and all pro bono work is billable. In addition, all staff are encouraged to volunteer and able to take a day's volunteer leave each year to work in the community. Many of our vacation clerks are able to participate in community and pro bono work and describe it as one of the highlights of their clerkship.

CLERKSHIPS

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

Applications should be submitted online via cvMail at www.cvmail.com.au

What is the anticipated clerkship intake this year?

30-35

How many clerks did the firm take last year?

26

What does the firm look for in a clerk?

We are interested in who you are and the strengths you can bring. We recruit employees from a wide range of backgrounds who possess the qualities we look for in our lawyers, such as intellectual curiosity, confidence, clarity of thought, a sense of the bigger picture, the ambition to grow personally and professionally, and the ability to develop exceptional working relationships with clients and colleagues. We look for

students who want to pursue a career in commercial law and who demonstrate a commercial awareness.

We are interested in your academic record as well as evidence of strong communication and interpersonal skills, a balanced university life, and ability to work effectively in a team.

What work does the firm offer a clerk?

The aim of the vacation clerk programme is to provide students with a taste of life in a large commercial law firm.

You can expect to work with real clients on real matters, so your actual tasks will depend on what is happening in the group at any one time. Our vacation clerks typically work on research, drafting, reviewing documents. You may have the opportunity to attend client meetings and conferences and we try to ensure that clerks are able to attend court, even if they are placed in non-litigious groups.

Our clerks also generally have the opportunity to participate in community and pro bono work taking place over the clerkship period.

As a vacation clerk, you will also 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.

Of course, there is also a variety of social events organised for the clerks.

Does the firm intend to offer clerkships to students outside their penultimate year?

It is desirable (although not a requirement) that students who wish to apply for a Vacation Clerkship be in their penultimate year of obtaining a law degree.

GRADUATES

Does the firm take graduates directly?

Most of our graduate positions are filled through our vacation clerkship programme. We do not currently have an additional graduate recruitment campaign planned, but we do sometimes offer graduate positions. We will post an update on our website, so please check back on herbertsmithfreehills.com/careers/australia/graduates/applications/dates-and-deadlines.

Does the firm assist graduates to complete their Practical Legal Training. If so, how?

Herbert Smith Freehills funds and assists graduates at the firm who need to complete practical legal training to gain admission to practice. The Co-operative Professional Programme On-line (PPO) is a part-time distance learning course which is completed concurrently with full-time work as a graduate.

What is the typical progression path of graduates in their early years at the firm?

Everyone has a different vision of what their ideal career path will be. Some of you may discover an interest in an area of the law that you may not have considered before. Others may want to change direction some way down the line.

Herbert Smith Freehills can help you further your career in whatever direction you choose. That's why we provide a range of development opportunities, designed to help you discover your strengths and find out what's right for you.

We are committed to supporting all our staff right throughout their careers with us.

We've prepared a guide you may find useful on our website: herbertsmithfreehills.com/careers/australia/graduates/your-career-journey

Clerk Profile

Alice Gardoll, Paralegal Sydney

Alice was a vacation clerk in the Herbert Smith Freehills Sydney office in 2013-214. Alice has returned as a paralegal in the Corporate group, and will join us as a graduate.

Why Herbert Smith Freehills?

I began the clerkship application process like most other law students: clueless and terrified! I was convinced that all law firms were the same, and that they would all be similarly disinterested in my application.

But once cocktail nights and first round interviews began, I realised that the world of Australian commercial law was in fact far more diverse than I had expected. I was confronted with a broad range of personalities and working cultures, and began to appreciate that I wasn't just choosing a law firm with good statistics and pretty brochures, but colleagues who would both challenge me intellectually and suit me personally. And that is why I chose Herbert Smith Freehills. Throughout the application process, the Herbert Smith Freehills lawyers I met were smart, passionate and genuine, but also able to have a laugh. I found myself arguing with partners about karaoke at cocktail nights, but having fascinating conversations about women in the workforce in my interviews. Call it whatever cliché you'd like - 'the vibe', 'gut feeling' or 'the people' - but Herbert Smith Freehills was the place I thought I could walk into every morning and do the best work whilst having the best time!

Life as a clerk

And after two months of walking into work at the Sydney office, I couldn't be happier with my decision. Three things really stood out to me in my clerkship: the quality of the work, the value I gained from my working relationships and the new friends I made. I rotated through the Dispute Resolution and Corporate groups, and found my day-to-day work immensely varied but consistently interesting. I drafted research memos on complex points of law, with deadlines that varied from three days to 45 minutes. Whilst in the Corporate team I assisted with the completion of a large M&A deal, the intensity of which was a highlight of my clerkship. I also had the opportunity to work extensively on pro bono briefs, to get involved in client meetings and spend full days in court.

But the truly valuable part of my clerkship was the chance to learn from those around me. The one-on-one time I had with my supervising partners taught me skills that you definitely

can't learn from textbooks, and their critical yet supportive engagement with the work I produced meant that I learnt so much in 10 short weeks. I believe that Herbert Smith Freehills has a uniquely open and honest work environment that encourages such learning.

And finally, the social side of clerkships can't be underestimated! Between some truly appalling volleyball games and multiple Christmas parties, our clerkship group grew incredibly close and enjoyed a great summer together. If I had to name the one thing that surprised me most about my clerkship that would be it: the lifelong friends I managed to make in such a short space of time.

Final tips

I believe the most important thing to remember throughout the clerkship application process is to be genuine. You'll have a better chance of getting a job, and a better chance that job is in a place where you'll excel and really enjoy working, alongside intelligent, hardworking and grounded people. Herbert Smith Freehills is that place for me.

Johnson Winter & Slattery

CONTACT DETAILS

// ADDRESS:

Level 25
20 Bond Street
Sydney NSW 2000

// CONTACT:

Robyn Howard, Professional
Development Manager
Robyn.Howard@jws.com.au

// OFFICE LOCATION(S):

Sydney, Perth, Melbourne,
Brisbane, Adelaide

ABOUT THE FIRM

Established in 1993, Johnson Winter & Slattery is a relatively young law firm that now occupies a unique place in the Australian legal market. We are differentiated by a “tier 1” practice capability and premium client portfolio normally associated with much larger firms, along with a genuinely collaborative culture.

Our business model distinguishes us from our rivals. At the heart of our approach is the recognition that when managing strategic and complex matters, superior outcomes are achieved through the hands-on involvement of expert senior lawyers. We therefore maintain a higher ratio of partners to lawyers than our rivals and focus on

assignments that are well suited to this low leverage structure.

This ‘low leverage approach’ results in young lawyers being fully engaged on client assignments alongside more senior practitioners, providing them with development opportunities as well as the chance to develop strong client relationships early in their careers.

CLERKSHIPS

What to expect from a seasonal clerkship at Johnson Winter & Slattery

A major reason law students choose our firm is the excellent learning environment at Johnson Winter & Slattery. It is an exceptional place to begin and develop your career.

Our clerkship program is a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery. Your introduction to our firm and the way we practise law will demonstrate why our firm is a superior place to work.

Our clerks and graduates work with senior lawyers across all of our practice areas, giving them the opportunity to

develop a broad base of experience early in their legal careers.

What we look for in a seasonal clerk

The Primary criteria for assessment of graduate applications are outstanding academic achievement, excellent communication skills and a demonstrated interest in commercial law. We look for people who are enthusiastic about succeeding in a service driven environment, will thrive in a collaborative environment and are committed to the continual development of their technical and commercial skills.

Number of positions offered

Nationally we are looking to take up to 16 clerks – the exact numbers for each state will depend on a range of factors.

Application method

Applications will only be accepted via cvMail – you can access our application form through our website or directly at cvMail.com.au

We require a cover letter, CV, academic transcript. There is also a short application form that needs to be completed online

JOHNSON WINTER & SLATTERY

L A W Y E R S

Your CAREER, YOUR CHOICE

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.

We have an established reputation for providing practical commercial solutions and outstanding client service.

THRIVE WITH NO BOUNDARIES

Our lawyers thrive in an environment that fosters collaboration with few internal administrative boundaries, free from financial targets that dominate the culture of so many other law firms. Enjoy working across practice areas. Collaborate with diverse teams of specialists across the country.

SHAPE YOUR CAREER

Strong technical and client service skills are developed through structured mentoring and professional development education programs. Be mentored by Australia's best lawyers. Get regular feedback on performance.

QUICK ACCESS TO QUALITY WORK

Our hands on and proactive approach creates an environment in which ambitious lawyers become directly involved in significant opportunities from an early stage. Work side by side with partners and play a meaningful role in strategic and complex transactions and disputes.

Law students choose our firm because we provide an excellent learning environment, and an exceptional place to begin and develop your career.

Our clerkship program is a realistic snapshot of your future as a lawyer at Johnson Winter & Slattery.

Please visit our website for more information:

www.jws.com.au/careers/clerkships



SYDNEY

PERTH

MELBOURNE

BRISBANE

ADELAIDE

jws.com.au

K&L Gates

CONTACT DETAILS

// ADDRESS:

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

// CONTACT:

Alison Maclurkin, Human Resources Specialist (02) 9513 2415
alison.maclurkin@klgates.com

Robert Anderson, Human Resources Assistant (02) 9513 2378
robert.anderson@klgates.com

// NUMBER OF LAWYERS/PARTNERS:

Australian offices: 295 Lawyers, 81 Partners

// OFFICE LOCATION(S):

48 fully integrated offices across 5 continents. Australian offices: Brisbane, Melbourne, Perth and Sydney

// AREAS OF PRACTICE

Corporate and Transactional; Energy, Infrastructure and Resources; Finance (Banking and Insolvency); Financial Services; Intellectual Property; Labour, Employment and Workplace Safety; Litigation and Dispute Resolution; Policy and Regulatory; Real Estate.

ABOUT THE FIRM

About us

K&L Gates, a US-based full service commercial law firm merged with the established national firm, Middletons, on 1 January 2013. Originally founded in Pittsburgh in 1946, the firm experienced rapid expansion within the United States followed by other key global locations. The Australian merger marked the continued expansion of K&L Gates into the Asia Pacific region and increased our global footprint to 48 fully integrated offices on five continents and more than 2000 lawyers globally.

What is unique about this firm?

Choosing a career at K&L Gates is choosing to be part of the only US based global firm in the Australian market, allowing us to access two thirds of glob-

al legal spend. We are the largest fully integrated firm in the world, operating as one partnership across all 48 offices. For example, 30% of work completed by K&L Gates is attributable to matters generated in one office and performed in another. We work as a team to share our clients, our knowledge and importantly, our success. Our offices are based in world capitals and key financial and commercial centres. Clients include industry leaders, major corporations, capital markets participants and governments. We represent global household names across all industries. This not surprisingly includes Microsoft - given the "Gates" portion of our name originates from Bill Gates' father!

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

K&L Gates recently assisted the producers of the feature documentary, "OUT in the line-up", which uncovers the taboo of homosexuality in surfing. The film follows David and Thomas (the documentary's protagonists) on a global journey to meet and surf with people from all corners of the surfing community. Throughout their travels, they hear stories of fear, isolation and self-doubt, but are also inspired by tales of hope, self-empowerment, and transformation.

K&L Gates were involved by providing legal advice in the areas of intellectual property and employment law. The lawyers involved found the experience incredibly rewarding and were able to see all of their hard work come to fruition at the world premiere.

CLERKSHIPS

The Summer Clerk Program at K&L Gates

Over eight weeks you will experience rotations in two different practice areas, one transactional and one litigious. This allows you to gain insight into a career in law, meet our people and sample our culture to determine if K&L Gates is the right career choice for you.

As a law student in your penultimate year at university, this is an opportunity to gain practical work experience through participation in client meetings, court visits and involvement in real legal work.

Professional development is provided throughout your clerkship. It begins on your first day with a comprehensive induction program and continues through your clerkship enabling you to learn important skills that lay the foundation for your legal career. You will work closely with a supervising partner or senior associate who is responsible for your daily work. A graduate or junior lawyer will also be there to provide buddy support throughout your clerkship. In addition to the daily on the job feedback and guidance you receive, you will also take part in a structured performance review at the end of both rotations.

What Does the Firm Look For in a Potential Clerk?

Solid academic results are important but to be a successful lawyer you need to demonstrate talent and skill in a variety of areas. You need to be able to demonstrate in your application commerciality, logic and attention to detail, as well as an enthusiasm for delivering exceptional service.

What Are the Prospects of Becoming a Graduate?

Our aim is that all clerks go onto join our graduate program. However, this depends on your performance throughout the entire clerkship. After each rotation, there is a performance review with your supervisor and a member of Human Resources. We consider all feedback prior to extending a graduate offer. Step Onto a Truly Global Stage. Join Us. Application dates for 2014/2015 Sydney Clerkship program are:

- Opening: 18 June 2014
- Closing: 21 July 2014

You can apply via our website www.klgates.com/careers



KING & WOOD
MALLESONS
金杜律师事务所

The Power of Together



Think Law

When you think of a law firm, what springs to mind? Grey and boring, heads stuck in legal books, and lots of 'same same' with no different.

Think Again.

Growing the future lawyer. We see your personal excellence – whether it be technical brilliance, client impact or leadership – and empower you to be your best self.

You'd be right in thinking this is an inspired choice to build a career with a global firm that's going places.

Think Law. Think Again.

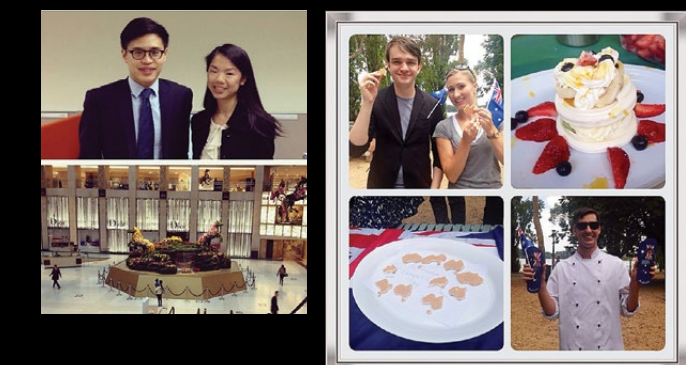


www.kwm.com

Asia Pacific | Europe | North America | Middle East

Visit our Facebook page
facebook.com/KingWoodMallesons





Think Again

If you believe the road ahead is already mapped out, a new direction awaits.

With a role that gets you in the thick of it, shaping the future for business, and making a real difference.

Think Law.

Whether it's the path to partnership, or a partnership with clients that excites you, there's plenty here to grab your attention. Being a lawyer is about more than just knowing the law - it's about having more than one perspective, a hunger for innovation, and an ability to simply enjoy the moment.

You'd be right in thinking this is an inspired career choice with a global firm that's going places.

Think Law. Think Again.

www.kwm.com

Asia Pacific | Europe | North America | Middle East

Visit our Facebook page
facebook.com/KingWoodMalleasons



King & Wood Mallesons

CONTACT DETAILS

// ADDRESS:

Level 61, Governor Phillip Tower
1 Farrer Place Sydney NSW
www.kwm.com

// CONTACT:

Mitch Barreca, Graduate Resourcing
Consultant
Telephone: +61 2 9296 3573 Email:
mitch.barreca@au.kwm.com

// NUMBER OF LAWYERS/PARTNERS:

530+ partners and 2600 lawyers
(biggest international legal network
in Asia region)

// OFFICE LOCATION(S):

Sydney, Brisbane, Canberra, Mel-
bourne, Perth, Beijing, Chengdu,
Chongqing, Guangzhou, Hangzhou,
Hong Kong, Jinan, Qingdao, Shang-
hai, Shenzhen, Suzhou, Tianjin, To-
kyo, New York, Silicon Valley, Ber-
lin, Brussels, London, Luxembourg,
Madrid, Milan, Munich, Paris,
Dubai, Saudi Arabia

ABOUT THE FIRM

What is unique about this firm?

Our vision is to create a unified, top tier international law firm headquartered in Asia. We are building a new type of international law firm for our clients with unrivalled depth, business acumen and real cultural understanding of how to get business done in China, matched in all regions in which we operate. KWM's ability to connect Asia to the world, and the world to Asia, is the genesis of our strategy and our key differentiator.

Our depth of inbound and outbound capability is unparalleled by any other firm and we are perfectly placed to assist international and domestic clients navigate the complexities that arise from unfamiliar tax and regulatory regimes and business customs, as well as language and cultural differences to manage risk and unlock value.

Reputation: over 100 international and Asia-focused awards and 50 top-tier rankings, the go-to firm for inbound and outbound China investments

Clients: from global financial and corporate powerhouses to blue-chips, pioneers and decision makers across the globe (some for over 180 years)

What significant work has the firm done recently?

Over the past 12 months we have supported our clients on some of the most innovative and complex deals that have reshaped the market. A few highlights include:

- the establishment of a fundamental piece of financial market infrastructure in Australia - sole legal adviser to the Australian Securities Exchange on the establishment of the Australian Clearinghouse for OTC Derivatives;
- the first and second Tier 2 regulatory capital issues by ANZ since the new Basel III capital requirements came into effect;
- a milestone arbitration case with the High Court confirming the constitutionality of Australia's arbitration framework for resolving international disputes;
- Australia's largest IPO in 2013 - Pact Group Holdings' \$649m IPO;
- the largest NSW Government asset transaction in history - the \$5.07 billion privatisation of two of Australia's biggest ports, Port Botany and Port Kembla;
- the biggest private equity floats of 2013 - Nine Entertainment's A\$697m listing; Virtus Health's A\$339m raising and Steadfast's A\$334 float;
- one of China's biggest recent investments into Australia - BG's sale of interests in the QCLNG project to CNOOC for \$1.93 billion;

- the largest Australian denominated securitisation transaction on record - Medallion Trust Series 2013-2; and
- 2013's largest property transaction in Australia (at the time of announcement) - Grocon's \$543m development and forward funded sale to DEXSUS Property Group of 480 Queen Street, Brisbane.

How does the firm encourage employees to learn and develop?

At King & Wood Mallesons we adopt a holistic "70/20/10" learning philosophy. This means that we encourage an integrated approach to learning, where you build capability through a range of "formal" and "informal" learning experiences, ranging from day-to-day work activities, through to the more traditional face to face learning programs.

How does the firm encourage work/life balance?

Individual workloads vary depending on what deals are going on at any one time, and we encourage people who have been putting in long hours to take a break whenever they can. We also provide a lot of support around the hard work - Health & Wellbeing seminars, activities like yoga and massage, team sports, and building resilience sessions.

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

Since 2001, our KWM in the Community program has provided pro bono legal advice to disadvantaged individuals and to charities. Our support is broad and varied, and uses the skills of our partners, lawyers, shared services and secretarial staff. We donate money, provide pro bono advice and volunteer our time.

//AREAS OF PRACTICE:

Banking & Finance, Competition/Antitrust, Corporate/M&A, Employment Law & Industrial Relations, Energy, Resources & Projects, Government & Public, Insolvency & Restructuring, Intellectual Property, International Trade & Investment, Investment Management, Litigation & Dispute Resolution, Real Estate, Construction & Environment, Securities & Capital Markets, Taxation, Superannuation & Pensions, Telecommunications, Media, Entertainment & Technology

- Helping children and young people at risk
- Helping alleviate poverty and improve community welfare

Our community program is underpinned by partnerships with not-for-profit organisations that have initiatives in these areas. Australia-wide, our community partners are the Australian Red Cross and The Smith Family.

CLERKSHIPS

How do students apply for clerkships to the firm this year?

Applications open on 18 June 2014 and can be made via our online application system at kwm.com/careers

What does the firm look for in a clerk/graduate?

We look for a number of specific competencies in our clerks and graduates including;

- Results orientation – a track record of achievement and performance in life, not just your academic career. We are looking for talented individuals who, through commitment and resilience, have demonstrated their ability to identify and achieve stretch goals.
- Intellectual curiosity - to us, intelligence is not measured by your GPA. We want deep thinkers who seek out information and diverse views to reach a practical and efficient solution to business problems.
- Client centricity – we work in our client's worlds and partner with them to achieve their business goals. We need people who can stand in the shoes of the client and experience it from their perspective. You need to have a genuine interest in the client and understand their needs to deliver an exceptional service.
- Learning agility – the international legal landscape is changing every day. We need people who demonstrate personal flexibility and an openness to dealing with change. This includes maintaining a positive attitude and managing performance in the face of ambiguity or uncertainty. You will need to think quickly, learn fast and adapt well to changing demands or circumstances.

- Broad perspective – we are growing the international law firm of the future. We seek out people with diverse perspectives who through challenger thinking help to create new insights and innovative opportunities across our global network.

- Commitment to a legal career – we recognise that it is rare for people to have 20 year careers with the same employer. We are looking for people that will have a commitment in the medium term to KWM. In return we will steer you to become your best self, during your tenure at KWM by identifying your key strengths and developing you into the best possible lawyer.

- Team work: We operate as one family, one firm working together and supporting each other across cultures. We want people who build relationships and rapport with others through emotional intelligence and a collaborative working style.

What work does the firm offer a clerk?

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

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 Mallesons – 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.

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 the team is working on.

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

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.

What does the firm offer its graduates?

The Graduate Program provides a practical business foundation for junior lawyers in their first 2 years. You'll receive:

- Meaningful work covering a wide range of practice areas, both in Australia and overseas
- 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 areas
- A practical understanding of our areas of legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes, and of course the people you'll work with.

Does the firm assist graduates to complete their PLT? If so, how?

As part of the Graduate Program, we also offer Practical Legal Training (PLT) for our Australian Law Graduates. PLT ensures that you meet the practical requirements for admission to legal practice. Delivered online during your first 8 months as a law graduate, it's a customised, in house program conducted in association with the College of Law and aligned to the work you'll do with us.

Clerk Profile

Stan McLachlan, 2013/2014 Summer Clerk

Areas of rotation: Taxation and Mergers & Acquisitions

At King & Wood Mallesons I was given interesting and challenging work and collaborated with smart and sociable individuals. I was able to observe and experience the great opportunities offered to lawyers at one of the world's leading commercial law firms.

Working with a range of talented individuals

I worked with a number of different people from a variety of teams which gave me exposure to a range of management styles. Through this experience I developed my communication and networking skills which will benefit my career during which I hope to engage with clients and colleagues in a variety of settings and jurisdictions.

My support teams

KWM offers clerks the opportunity to rotate through two practice teams. I spent time in Taxation and Mergers & Acquisitions. In each team I was assigned a buddy (a young lawyer who has been in the team for 1 or 2 years), a development coach (usually a Senior Associate), and a supervising partner. My buddies were both very friendly lawyers who helped me to assimilate into the team and answered all my administrative questions. They also provided advice on how best to perform tasks and discussed my career goals with me.

Both of my development coaches were Senior Associates in my respective practice teams and were important ports of call for interesting work. They were always willing to take time out to explain in detail the intricacies of the deals I was working on. My development coaches also provided important constructive feedback along the way which enabled me to improve my work and legal skill set, even within the short space of the clerkship.

Working alongside the partners was a great experience because I received high quality work and gained exposure to leading lawyers in the industry. Other professional services firms and more traditional legal firms often have strict internal job hierarchies which prevent younger employees from

readily accessing partners. In contrast, KWM endorse the process of "osmosis" by which young lawyers learn important skills simply by observing and absorbing the best practices executed by the top performing lawyers working around them. I was particularly impressed with how dedicated the partners were to supporting all lawyers within their team and their development.

"At King & Wood Mallesons I worked with intelligent, well-rounded individuals who invested in my development as a young lawyer."

Not just a cog in the machine, but someone whose opinion matters

One of the highlights for me was being called into a meeting in my first week with three partners and invited to offer my opinion on when a certain contract would be concluded and a how a KWM contract term should be changed to ensure it was concluded at the desired time. This and many other of my experiences at King & Wood Mallesons proved that the firm values its young lawyers not because of our indexing skills, but because we are intelligent individuals who offer different perspectives on tough legal issues.

I chose King & Wood Mallesons because it is at the cutting edge of the South East Asian legal market. Clients come to the firm because they know we have the best and the brightest lawyers to solve their challenging legal problems and offer commercially sensible advice. Finally my colleagues at King & Wood Mallesons are vibrant and tenacious individuals with whom I am excited to work and build friendships in the future.

Land on your feet

Choosing which law firm to apply to is a really big decision. And like that brand new suit, you've gotta choose one that fits.

Luckily for you, Lander & Rogers believe that there's a whole lot more to life than the law. So while we're all about working smart and achieving incredible things, we also understand that people have a life outside of work hours. In fact, that's how we like it. People with depth and dimension. So if that sounds like you, then you'll really land on your feet at Lander & Rogers.

To find out how you can land a clerkship with a difference, visit www.landerson.com.au/careers or call Laura Grant on **03 9269 9333**



for a clerkship with a difference



Lander & Rogers
Lawyers

Contact information

Address: Level 19, Angel Place, 123 Pitt Street
SYDNEY NSW 2000

Web: www.landerson.com.au

HR Contact: Laura Grant, Graduate Resourcing
Consultant

Email: lgrant@landerson.com.au

Phone: +61 3 92699333

About Lander & Rogers

Lander & Rogers is a leading independent Australian law firm operating nationally from Melbourne and Sydney.

We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and will strengthen our culture. The firm comprises 60 partners and more than 400 lawyers, support and internal services staff. We have grown organically, resulting in a highly cohesive firm sharing a strong work and services ethic, and high staff and partner retention rates.

The firm's legal services are multi-disciplinary in nature and in our Sydney office cover Corporate, Commercial Disputes, Insurance Law & Litigation, Property, Projects & Infrastructure and Workplace Relations & Safety.

Our commitment to our client relationships, both professional and personal, is one of the reasons we believe we stand out from other firms. Our strong relationships with many household and global brands, such as Wesfarmers, Qantas, Telstra, Ford, Bosch, AECOM, Orica, Bunnings, M2, Mercer, BlackRock and Stockland are testament to our offering.

Pro Bono & Community Support

Lander & Rogers is committed to developing a culture and business which supports the undertaking of pro bono work and other similar initiatives in the community. We have a market leading pro bono program in place which focuses on matters of access to justice, social inclusion and community service work, and is driven by a dedicated pro bono partner. We treat pro bono work as equally important to the firm as paid work.

What it's all about

Our innovative summer clerkship program is built on learning and fun and we'll do everything we can to show you the way by giving you a chance to have a go for yourself.

On joining us you'll be teamed with two lawyers for each of your two rotations (one experienced, and another a little closer in level to you) who will immerse you in the day to day running of their practices. What that means on

a practical level will vary depending on the practice group you join (we'll ask you to indicate your preferences), and could involve

- Researching points of law and summarising your findings
- Drafting correspondence, court documents and sections of commercial agreements
- Reviewing and analysing legislation and case law,
- Observing our lawyers in action at meetings, conferences, mediations and court
- Attending practice group discussions

It's not all work

We value our people and understand the importance of our staff maintaining a healthy and balanced lifestyle and we encourage our summer clerks to get involved in life at Landers as much as possible during their time with us.

Our health and wellbeing committee, LandersMax!, encourages our people to get involved in various activities, including BootCamp, Pilates, tennis, triathlon and indoor sports competitions, language classes, in-house massage, social events and much more.

What we look for

We're in the business of dealing with people, whether that is each other, our clients, barristers or you. So, we aim to recruit people who are friendly, down to earth, and who can engage with a whole range of people in the workplace.

You'll also need intelligence to tackle the most interesting of legal scenarios, energy to absorb new concepts and a willingness to work productively with lots of different people.

We don't expect that you'll be a gun at all of these things straight away, but when we meet you at interview we'll be curious to learn more about your potential to handle these things in the future, based on the skills and experience you've already built through studying law (combined with other disciplines like arts, commerce and science) and any legal and non-legal part-time work, volunteer work and university activities you've tackled.

A carefully prepared and professionally presented application letter and CV are the key to maximising your potential to secure an interview, and offer an excellent opportunity for you to identify the skills and attributes that you believe will be of value to our firm.

See our website to learn more about the experiences of our people, why they chose Lander & Rogers, and why they choose to stay with us. www.landerson.com.au.



Maddocks



Feel **empowered** from day one

A leading legal firm in government, infrastructure and services - Maddocks is a great place to build your career.


Are you energised by trust? Our team sees the value in vibrant, dynamic clerk and graduate programs. We love to see our clerks and grads get their hands dirty. Hands-on experience on a range of matters and exposure to our diverse teams breeds the confidence you'll need to take the next step.

We're committed to our clients (and our people). In fact, our brand and business reputation is built on them. Our people enjoy a culture based on core values that ring true across the firm: integrity, stewardship, collaboration, innovation and diversity.

To meet our current graduate stars and learn how to join the team, head to:

www.maddocks.com.au/careers

 [/MaddocksLaw](https://www.facebook.com/MaddocksLaw)



Minter Ellison's clerkship program

What attributes will I need to succeed?

We look for individuals who are passionate about forging a career in commercial law. Our lawyers display plenty of initiative and a passion for doing their best. For us, it's not about what university you went to or your background, but rather your superior technical achievement and commitment to being part of our collaborative team.

What learning and development training will I receive?

We'll equip you to achieve your best through a comprehensive orientation program, including sessions designed to develop technical abilities, research skills and an understanding of ethical and professional responsibility requirements. Our senior lawyers are passionate about sharing their knowledge and experience - and they are leaders in their field - meaning you get to work alongside some of the best legal minds in the business.

By joining Minter Ellison's clerkship program, you'll put yourself on the path to a highly successful career in commercial law.

Is the duration and exposure provided by the clerkship enough to decide whether commercial law is for me?

Our vacation clerkships can be a 2 to 12 week period - giving you a taste of what it's like to work at Minter Ellison, handling the tasks our lawyers undertake everyday. Plus a comprehensive orientation program and on the job training will build your legal skills and commercial acumen. So there is no better way to decide whether commercial law is right for you! Find out what a day in the life of a Minter Ellison clerk is really like <http://clerkships.minterellison.com/>

What overseas opportunities will I have?

With offices across Australia, in Asia and in the UK - there's no limit to the range of career opportunities our clerks and lawyers can explore. Each year we offer a number of high-performing Australian clerks the opportunity to enjoy a two-week placement in our Hong Kong office. This is a great opportunity to work in a foreign jurisdiction whilst embracing the local culture. Our international junior lawyer secondment program also gives our younger lawyers the chance to enjoy a six month stint living and working in our Hong Kong office - one of the commercial capitals of the world! Don't just take our word for it visit our ME Abroad blog at <http://overseas.minterellison.com>

Every day, every person at Minter Ellison plays a vital role in helping clients to close deals, find solutions, resolve disputes, grasp opportunities and create value. You'll work with and be mentored by some of the best legal minds in the business. We'll offer you real work experience and help you to develop the legal and commercial skills you need to achieve excellence.

ABOUT MINTER ELLISON

We're an Australian-based international law firm offering a full range of legal services to an impressive list of clients across Australia, in Asia and globally. Recognised for our clear thinking, our strong technical skills and ability to deliver practical solutions have led to our involvement in the Asia Pacific's most innovative and high-profile transactions.

OUR SERVICES

Global divisions

- Construction
- Corporate
- Dispute resolution
- Finance
- Human resources & Industrial relations
- Real estate
- Taxation

Global industry sectors

- Energy & resources
- Financial services & Insurance
- Government
- Health & ageing
- Infrastructure
- Telecoms, Media & Technology

*Real people
achieving excellence* ■

For more information on vacation clerkships or the Minter Ellison graduate program please go to www.minterellison.com/careers



MinterEllison

L A W Y E R S

//Clerk Profile

Summer clerkship story – Melissa Werry – University of Sydney student

The average law student spends over five years at university, probably reading around seven pine trees worth of text books and court judgments during this time - as a conservative estimate. They develop acute short-sightedness after repeatedly glaring at said pages under the dim light at daybreak, and accidentally morph into the stereotypical law school hipster sporting big square spectacles and a coffee cup as a semi-permanent extension of their arm. They become better attuned to the voice of their lecturer than that of their best friend or significant other.

And yet, for all the hours and eyesight we sacrifice to learning the law, when posed the question of what working as a lawyer actually entails, most of us lift our response straight out of Suits. Probably not the most reliable basis from which to form assumptions about one's entire professional future, though... My summer clerkship catapulted me out of the lecture theatre and straight into a buzzing corporate law firm, putting all my preconceived notions to the test. Thankfully, I was both reassured and motivated by what I discovered.

Minter Ellison's program essentially lets you 'try before you buy'. During my 10 week stint I rotated through three different practice groups, allowing me to compare and contrast the types of law practiced in each area and what practice might suit me best.

Daily life at the firm

My first rotation was in the Human Resources and Industrial Relations team. This team provides legal advice to clients as well as running litigation in court - a rare mix in a corporate firm. Word on the street (Phillip Street, that is) is that you're either a transactional or litigation-oriented lawyer at heart, and that you'll discover this pretty quickly - so the mix was invaluable when considering which option appealed to me the most.

Some of my day-to-day tasks in the HRIR team included legal research (I was lucky enough to arrive just as the team was preparing for a case before the High Court!), preparing court documents and forms, taking notes in client conferences, attending telephone conciliation sessions, and even drafting briefs to counsel. The level of responsibility I was given was definitely a pleasant surprise. I tried to play it cool when I was asked to draft advice for an actual-real-life-human client! After years fictional clients and scenarios, I'm not sure I managed to hide just how chuffed I was to be entrusted with the task.

My second rotation introduced me to a different side of the law, in the heavily transaction-based Private Equity and Cap-

ital Markets team. I got to dive head first into the world of finance and business - things which (as an Arts student majoring in English) I never expected I would enjoy quite as much as I did. I was able learn what makes very successful companies tick, and the strategy and planning behind their growth. I arrived while the team was in the throws of advising a huge client on launching an Initial Public Offering, which landed me a spot in a high-powered corporate governance meeting with the CEOs and Directors as they negotiated their preferred strategy. This moment was probably the closest I came to hallucinating that I was an extra on Suits.

My final rotation was with the Financial Services team where I enjoyed a mix of legal research tasks whilst assisting the team prepare for corporate transactions. I discovered how my legal studies fit together with practice when asked to prepare a guide to the potential liabilities faced by company directors under Australian legislation - a favourite topic of any corporations law lecturer. I also had the chance to draft a client letter based on the results of a legal research task I was given. Practising my drafting skills also taught me to focus on clarity and directness of my writing.

Beyond the office

Although the summer clerks rarely had a moment to spare at the office, there were plenty of chances to get involved in the many social events that happen at large firms like Minter Ellison. Weekly sports competitions, a clerk cruise, inter-firm trivia, firm drinks and Christmas parties meant no one remained strangers for long! The people I met actually made my experience much more than a learning curve - it turned out to be one of my most memorable and enjoyable summer breaks yet. Plus, sharing the journey alongside another 20 fresh-faced summer clerks meant I left with plenty of new friends.

Beyond the clerkship

I'm now returning to my final year of uni with a greater hunger to learn and a different perspective on the law, thanks to my clerkship. Perhaps the most valuable thing I have gained is a new understanding of the law's role in achieving commercial objectives. As a student, you deal with the purist form of the law, debating legal problems in a theoretical bubble, away from the commercial realities. It's been exciting to discover the breadth of understanding a lawyer must possess in regards to their clients' strategic business objectives, in order to use the law as a sharp instrument for achieving their wider goals. The summer clerkship has left me feeling equipped to finish my studies and enter the legal profession armed with an informed perspective - and new friends waiting on the other side.

I knew where I wanted to go.

They made sure I got there.

‘The summer clerkship programme provides a real taste of how a legal practice operates. I returned to Norton Rose Fulbright as a graduate in February 2013 and recently finished my first rotation in corporate mergers and acquisitions. I am now working in the insurance group.

The work I have been exposed to as a graduate includes drafting transaction and corporate governance documents, managing due diligence processes, and liaising with clients.

I chose Norton Rose Fulbright because it is a top ten global legal practice. Not only does it offer graduates the opportunity to do an overseas rotation, but the day-to-day work that I have been involved in has been global in nature.

Although the work is challenging at times, it is extremely rewarding. I have been very fortunate to be able to surround myself with great people who have been terrific mentors.’

Caroline Boyd, graduate, joined February 2013

.....

To see how you could define your own path within our global legal practice, visit:

nortonrosefulbrightgraduates.com/australia

Progress with purpose



Introduction

Norton Rose Fulbright Australia is a member of the Norton Rose Fulbright Group, a leading international legal practice offering a full business law service to many of the world's pre-eminent financial institutions and corporations.

We are one of the largest international legal practices in Australia, with offices in Brisbane, Canberra, Melbourne, Perth and Sydney.

We are strong in financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; and pharmaceuticals and life sciences.

We take the view that we are only as strong as our people – which is why quality training and flexible work programmes are paramount to our business. We deliver an extensive range of training programmes targeted at specific stages of our lawyers' professional development.

Summer Clerkship Programme

The summer clerkship programme runs for 10 weeks in Brisbane, Melbourne, Perth, and Sydney and will commence in late November 2014.

As a Norton Rose Fulbright Australia summer clerk, you will have the chance to spend five weeks in one practice group and then rotate into a different practice area for a further 5 weeks, to broaden your knowledge as much as possible. Our clerkship programme is your opportunity to start building a career with a global legal practice, doing meaningful work of value. You will also get to know our people and work closely with our Associates, Senior Associates and Partners. All in all, it is an opportunity to experience what life is really like as a commercial Lawyer.

You will attend various induction sessions, as well as firm wide CLE training and talks from graduates about spending time on secondment to one of our International offices. During your time at Norton Rose Fulbright Australia you will get to participate in actual work with clients – which could involve anything from legal research to attending client meetings or court visits.

Graduate programme

The Norton Rose Fulbright Australia graduate programme runs for a 24-month period and consists of four six-month rotations, which allow you to experience a wide variety of legal work and develop a comprehensive skill set. With this breadth of experience, you will be able to confidently identify the area that best suits your talents and career goals.

As part of our national graduate programme, we now provide graduates in their second year of the programme with a unique opportunity to undertake a four month rotation in one of our international offices. This formalised learning opportunity introduces you to the broader Norton Rose Fulbright Group, including regional and global clients, Partners and staff, and gives invaluable experience of different cultures and legal work. Global thinking is essential in all our graduates and you will embrace the international opportunities on offer.

The application and interview process

If you are interested in applying for a summer clerk position at Norton Rose Fulbright Australia, you should apply online. You will need to submit your academic transcript, an up-to-date CV and a covering letter.

The interview process consists of two interviews and an information session over a number of weeks. You will have the opportunity to meet Partners and Associates from different groups across the practice, as well as contacts in Human Resources.

Please apply online at www.nortonrosefulbrightgraduates.com

AUSTRALIA'S NEWEST LEGAL FORCE

ON 31 MARCH 2014 THOMSONS LAWYERS & HERBERT GEER
MERGED THEIR LEGAL PRACTICES TO FORM THOMSON GEER.

ADVICE | TRANSACTIONS | DISPUTES
Domestic & Cross Border

www.tglaw.com.au

Sydney | Melbourne | Brisbane | Adelaide

THOMSON GEER
LAWYERS

Summer Clerkship Program

We offer a structured program where Clerks learn through a combination of hands-on experience, training, coaching and observation. All of our clerks have the opportunity to:

- Attend client meetings
- Observe court proceedings
- Conduct legal research
- Develop technical skills in areas such as drafting, due diligence and discovery
- Participate in team meetings, training and continuing legal education programs

We'll do our best to match you to the area of practice in which you would prefer to complete your Clerkship – it's really important to us that the clerkship experience helps you to make the right choice for your career.

PRACTICE AREAS

- Banking & Finance
- Corporate & Commercial
- Dispute Resolution & Litigation
- Employment & Safety
- Environment, Planning & Climate Change
- Insolvency
- Mergers & Acquisitions
- Property & Development
- Tax

INDUSTRY SECTORS

- Advertising, Marketing & Media
- Agribusiness
- Biotechnology & Pharmaceutical
- Construction & Infrastructure
- Franchising
- Funds Management & Financial Services
- Government
- Health, Aged Care & Retirement Villages
- Gaming & Leisure
- Insurance
- Manufacturing, Export & Trade
- Mining, Energy & Resources
- Transport & Logistics

You will find our partners and staff approachable and always happy to share their knowledge and experience with you. We encourage our Clerks and Graduates to get as much exposure to different practice areas and ways of working as they can – this is a reflection of how we work as a wider organisation: a fully integrated, cohesive, national team.

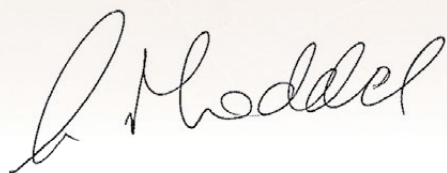
Important Dates	
Applications open	18 June 2014
Applications close	21 July 2014
Panel interviews	Week commencing 18 August 2014
Networking event	2 September 2014
Offers made	26 September 2014
Programs	24 November 2014 – 19 December 2014 19 January 2015 – 13 February 2015

If you're a talented and ambitious law student who is keen to kick-start their legal career with a dynamic commercial law firm, we're looking forward to hearing from you!

Apply at: www.tglaw.com.au



Everyone at TressCox is committed to helping you become a good lawyer. I didn't come across anyone who was 'too busy' to help or answer any of my questions. Being pretentious is just not part of the culture here.



Alexander Moddel
TressCox Summer Clerk 2013/14
Sydney

At TressCox Lawyers there is nothing more important than developing our people to be the best they can be. Our Summer Clerkship programme exposes you to real legal work, with one on one support from our Partners and senior legal team members.



Discover the TressCox Difference
www.tresscox.com.au/careers

TressCox

CONTACT DETAILS

// ADDRESS:

Level 16, MLC Centre
19 Martin Place
Sydney NSW 2000

GPO Box 7085
Sydney NSW 2001

Ph: 61 2 9228 9200
Fax: 61 2 9228 9299

// CONTACT:

Sharon Harrington – HR Adviser
61 2 9228 9398 sharon_har-
rington@tresscox.com.au

// NUMBER OF LAWYERS/PARTNERS:
118 lawyers, 38 partners nationally

// OFFICE LOCATION(S):

Sydney, Melbourne, Brisbane and
Canberra

// AREAS OF PRACTICE:

Our key sectors include Corporate &
Commercial, Litigation and Health

ABOUT THE FIRM

TressCox is an Australian law firm with an established heritage and track record with offices in Sydney, Melbourne, Brisbane and Canberra.

TressCox has an impressive track record in corporate and commercial law, litigation and dispute resolution. Our expertise is unrivalled in a variety of sectors such as health, media, entertainment and insurance. Since inception, our client base has ranged from individuals to large multinational companies and government departments

Our core values consist of Teamwork, Client focus, Respect, Integrity, Continuous Improvement and Fun.

How does the firm encourage work/life balance?

We understand that people need balance, so we stress the importance of workplace flexibility and lifestyle. TressCox provides every opportunity possible, which includes options to purchase additional annual leave, remote access to IT systems to ensure smarter working environments instead of longer - and many more.

Why work with this firm?

At TressCox, we are instrumental to our clients' success by offering cost-effective, definitive legal advice – delivered by the most dynamic people.

What makes a good lawyer? ... We believe it is so much more than legal knowledge and expertise. It is about being creative and diligent, while enjoying the challenges and opportunities of a competitive environment, and working as part of a team.

Our support team members are acknowledged for their ability to add value to our practitioners and the Firm as a whole. We recognise that our most valued resource is our people and the contribution they make.

Our teams are as diverse as our areas of practice. It is their achievements, expertise and ideals that shape our culture and our future. We therefore seek innovative, dynamic members who can add value to and continuously improve these teams.

Our culture is simple. We have a positive, fun environment that aims to satisfy the individual's career aspirations. We encourage our people to become an integral part of the team, while striving for personal and professional development. We offer a diverse range of practical training and technical resources to assist with career pathing, growth and development. We also understand

that people need balance, so we stress the importance of workplace flexibility and lifestyle. We also have a very active Social Committee and coordination of many sporting teams and events.

CLERKSHIPS

What is the application process like for clerks?

Initially applications are received in written format, followed by an interview style meeting in an open and friendly environment. Successful candidates then have the opportunity to meeting legal members and HR in a formal second round interview process.

Applications close 21 July 2014. Apply using CVMail and include a covering letter, CV and academic transcript.

What specific qualities does the firm look for in a potential clerk?

TressCox is interested in high calibre, self-motivated, enthusiastic team players. We are looking for high performers and future leaders who will contribute to the growth of our firm.

What kind of responsibilities can a clerk expect in the firm?

Clerks will have the opportunity to be part of a busy and dynamic legal team doing real legal work, and the rotational nature of our program allows you to move through various partner teams, giving you the opportunity to gain exposure in different areas of law. During your practical legal experience you may have the opportunity to attend Court hearings, undertake research tasks, draft legal correspondence and documents, observe client meetings and conferences and present at one of our in house seminars.

What is the anticipated clerkship intake this year?

Approximately 5.

Addisons

CONTACT DETAILS

// ADDRESS:

Level 12, 60 Carrington Street, Sydney, 2000

// CONTACT:

Samantha Pearce / HR Manager, 02 8915 1089; samantha.pearce@addisonslawyers.com.au

// WEBSITE:

www.addisonslawyers.com.au

// OFFICE LOCATION(S): Sydney

// AREAS OF PRACTICE:

Property, Construction & 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 this 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.

What significant work has the firm done recently?

Bega Cheese – acted for this client in the long-running takeover battle for Warrnambool Cheese and Butter. Other bidders were Murray Goulburn and Saputo, who was the eventual successful bidder.

Sydney Ports Corporation – advice to Sydney Ports in relation to the upgrade of the Overseas Passenger Terminal, Circular Quay.

Virgin Enterprises Limited – advice on all of Virgin Group’s IP work in Australia for more than 13 years.

What does the firm look for in a potential employee?

We look for people who have excellent academics, have 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.

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. Individual 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.

CLERKSHIPS

How do students apply for clerkships to this 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.

What work does the firm offer a clerk?

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

Banki Haddock Fiora

CONTACT DETAILS

// ADDRESS:

Level 10, 179 Elizabeth Street, Sydney, NSW 2000, Australia

// CONTACT:

Phone 92663400
Email email@bhf.com.au

// WEBSITE

ww.bhf.com.au

// OFFICE LOCATION(S):

Sydney

// AREAS OF PRACTICE:

Commercial

ABOUT THE FIRM

What is unique about this firm?

Banki Haddock Fiora is an independent commercial law firm. We combine expert advice with a practical and creative approach. We specialise in intellectual property, media, information technology, dispute resolution and corporate and commercial law.

Our clients have commercial interests in publishing, communication technologies, broadcast media, entertainment, content development, computing, education, research and development, pharmaceuticals, food manufacture, primary industry, fashion, energy and finance.

What does the firm look for in a potential employee?

Our firm practises in a field that attracts many applicants for positions.

Our staff are motivated, enthusiastic and genuinely interested in our clients and their businesses.

We do not require new employees to have previous experience in the areas in which we practise, although a demonstrated interest in intellectual property, information technology and the media is an advantage.

We work in a boutique city environment. Although our structure has many advantages in the flexibility it can provide for employees, we do require our staff to be dedicated, hard working and relatively cheerful.

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

Our lawyers are experts in their respective fields, and we have a carefully targeted pro bono program. The firm is a member of Justice Connect, and through that body we have assisted various artists and arts groups.

We provide legal services for the Walkley Foundation, a not for profit company established to foster excellence in journalism and support a robust and independent media and Beyond the Orphanage, an Australian charity working in partnership with local communities in Ethiopia sponsoring education and health programs for orphans

Banki Haddock Fiora is patron sponsor of Springboard Enterprises, a global

non-profit where entrepreneurs, investors and industry experts meet to build great, women-led businesses. The 500 women-led companies that have participated in a Springboard accelerator over the past 13 years have raised more than USD\$6.2 billion in capital, including 10 IPOs and legions of high value M&As. Notably, 82% of these companies are still in business, generating USD\$4 billion in revenues and creating tens of thousands of new jobs.

We recognise the importance of educational institutions, and we are the proud sponsors of the Banki Haddock Fiora prize at the University of New South Wales Law School. The prize is awarded each year to the highest achieving second year student in the postgraduate Juris Doctor (JD) degree.

CLERKSHIPS

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

Please send a letter outlining why you want to work at Banki Haddock Fiora, together with full details of your employment and academic history by mail or in pdf to haddock@bhf.com.au.

Brown Wright Stein Lawyers

CONTACT DETAILS

// ADDRESS:

Level 6, 179 Elizabeth Street, Sydney NSW 2000
PO Box A2625, Sydney South NSW 1235

// CONTACT:

Hazel Singh | HR Advisor
t: +61 2 9394 1068
e: hjs@bwslawyers.com.au

// WEBSITE:

www.bwslawyers.com.au

// OFFICE LOCATION(S): Sydney

// AREAS OF PRACTICE:

Our lawyers share experience across a variety of sectors and are united in their practical, problem-solving approach.

Brown Wright Stein provides legal advice in the following areas:

Corporate and Commercial Law, Taxation Law, Litigation & Dispute Resolution, Insolvency & Bankruptcy, Employment Law, Property Law, Asset Protection & Wealth Management, Estate Planning, Elder Law, International Dispute Resolution; Marketing & Advertising.

ABOUT THE FIRM

What is unique about this firm?

We are a commercial law firm that specialises in working collaboratively with business owners and aspirational individuals. Our long-term relationships with clients provides us with a deep understanding and insight into the nature of owner-managed businesses and what makes them tick.

What does the firm look for in a potential employee?

Brown Wright Stein is looking for graduates who demonstrate initiative, a passion for delivering creative solutions and an understanding of the importance of building and maintaining enduring relationships with clients and colleagues. We are looking for enthusiasm, energy and a hands on approach.

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

Brown Wright Stein has extensive experience in charity law and is actively involved with a number of charitable organisations including Windgap, Giant Steps Sydney, the Stroke Recovery Association, the IT Fund for Kids, the Australian Mitochondrial Disease Foundation, Mercy Aged Care and Mercy Community Services.

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

At Brown Wright Stein, we believe a genuine work life balance is an essential element of a successful legal career and we provide benefits to professional staff including: gym membership; further education opportunities; opportunity to attend an overseas summer or winter conference; and a fun, dynamic work environment.

GRADUATES

Does the firm take graduates directly?

No

If so, what is the method of application for graduates?

Submit applications online via: <http://www.bwslawyers.com.au/careers.aspx>

You are encouraged to provide additional information if you feel it will enhance your prospects for interview, and you may also include your own resume and covering letter if you wish. As part of the Universities Graduate Program, it is advisable that you familiarise yourself with the Conditions of Participation, through our website, before you lodge your application.

Brown Wright Stein has an annual graduate intake process in line with the dates outlined below. 2014 Graduate Employment Program deadlines:

Tuesday 4th March: Applications open
Friday 18th April: Applications close at 5pm

Monday 12th May: Interviews commence

Friday 13th June: Offers can be made

Friday 20th June: Offers must be accepted/declined by 5pm

What does the firm offer its graduates?

Brown Wright Stein provides graduates with a challenging and rewarding work environment. Our graduates begin working with clients almost from day one, and participate in a formal mentoring program to assist in the development of their skills and legal practice.

Champion Legal

CONTACT DETAILS

// ADDRESS:

The Loft, Level 8, 30 Carrington Street
Sydney NSW 2000
DX 301 Sydney

// CONTACT:

Michelle Forrester/ mforrester@champion.com.au
T: 02 8676 6420
M: 0412 635 342

// WEBSITE:

<http://www.champion.com.au/>

// OFFICE LOCATION(S):

Sydney, Parramatta

// AREAS OF PRACTICE:

Business acquisitions, Business structures & asset protection, Trade practices and consumer law, Director responsibilities, Debt recovery Commercial and collaborative agreements, joint ventures, Intellectual property, Sale, acquisition and leasing of property, Compliance issues, Succession planning, Employment law and OH&S, Mediation, Litigation and court representation

ABOUT THE FIRM

What is unique about this firm?

Champion Legal has the right balance – work ethic, range of legal services, client mix and culture. With offices in Parramatta and the CBD, the firm advises corporates, government, SMEs and individuals. The culture is friendly and supportive. Everyone is encouraged to take responsibility, to stretch their ability and to take initiative. The partners are approachable, and experts in their fields. For lawyers starting out, you get to do real legal work straight away – meet clients, attend client briefings, go to Court. The firm has flexible work

practices, a learning and development program, a summer clerk program, a bi-annual performance appraisal process, staff social activities, an employee referrals rewards initiative, and more.

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

Our staff contribute in many ways to the community through pro-bono advice, as volunteers on committees, and making charitable donations. Organisations that the firm and staff have supported include:

- Parramatta Rotary Club
- Parramatta City Chamber of Commerce
- Northcott Disability Services
- The Shepherd Centre – fundraising on Loud Shirt Day
- Children's Medical Research Institute – staff participating in Jeans for Genes day
- Cancer Council – supporting Pink Ribbon Day, Australia's Biggest Morning Tea

CLERKSHIPS

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

Submit applications online via <http://www.champion.com.au>

Key dates

- 19 June 2013: Applications open
- 19 July 2013: Applications close at 5pm
- 19 August 2013: Interviews commences
- 30 September 2013: Offers made to applicants
- 4 October 2013: Offers accepted or declined
- 8 January 2014: Summer clerkship program commences
- 21 February 2014: Summer clerkship program concludes

What is the anticipated clerkship intake this year?

3 maximum

What does the firm look for in a clerk?

While academic results are important, they are not the only selection criterion. We want well-rounded and interesting people as summer clerks - people who share our values, who have a passion for the law, a sense of community, are lateral thinkers, who are flexible, who work as a team and treat others with respect. Many of our clients are the backbone to the Australian economy – small to medium sized businesses. We want people who recognise the importance of SMEs to our economy, who are interested in protecting their interests and seeing them prosper.

What work does the firm offer a clerk?

The Summer Clerkship Program is first hand real life work experience. Structured over 2 months, you get to work with partners and lawyers on real matters. You will be exposed to a range of legal disciplines and clients as you are rotated across our practice groups. You will undertake research, attend client conferences and meetings, draft documents, attend Court hearings, participate in the firm's CLE workshops, and attend our social activities.

The program is fixed and paid employment commencing Wednesday 8 January 2014 through until Friday 21 February 2014.

Does the firm take graduates directly?

No

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

No

Does the firm take graduates directly?

No

Clifford Chance

CONTACT DETAILS

// ADDRESS:

Level 16, 1 O'Connell Street, Sydney
NSW 2000

// CONTACT:

Debbie McKell
(02) 8922 8000
debbie.mckell@cliffordchance.com

// WEBSITE:

www.cliffordchance.com

// OFFICE LOCATION(S): Sydney

// AREAS OF PRACTICE:

Corporate/M&A, Litigation and
Dispute Resolution, Finance and
Capital markets, Projects, Energy
and Resources, Real Estate, Competition and Funds

ABOUT THE FIRM

What is unique about this firm?

Clifford Chance offers a global scale and depth of legal opportunities that is hard to match with more than 3,600 legal advisers located in 36 offices around the globe.

What significant work has the firm done recently?

Recently we advised Shell on the binding agreement to sell its Australia downstream businesses (excluding Aviation) to Vitol for approximately A\$2.9 billion (US\$2.6 billion) and multinational Rockwood Holdings Inc on its US\$1 billion joint venture with China's Chengdu Tianqi Industry Group, that will give Rockwood a 49% ownership interest and Tianqi a 51% interest in Australia's Talison Lithium Ltd.

How does the firm encourage employees to learn and develop?

Our success depends entirely on the quality of our people. We offer legal and business skills training to all our em-

ployees within Australia, and through overseas secondments and training courses.

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.

INTERNATIONAL

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Our Sydney and Perth offices have places and program for Australian clerks and graduates as do many of our other 34 offices, depending on local requirements and regulations.

What international opportunities does the firm offer?

With 36 offices around the world, we can offer opportunities at all stages of a lawyer's career. All graduates recruited by our Australian offices can spend six months in one of our Asia Pacific offices (usually Hong Kong or Singapore) as part of their training.

CLERKSHIPS

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

Applications are made via our website. Students need to submit their application, a cover letter together with their most recent academic transcript. Applications for clerkships open on Wednesday, 18 June 2014 in Sydney and Monday, 1 September 2014 in Perth. Perth is offering a Summer Vacation open day in February 2015.

What is the anticipated clerkship intake this year?

3-4 summer clerks in Sydney

What work does the firm offer a clerk?

Our clerkship program will give you an insider's view of a career in law, providing valuable insight into what working here is really like. During the 9-week scheme in Sydney, you will have the opportunity to sit in three of our practice areas. As such you will benefit from quality work experience and work related learning. You will be involved in live projects, with the support of closely integrated team of qualified lawyers. You will also participate in a variety of training exercises and social and networking events. You will be able to explore your career aspirations while developing your skills and commercial awareness in our clerkship program.

GRADUATES

Does the firm take graduates directly?

The firm has in the past accepted applications directly from graduates but going forward, graduates will hopefully be taken from our Summer Clerkship Program in Sydney and Summer Vacation Open Day in Perth.

What does the firm offer its graduates?

The two-years of training is structured around four six-month placements, known as 'seats', in different practice areas. Each seat brings you into contact with new clients and colleagues, as well as different areas of law. You will work with a number of experienced lawyers on a variety of transactions and matters to develop your expertise, exposure and experience. You will also have the opportunity to spend a seat in one of our overseas offices in the Asia Pacific region.

Davis Polk & Wardwell

CONTACT DETAILS

// ADDRESS:

18/F The Hong Kong Club Building, 3A Chater Road, Central, Hong Kong

// CONTACT:

Terese Au Yeung
Phone: +852 2533-3340
Email: terese.auyeung@davispolk.com

// WEBSITE:

www.davispolk.com

// OFFICE LOCATION(S): New York, Washington, Menlo Park, Beijing, Hong Kong, Tokyo, London, Paris, Madrid, Sao Paulo

// AREAS OF PRACTICE:

Equity Capital Market, Debt Capital Market, Mergers & Acquisition, Private Equity, Enforcement & Lit-

ABOUT THE FIRM

What is unique about this firm?

We work with the leading companies in the world, frequently on matters and cases that are unprecedented in size, scope and complexity. Our practices – all of them – rank among the highest in the profession worldwide. No one offers smarter, more dedicated lawyers or more meaningful leadership in innovation. 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.

What significant work has the firm done recently?

Last year, we completed the acquisition of Canada's Nexen by our client, State Owned Enterprise oil & Gas giant, CNOOC. This is the largest ever successful outbound acquisition by a

Chinese company to date. This deal has since won many awards including Deal of the Year (FinanceAsia 2013); one of China Business Law Journal's 2013 Deals of the Year; and China Law & Practice's Energy & Natural Resources Deal of the Year 2013.

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 that it is important to keep our associates fit and healthy, the firm sponsors sporting activities such as dragon-boating, soccer and basketball and subsidises gym memberships so that lawyers can work off steam and de-stress.

INTERNATIONAL

What international opportunities does the firm offer?

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.

"The entire team was most approachable, knowledgeable and willing to teach me new things, which greatly benefited my appreciation and understanding of the 'big picture'. I was given hands-on experience in a wide range of work, such as IPO applications, arbitral proceedings and drafting reform proposals to government advisory bodies."

- Victor Yip,
Summer Associate in July 2013

CLERKSHIPS

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

Students interested in our vacation scheme should apply online with a covering letter, CV and transcripts.

What is the anticipated clerkship intake this year?

We anticipate taking on 6 clerks each for December and January.

How many clerks did the firm take last year?

We had 2 clerks in December and 6 in January.

What does the firm look for in a clerk?

We are interested in students who are hardworking and driven. They should have with strong academics, Chinese language abilities and cultural sensitivity.

What work does the firm offer a clerk?

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.

Gadens

CONTACT DETAILS

// ADDRESS:

Level 16
77 Castlereagh Street
Sydney NSW 2000

// CONTACT:

Sherry Saliyb
(Recruitment Advisor)
E: Sherry.saliyb@gadens.com
T: 02 9035 7192

// WEBSITE:

<http://www.gadens.com>

// OFFICE LOCATION(S): Brisbane, Melbourne, Sydney, Perth, Port Moresby, Singapore, Adelaide

// AREAS OF PRACTICE:

We have an established reputation as a leading legal service provider to clients in the banking and finance, property and construction and energy and resources sectors. Our areas of practice include corporate advisory and tax, insurance and insolvency, intellectual property and technology, dispute resolution, employee relations and safety, planning environment and government.

ABOUT THE FIRM

What is unique about this firm?

Gadens is an Australian top 10 legal services provider. We have close to 145 partners and 1,200 staff throughout Australia, Papua New Guinea and Singapore.

We have an established reputation as a leading legal service provider to clients in the banking and finance, property and construction, and energy and resources sectors.

We work with major Australian and multinational clients, as well as small

to medium sized enterprises, across a range of legal work types ranging from highly complex matters to day-to-day transactional legal needs.

Gadens is the only Australian member of the International Lawyers Network.

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

Our RAPs (Reconciliation Action Plan) summarise our commitment to reconciliation with Aboriginal and Torres Strait Islander peoples, highlighting our efforts to date and guiding our future intentions. Our involvement in our Innovate RAP reflects our focus on working with Aboriginal and Torres Strait Islander stakeholders to test and trial approaches to continue to build relationships, and to continue to create opportunities to help 'close the gap'.

We maintain a range of pro bono interests, including membership of Justice Connect and public interest litigation.

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

Fun is also strongly on the agenda. We encourage everyone not to park their personalities at the lift door. We believe that a lively workplace reduces stress and improves learning, productivity and creativity.

The firm provides opportunities to work in our interstate offices and secondments with some of our corporate clients. We are also happy to explore opportunities for personal growth in disciplines outside the law that enrich your capacity to grow.

CLERKSHIPS

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

Apply via our website. We recruit summer clerks for a ten week period, commencing late November/early December.

Our summer clerk program includes two rotations and a week on secondment. Summer clerks are invited to return as graduates and the opportunity may also exist for our clerks to work with us on a casual basis as they complete their studies.

Summer Clerkship 2014/2015 program dates

- Wednesday 18 June: Applications open
- Monday 21 July: Applications close
- Monday 18 August: Interviews Commence – Gadens first round interviews will be held on Saturday 30 August
- Friday 26 September: Offers made
- Tuesday 30 September: Offers accepted/declined.

What does the firm look for in a clerk?

Gadens is looking for students who have performed well in their studies, are passionate about the law and are looking to work in a team that is committed to their clients, staff and the community.

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

No

Holding Redlich

CONTACT DETAILS

// ADDRESS:

Level 65, MLC Centre, 19 Martin Place Sydney

// CONTACT:

Anna Peters
Human Resources Manager - Sydney
(02) 8083 0388
sydneyclerkships@holdingredlich.com

// WEBSITE:

www.holdingredlich.com

// OFFICE LOCATION(S): Melbourne, Sydney, Brisbane

// AREAS OF PRACTICE:

Dispute Resolution and Litigation, Workplace Relation and Safety, Construction and Infrastructure, Corporate and Commercial and Property and Projects.

ABOUT THE FIRM

What is unique about this firm?

Holding Redlich has a unique personality which distinguishes us from other law firms.

It is a personality based on a strong commitment to excellence in everything we do, ethical behaviour, respect for the individual, a strong sense of our obligations to society, and a resolve to work as trusted advisers to our clients.

What does the firm look for in a potential employee?

We look for well-rounded, proactive, energetic people with inquiring minds and a commitment to excellence.

Opportunities to recruit graduates occur from time to time, however, most of our graduates are recruited via the clerkship process.

In your application, invest time in doing your research and let us know why you would like to do a summer clerkship with our firm. Individualise your application – tell us what subjects you have enjoyed, what your outside interests are and what you might like to experience as a summer clerk. In a clerk, we look for strong academic results and well developed interpersonal and communication skills.

We also value diversity of experience, including part-time or vacation work, involvement in extra-curricular activities such as volunteer work and community, arts, sport and business organisations.

How does the firm encourage employees to learn and develop?

The firm offers an extensive in-house learning and development program covering legal skills and knowledge, practice management and business skills, technology training and professional and career development opportunities. Of course we recognise that the most important professional development occurs on the job. With guidance and support from the partners and senior lawyers in each practice area, our lawyers are encouraged to gain an in-depth understanding of clients' industries and commercial objectives as well as developing their legal skills.

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

Holding Redlich also has a long tradi-

tion of contributing to the community through our extensive pro bono program. Pro bono work is highly valued at the firm, and lawyers in all practice areas are expected to be involved.

CLERKSHIPS

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

To be eligible for a summer clerk position students must be in their penultimate year of their law degree. Applications should include a cover letter, a copy of your CV and current academic transcript, and should be sent by e-mail to sydneyclerkships@holdingredlich.com.

What is the anticipated clerkship intake this year?

Five

How many clerks did the firm take last year?

Five

What work does the firm offer a clerk?

Summer clerks will get experience working with senior lawyers and partners and gain exposure to our different practice areas. They are involved in client matters to the fullest extent possible.

Does the firm take graduates directly?

Opportunities to recruit graduates occur from time to time, however, most of our graduates are recruited via the clerkship process.

HWL Ebsworth Lawyers

CONTACT DETAILS

// ADDRESS:

Level 14, Australia Square
264-278 George St
Sydney NSW 2000

// CONTACT:

Renee Whyburn
HR Advisor
9334 8598
rwhyburn@hwle.com.au

Jessica Ippolito
HR Advisor
9334 8599
jippolito@hwle.com.au

// WEBSITE:

<http://www.hwlebsworth.com.au/>

// OFFICE LOCATION(S): Adelaide,
Brisbane, Canberra, Melbourne,
Norwest, Perth, Sydney

// AREAS OF PRACTICE:

Banking & Financial Services,
Building & Construction, Commercial,
Insurance, Litigation, Planning,
Environment & Government,
Property, Transport, Workplace Relations & Safety

ABOUT THE FIRM

What is unique about this firm?

At HWL Ebsworth our edge is not only expertise & experience, but also our ability to offer a better value proposition to assist our clients in meeting their objectives. The Partnership is dynamic, forward thinking and committed to developing a supportive working environment.

What does the firm look for in a potential employee?

We look for well rounded applicants with a strong academic record who can

also demonstrate leadership, maturity and a commitment to their career development. Ensure that you have researched the firm before applying to determine if our areas of Practice align with your interests.

How does the firm encourage employees to learn and develop?

Through our relationships with training providers and educational institutions nationally, we encourage staff to engage in professional development activities. Partners actively work with staff to help identify appropriate professional development opportunities and the best methods for ensuring personal development goals are achieved. We also support our staff in undertaking further study to develop their expertise and practical knowledge.

At HWL Ebsworth we believe that a healthy balance between work and personal life is fundamental towards ensuring that each HWL Ebsworth employee is committed to delivering expert legal and commercial advice to our clients.

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

Yes, the firm does engage in a pro bono program and is committed to providing pro bono legal services as part of its contribution to the community.

CLERKSHIPS

How do students apply for to be part of a clerkship at HWL Ebsworth this year?

To apply for a Sydney Clerkship Position please visit our website [www.](http://www.hwlebsworth.com.au)

[hwlebsworth.com.au](http://www.hwlebsworth.com.au) under 'Join Us'. The Clerkship Program is open to Law Students in their penultimate year.

What work does the firm offer a clerk?

HWL Ebsworth is committed to providing our Law Clerks with the opportunity to gain a genuine insight into our Practice Groups and culture. The program is tailored to present you with hands-on experiences and training to develop your legal skills and knowledge whilst providing feedback, support and the chance to network with a range of practitioners throughout the firm. You will be paired with a Supervising Partner and a Mentor who will guide, support and develop you throughout your placement as you are exposed to a broad range of work within your designated Practice Groups.

GRADUATES

Does the firm take graduates directly?

Yes. To apply for the Sydney Graduate Program please visit our website www.hwlebsworth.com.au under 'Graduate Centre'. Our unique Graduate Program will provide you with the opportunity to gain solid and in-depth experience in your area of interest within our practice groups. The firm supports its Graduates through their PLT and College of Law commitments.

Jones Day

CONTACT DETAILS

// **ADDRESS:** Level 41, 88
Phillip St Sydney, NSW, 2000

// **CONTACT:**
Kristy Ingall, HR Manager,
+61 2 8272 0500, sydneyre-
cruiting@jonesday.com

// **WEBSITE:**
www.jonesday.com

// **NUMBER OF LAWYERS/
PARTNERS:**

// **OFFICE LOCATION(S):**
Sydney, Perth, Amsterdam,
Atlanta, Beijing, Boston,
Brussels, Chicago, Cleveland,
Columbus, Dallas, Dubai,
Dusseldorf, Frankfurt, Hong
Kong, Houston, Irvine, Lon-
don, Los Angeles, Madrid,
Mexico City, Miami, Milan,
Moscow, Munich, New York,
Paris, Pittsburgh, San Diego,
San Francisco, Sao Paulo,
Saudi Arabia, Shanghai, Sili-
con Valley, Singapore, Taipei,
Tokyo, Washington

ABOUT THE FIRM

What is unique about this firm?*

Jones Day has been, and will continue to be, a firm where a lawyer can make a career. Many of the Firm's leaders began here as new lawyers and summer clerks, and are testament to the Firm's commitment to our associate development. Up-from-the-ranks partners are the norm, not the exception, and the Firm invests considerable time and effort in

both formal and informal training that will enable our associates to take on even increasing responsibilities and to advance in the Firm.

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

Our pro bono commitments globally range from complex litigation matters with precedential impact to representing needy individuals. The Firm has made a particular effort to secure the rights of individuals to affordable housing and to advance the rights of children with respect to education. We also provide critical services to nonprofit organisations worldwide that are committed to making a difference in areas such as economic development, women's rights, health care, and the protection of children.

CLERKSHIPS

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

Email a copy of your CV, academic transcript and a cover letter together with 200 words on a topic of law of your choice or alternatively a passage from a piece of University assessment.

What is the anticipated clerkship intake this year?

4

How many clerks did the firm take last year?

4

What does the firm look for in a clerk?

We seek lawyers who will thrive in the exceptionally supportive, nonhierarchical, team environment that is the hallmark of Jones Day. Our lawyers share certain fundamental principles: exemplary integrity, a selfless dedication to the Firm and our clients, and a sense of responsibility and initiative that leads them to take ownership of assignments and to complete them at the highest level of quality legal service. In addition, we seek lawyers who are always looking for opportunities to contribute more in solving our clients' problems and who focus on "why" we are crafting a particular solution rather than merely concentrating on the mechanics of "what" needs to be done.

GRADUATES

Does the firm take graduates directly?

Yes

If so, what is the method of application for graduates?

Email a copy of your CV, academic transcript and a cover letter.

Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes, PLT Fees are paid and study leave

Linklaters

CONTACT DETAILS

// ADDRESS:

10/F Alexandra House, Central, Hong Kong

// CONTACT:

Phone: (852) 2842-4888

Email: asiarecruitment@linklaters.com

// WEBSITE:

www.linklaters.com/joinus

// OFFICE LOCATION(S): Abu Dhabi, Amsterdam, Antwerp, Bangkok, Beijing, Berlin, Brussels, Dubai, Düsseldorf, Frankfurt am Main, Hong Kong, Lisbon, London, Luxembourg, Madrid, Milan, Moscow, Munich, New York, Paris, Rome, São Paulo, Seoul, Shanghai, Singapore, Stockholm, Tokyo, Warsaw, Washington D.C.

// AREAS OF PRACTICE:

Banking, Capital Markets, Competition, Corporate/M&A, Employment & Incentives, Financial Regulation Group, Global U.S. Law, Litigation & Arbitration, Private Equity, Projects, Restructuring & Insolvency

ABOUT THE FIRM

What is unique about this firm?

Linklaters is the only firm with market leading global teams across the full range of corporate, finance, and commercial practice areas; with 19 market leading practices across our global network of 29 offices. One of the most prestigious teams in the legal world, our success is testimony to the strong relationships we forge – both internally and externally. Together we are working to fulfil our ambition of becoming the leading premium global law firm.

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

Our community Investment (CI) program is an integral part of the Linklaters community. We commit 1% of our

global pre-tax profits to the community in cash and in-kind donations. Our CI program has been running for a number of years with a focus on helping the disadvantaged in Asia, and particularly children unable to afford or gain access to education. Our funding has built schools in Vietnam, Sri Lanka and rural China. We are involved in helping disadvantaged Hong Kong school students by providing educational programs. We are also assisting refugees in Hong Kong with pro bono legal support.

INTERNATIONAL

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Both Hong Kong and London offices.

What international opportunities does the firm offer?

For HK trainees, they have the opportunity to second to London, Singapore or China.

CLERKSHIPS

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

Students will need to apply online via our website directly for clerkships. Applications open in November each year, and close in mid-January.

What is the anticipated clerkship intake this year?

We run summer clerkships in June and July each year to consider all local and overseas students.

How many clerks did the firm take last year?

We normally take around 10-12 clerks for each scheme, so approx. 24 clerks for both June and July scheme.

GRADUATES

Does the firm take graduates directly?

We also consider students who do not intern with us or would like apply for Training Contract directly.

If so, what is the method of application for graduates?

Students can apply directly via our website for Training Contract. Applications open in January, and close by the end of April each year.

“A vacation scheme at Linklaters truly allows you to gain an insight into what it takes to be a great lawyer at a Magic Circle firm. During the four weeks, summer clerks are offered two rotations as well as the option of spending one of the rotations in the firm’s Shanghai office. I chose Litigation and Capital Markets, and found myself doing very hands-on work from day 1, researching case law and legislation, attending hearings, drafting client memos as well as contributing to the firm’s enormous knowhow database. Sitting in the same office as an established Associate or Partner, who are leaders in their field, also offered an incomparable opportunity to learn first-hand. At the same time, the collegiality and approachability at all levels of the firm also left a lasting impression – I will never forget my casual chat about childhood dreams and life philosophies with one of the most senior partners in the Litigation team!”

*- Mavis Sun,
Summer Clerk 2013, Linklaters – Hong Kong*

McCullough Robertson

CONTACT DETAILS

// ADDRESS:

Level 11, 66 Eagle Street
Brisbane, Queensland 4000

// CONTACT:

Leah King
People and Performance Consultant
T +61 7 3233 8640
E lking@mccullough.com.au

// WEBSITE:

www.mccullough.com.au

// OFFICE LOCATION(S): Brisbane, Sydney, Newcastle

// AREAS OF PRACTICE:

Corporate Advisory, Intellectual Property and Competition, Tax, Commercial, Food & Agribusiness, Structuring, Equity & Private Client, Social Infrastructure, Planning & Environment, Real Estate, Finance, Projects & Infrastructure, Construction, Employment Relations, Insurance & Litigation

ABOUT THE FIRM

What is unique about this firm?

McCullough Robertson was established in 1926 and is a leading independent Australian law firm located in Brisbane (head office), Sydney and Newcastle. With over 420 partners and staff McCullough Robertson remains ranked as Queensland's largest law firm and ranked in the Top 20 nationally.

Named 'Brisbane Law Firm of the Year' in 2007, 2009 and 2010, named Employer of Choice by Australasian Legal Business Awards in 2009, 2011 and 2012, as well as for three years in a row awarded the citation of an Employer of Choice for Women from the Equal Employment Opportunity for Women in the Workplace agency.

What does the firm look for in a potential employee?

Most importantly we look for enthusiastic individuals who are willing to learn and get their teeth stuck into anything that comes their way. It is all about having a positive, can-do attitude.

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

Be yourself. It is all about working out what kind of firm you will suit culturally and the only way to do that is to communicate who you are both in your application and at interview.

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

McCullough Robertson's Community strategy includes pro bono work, partner and staff donations through the McCullough Robertson Foundation, sponsorships, staff community activities, fundraising and volunteering. Our broad priority areas cover: access to justice, health and mental health, Indigenous education, rural and remote communities and their activities, and community arts.

McCullough Robertson has adopted a formal Pro Bono target and signed up to Pro Bono Australia's Aspirational Target because the vision matched our own.

CLERKSHIPS

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

Candidates apply for our clerkship program via our website.

What is the anticipated clerkship intake this year?

20-30 clerks over both the winter and summer program. There are no clerkships for students outside their penultimate year.

"McCullough Robertson is a big firm without the attitude. All members of staff are approachable and generous with their time. I was surprised when members of the firm's Executive Committee including the Managing Partner knew who I was and wanted to get to know me during the vacation program. The firm's personality traits of being down to earth, generous, commercial and committed are reflected in the overall culture of the firm and the type of people who work there."

- Rosalyn Ricketts,
Winter Clerkship 2013

GRADUATES

Does the firm take graduates directly?

Yes

If so, what is the method of application for graduates?

Applications can be made through our website in August. Dates can be found on our graduate website page.

What does the firm offer its graduates?

We offer an 18 month program with two nine month rotations.

Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

The firm funds the PLT course which is held internally. We also offer study days to the students to assist with the course load.

What is the typical progression path of graduates in their early years at the firm?

Upon completion of our graduate program, the junior lawyer selects where they would like to be permanently placed. At that point most of our junior lawyers continue to succeed which is clearly demonstrated by the fact that 14 of our current partners commenced as graduates at the firm.

Marque Lawyers

CONTACT DETAILS

// ADDRESS:

Level 4, 343 George Street, Sydney

// CONTACT:

Michael Bradley michaelb@marquelawyers.com.au

// WEBSITE:

www.marquelawyers.com.au

// OFFICE LOCATION(S): Sydney

// AREAS OF PRACTICE:

All the cool ones.

ABOUT THE FIRM

What is unique about this firm?

We've won RollOnFriday's Australian Law Firm of the Year the last three years running. Don't really need to say more do we?

What does the firm look for in a potential employee?

Somebody who gets what we're talking about without needing to have it explained to them, and who will improve the quality of our lives.

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

Be authentically you. That's inherently more interesting than whatever model of a lawyer you think you need to be.

How does the firm encourage employees to learn and develop?

We ply them with enormous volumes of cake, chocolate, Jarlsberg cheese and cabanosi. Also we only stock high quality alcohol, apart from the vodka which is admittedly a bit dodgy.

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

Yes. We do a lot of it, and we're passionate about a lot of causes.

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

Recently we went canoeing, had a massive party in a forest clearing and all slept on the beach under the stars. We do stuff like that.

CLERKSHIPS

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

Applications are exclusively by Youtube video this year. Details on our website.

What is the anticipated clerkship intake this year?

3

How many clerks did the firm take last year?

3

What does the firm look for in a clerk?

Clerks are sent to entertain us.

What work does the firm offer a clerk?

They get the run of the firm (only one is here at a time) and exposure to every type of work we do. No photocopying or coffee runs.

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

Yes and we don't use that word.

GRADUATES

Does the firm take graduates directly?

Yes

If so, what is the method of application for graduates?

Follow us on Twitter and, when we're recruiting, we'll tweet it.

What does the firm offer its graduates?

We promise to treat them like grown-ups.

PROFILE

Stephanie Erian, 2013

I never wanted a career in law. The idea of working in a big shiny office, dressed in a suit, and slaving away until the early hours of the morning while the collar of my shirt choked me to death couldn't have seemed less appealing.

Then one day I found Marque. With social media-loving, wine-drinking and Converse sneaker-wearing Michael Bradley at its helm. The moment you walk through the doors at Marque, you know it's different. From the obscene collection of magnets on the coffee machine (trinkets from holidays of employees) to the odd assortment of plastic animals hiding in the pot plants, Marque is home is a group of legal minds who are really too cool to be called lawyers.

Although 6 weeks doesn't seem like a long amount of time, especially with the average clerkship averaging 3 months, the small team sizes and impressive client list never leaves you short of work. And the lawyers are always keen to give you whatever they can. Monday might start with a memo on commercial property leases, mid-week could see you help negotiate a drilling contract, while Friday finishes with a trip to court and vodka shots at 4pm. It's not just the alcohol selection and cake consumption that makes Marque so inviting. It's the firm's focus on practising law without all the stuffy air of pretence that makes this career so worthwhile. Now I work as a lawyer in Marque's energy, mining and infrastructure team. So the job I thought I never wanted turned into the opportunity I needed to prove the nay-sayers (including myself) wrong. You can negotiate a drilling contract with a company in Saudi Arabia in a pair of jeans and still look like a professional. The only down side is the managing partner's hatred of puns (I learned that quickly) but it's a small price to pay for not having to wear a collared shirt to work.

Piper Alderman

CONTACT DETAILS

// ADDRESS:

Level 23, Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

// WEBSITE:

<http://www.piperalderman.com.au/>

// OFFICE LOCATION(S): Sydney, Adelaide, Melbourne, Brisbane

// AREAS OF PRACTICE:

Piper Alderman is a full service firm. Our main practice areas include Dispute Resolution, Property & Projects, Corporate, Employment Relations and Intellectual Property

ABOUT THE FIRM

What is unique about this firm?

Piper Alderman is a full-service commercial law firm with offices in Sydney, Melbourne, Brisbane and Adelaide. With 160 years' experience and over 320 employees nationally, we have achieved our impressive growth and success by listening to our clients and creating practical and innovative legal solutions.

Our Clerk Program is different from others

- We provide our clerks with the opportunity to participate in real legal work which is important for engagement and development.
- Rather than a short-lived summer clerkship, we offer our clerks a two year program that leads to a graduate position. Clerks work two days per week commencing from their penultimate year of study through to graduation.
- Flexibility is key. You choose the days you work each semester depending on your university timetable.

What does the firm look for in a potential employee?

First and foremost we are seeking clerks who are a good cultural fit for the firm. We value:

- Excellence - Striving for outstanding performance in everything we do
- Teamwork - Harnessing collaboration and teamwork to achieve our objectives
- Respect - Respecting each other and our clients
- Knowledge - Learning, sharing knowledge and encouraging clear, strong communication
- Innovation - Creating innovative legal solutions for our clients and industry-leading internal systems.

We also assess applications against more technical criteria including:

- Academic Transcript
- Academic Achievements
- University Involvement
- Work Experience

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

Your application should include:

- A covering letter outlining your reasons for wanting a Clerk position at our firm
- Curriculum vitae with full educational details, work experience and employment history
- Academic transcript

During the interview we will assess your cultural fit within the firm, and will look out for a positive personality, willingness to work hard to achieve results, and a determination to succeed. The interview is your opportunity to learn about Piper Alderman and our people. Be prepared:

- Visit our website prior to the interview
- Arrive in plenty of time and know the names of the people who will interview you
- Know why you want to join Piper Alderman
- Be ready to ask questions when it is your opportunity

CLERKSHIPS

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

All applications for our law clerk program should be submitted via our careers page at www.piperalderman.com.au/careers or via CvMail at www.cv-mail.com.au

Piper Alderman's Sydney applications open 11 August 2014 and close 29 August 2014.

What is the anticipated clerkship intake this year?

6 - 8

What does the firm look for in a clerk?

We look for candidates who can show they are diligent in their studies, can manage competing priorities and have a strong desire to work as a commercial lawyer.

GRADUATES

Does the firm take graduates directly?

We hire our graduates from our clerk intake. However where we do not have enough existing clerks to fill all graduate roles we will recruit graduates directly from the external market.

If so, what is the method of application for graduates?

Graduate roles are advertised on our website and CV Mail.

What does the firm offer its graduates?

Our Graduates get to concentrate on their chosen area of law from day one. They work with experts in their field and are given the best on the job training. Real work, legal drafting, meeting with clients and being part of a team.

Does the firm assist graduates to complete their Practical Legal Training (PLT)? If so, how?

Yes, we offer our graduates paid leave and pay for their PLT fees.

Slater & Gordon

CONTACT DETAILS

// ADDRESS:

Level 5, 44 Market Street
Sydney, NSW 2000

// CONTACT:

New Client Services Team:
1800 555 777

// WEBSITE:

<http://www.slatergordon.com.au/>

// OFFICE LOCATION(S):

ACT, NSW, QLD, WA, SA, TAS

// AREAS OF PRACTICE:

Slater & Gordon provides specialist legal services to individuals in a range of practice areas including all areas of liability and compensation law, as well as other general legal services in areas such as family and relationship law, conveyancing, wills and estate planning. Our Business & Specialised Litigation Services includes commercial, estate and professional negligence litigation and class actions. Our firm is well known for its experience in running complex and large scale class actions.

ABOUT THE FIRM

What is unique about this firm?

Slater & Gordon has more offices than any other law firm in Australia. We have built a powerful reputation throughout our history as a law firm that fights to achieve the best outcomes. From the many landmark legal cases we have won to the introduction of innovations such as No Win - No Fee, we have been determined to ensure that more people are able to access affordable legal services.

How does the firm encourage employees to learn and develop?

Slater & Gordon is committed to helping employees reach their full potential through continuous training and development.

We offer our employees the opportunity to move ahead rapidly in their career to enable them to meet their professional goals with a supportive and structured career path. Our employees have access to a wide range of benefits and incentives to assist them in their personal and professional development.

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

We operate formal programs that provide financial assistance to support community projects and asbestos disease research throughout Australia. Our company also has a pro bono program that encourages our lawyers to perform thousands of hours of work for free for those who need it.

CLERKSHIPS

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

For New South Wales applicants please submit your application to HumanResources.NSW@slatergordon.com.au

All applications must include the following attachments:

- Current CV
- Cover Letter
- Recent Academic transcripts

What work does the firm offer a clerk?

As a Seasonal / Summer Clerk, you will be allocated to a combination of our firm's practice areas. During your time with the firm you will be exposed to a wide range of experiences such as preparing court documentation, meeting with clients, attending court & mediations/conciliations and drafting correspondence. In addition, you will work

alongside our talented team of legal practitioners and develop a range of new skills.

GRADUATES

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

No

If so, what is the method of application for graduates?

Positions in our 2014 program will be filled by candidates from our internal sources. Should you wish to register your interest in future programs, please submit your details through our website and attach your CV and a Cover Letter.

What does the firm offer its graduates?

Slater & Gordon's Graduate Traineeship Program is an exciting and rewarding 12 month placement for law graduates to gain the experience and knowledge to become a practising Lawyer within our Firm. During the 12 month program, participants complete their Practical Legal Training through the College of Law, whilst working full time within one of our many practice areas. The program is designed to allow Graduates the opportunity to work closely with senior practitioners and gain invaluable experience by working on complex matters and projects.

Sparke Helmore

CONTACT DETAILS

// ADDRESS:

Level 16,
321 Kent Street,
Sydney NSW 2000

// CONTACT:

Nicole Garrett
Recruitment Consultant
T: +61 2 9260 2439
E: nicole.garrett@sparke.com.au

// WEBSITE:

<http://www.sparke.com.au/join-us/contact-us/>

// OFFICE LOCATION(S):

Adelaide, Brisbane, Canberra, Melbourne, Newcastle, Perth, Sydney, Upper Hunter

// AREAS OF PRACTICE:

We serve the needs of the insurance, corporate, government, financial services, mining, construction and property sectors. Our expertise spans commercial to construction, workplace to insurance, structuring to superannuation, mining to manufacturing, and property to procurement.

ABOUT THE FIRM

What is unique about this firm?

Sparke Helmore is an innovative and progressive law firm with a culture that focuses on developing our employees and building strong relationships with our clients. Established in 1882, we have more than 600 staff in eight offices across Australia. We offer the security and history of a long-established firm with the excitement and opportunities of growth.

How does the firm encourage employees to learn and develop?

We place a high priority on developing our people. We offer:

- formal learning development program
- career mentoring technical and

leadership development courses

- one-on-one training secondment opportunities, and
- financial and leave support for further education.

With a capability framework that defines the key skills and performance indicators for every role and provides clarity around career development pathways, we are helping our people to achieve their goals.

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

Sparke Helmore supports its community through staff participation in community and philanthropic activities, such as volunteering, mentoring, resource-sharing and fundraising.

The firm's community program includes a matched-giving program, a Christmas donation, workplace giving, community service leave and local office-endorsed community activities. From 2014, it also includes the Sparke Helmore Community Grant.

The Sparke Helmore Community Grant

Each year, the firm provides a community grant to a Sparke Helmore employee, or group of employees, to support a specific community activity. The grant consists of up to \$10,000 in funds to run the activity and up to a total of 10 days' leave, which can be used by one individual or shared across the team participating in the activity.

Our matched-giving program

We asked the firm's partners and staff to vote on the activities and not-for-profit organisations they wanted to support as part of the firm's national matched-giv-

ing program. With this program, donations raised by staff are matched by the firm.

In 2013-2014, these are:

- Dress for Success (collecting business clothes to give people a good start in the workforce)
- Red Cross Calling – Red Cross Australia
- Million Paws Walk - RSPCA
- Daffodil Day – Cancer Council
- Dementia Awareness Week – Alzheimer's Australia
- Movember – men's health

Pro Bono

We provide pro bono legal advice and services on a no fee or substantially reduced-fee basis to non-profit organisations and disadvantaged individuals.

GRADUATES

Does the firm take graduates directly?

Yes

If so, what is the method of application for graduates?

Get in touch with our Recruitment Consultant to find out more about our graduate program and opportunities

What does the firm offer its graduates?

The skills, knowledge and confidence you need to enjoy being a lawyer. We do this by having a structured approach to learning, which includes a graduate development program, on-the-job training, mentoring and orientation.

Truman Hoyle Lawyers

CONTACT DETAILS

// ADDRESS:

Sydney Office:
Truman Hoyle Lawyers
Level 11 / 68 Pitt Street
Sydney NSW 2000, Australia

// CONTACT:

Kathryn Edghill, Partner/92269888;
kedghill@trumanhoyle.com.au.
Enquiries in the first instance to Jan
Thomas/ jthomas@trumanhoyle.
com.au.

// WEBSITE:

<http://www.trumanhoyle.com.au/>

// OFFICE LOCATION(S):

Truman Hoyle has entered into a
Cooperation Agreement with lead-
ing international knowledge econo-
my law firm Bird & Bird, providing
our clients access to unparalleled
expertise and resources in 26 offic-
es across Europe, the Middle East
and Asia.

// AREAS OF PRACTICE:

Corporate and Securities Law, Com-
mercial Law, Technology and Intel-
lectual Property, Communications,
Media and Ecommerce, Competi-
tion and Consumer, Industrial,
Litigation, Infrastructure

ABOUT THE FIRM

What is unique about this firm?

Among many accolades Truman Hoyle
has received, we have twice been named
Australian Law Firm of the Year (under
50 lawyers) and we have been award-
ed the prestigious ACOMM Award for
Professional Services Excellence at the
annual Australian telecommunications
industry awards.

Does the firm engage in pro bono, volun- teer or other community activities?

Truman Hoyle has a commitment to
providing legal services without charge
to those who may not otherwise be able
to acquire same themselves and who
otherwise meet the approval criteria of
our Pro Bono Programme.

At Truman Hoyle our policy is to un-
dertake a small number of larger, more
resource intensive matters, rather than a
large number of smaller matters.

Our current pro bono clients include
Suicide Prevention Australia and the
Cancer Council.

CLERKSHIPS

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

The summer clerk application process is
co-ordinated by the Law Society of New
South Wales.

Key dates for the 2014-2015 program
are:

- *Thursday, 3 April:* Offers for grad-
uate positions to current summer
clerks must be made and accepted/
declined by 5.00pm
- *Wednesday, 18 June:* Applications
for summer clerkships open
- *Monday, 21 July:* Applications for
summer clerkships close at 5.00pm
- *Monday, 18 August:* Interviews for
summer clerkships commence
- *Friday, 26 September:* Offers for
summer clerkships can be made
- *Monday, 29 September:* Offers for
summer clerkships must be accept-
ed or declined by 5.00pm

What does the firm look for in a clerk?

While academic excellence is a given, as
a smaller specialist firm we are seeking
summer clerks, graduates and lawyers
who are personable and have demon-
strated enthusiasm, leadership and agil-
ity in their approach to opportunities
and challenges.

What work does the firm offer a clerk?

As a summer clerk typically you will un-
dertake rotations in two of our practice
groups, each rotation lasting 4 weeks.
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 ex-
perience for you.

You will be supported by a lawyer bud-
dy and a partner mentor throughout
each of your rotations to ensure you get
the most out of your time with us.

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

No

List of Law Firms

Disclaimer: please note that this is not a comprehensive list of all law firms operating in Sydney, but limited to the firms in the Careers Guide 2014, as well as a selection of other large firms with offices in Sydney.

COMMERCIAL LAW FIRMS

Allen and Overy

9373 7700 & www.allenoverly.com

Allens

9230 4000 (Sydney) & www.allens.com.au

Addisons

8915 1000 & www.addisonslawyers.com.au

Arnold Bloch Leibler

9226 7100 & www.abl.com.au

Ashurst

9258 6000 (Sydney) & www.ashurst.com/graduates

Baker & McKenzie

9225 0200 (Sydney) & www.bakermckenzie.com/Australia

Banki Haddock Fiora

9266 3400 & www.bhf.com.au

Brown Wright Stein Lawyers

9394 1010 & www.bwslawyers.com.au

Champion Legal

9635 8266 & www.champion.com.au

Clayton Utz

9353 4000 (Sydney) & www.claytonutz.com.au

Clifford Chance (International)

8922 8000 (Sydney) & www.cliffordchance.com

Clyde & Co

9210 4400 (Sydney) & www.clydeco.com

Colin Biggers & Paisley

8281 4555 (Sydney) & www.cbp.com.au

Corrs Chambers Westgarth

9210 6500 (Sydney) & www.corrs.com.au

Davis Polk & Wardwell

212 450 4000 & www.davispolk.com

DibbsBarker

8233 9500 & www.dibbsbarker.com

DLA Piper

9286 8000 & www.dlapiper.com/australia

Freshfields Bruckhaus Deringer (International)

44 20 7716 4946 & www.freshfields.com

Gadens

9931 4999 & www.gadens.com.au

Gilbert + Tobin

9263 4000 & www.gtlaw.com.au

Harmers

9267 4322 & www.harmers.com.au

Henry Davis York

9947 6000 & www.hdy.com.au

Herbert Smith Freehills

9225 5000 & www.herbertsmithfreehills.com

Hicksons Lawyers

9293 5311 & www.hicksons.com.au

Holding Redlich

8083 0388 & www.holdingredlich.com

Hunt and Hunt

9391 3000 & www.hunthunt.com.au

HWL Ebsworth

9234 2366 & www.hwlebsworth.com.au

Johnson Winter & Slattery

8274 9555 & www.jws.com.au

Jones Day (International)

8272 0500 & www.jonesday.com

K&L Gates

9513 2300 & www.klgates.com

Kemp Strang

9225 2500 & www.kempstrang.com.au

King & Wood Mallesons

9296 2000 & www.mallesons.com

Lander and Rogers

9233 5092 & www.landerson.com.au

Maddocks
9291 6100 & www.maddocks.com.au

Marque Lawyers
8216 3000 & www.marquelawyers.com.au

McCullough Robertson
9270 8600 & www.mccullough.com.au

Minter Ellison
9921 8888 & www.minterellison.com

Norton Rose Fulbright
9330 8000 & www.nortonrosefulbright.com/au

Piper Alderman
9253 9999 & www.piperalderman.com.au

Skadden, Arps, Slate, Meagher & Flom
9253 6000 & www.skadden.com

Slater and Gordon
8267 0600 & www.slatergordon.com.au

Sparke Helmore
9373 3555 & www.sparke.com.au

Sullivan & Cromwell (International)
8227 6700 & home.sullcrom.com

Thomson Geer
8248 5800 & www.tglaw.com.au

TressCox
9228 9200 & www.tresscox.com.au

Truman Hoyle
9226 9888 & www.trumanhoyle.com.au

Webb Henderson
8214 3500 & www.webbhenderson.com

CRIMINAL LAW FIRMS

Armstrong Legal
9261 4555 & www.armstronglegal.com.au

Murphy's Lawyers Inc
9264 2144 & www.murphyslawyers.com

Nyman Gibson Stuart
9264 8884 & www.notguilty.com.au

Watsons Solicitors
9283 0333 & watsons.com.au

FAMILY LAW FIRMS

Armstrong Legal
9261 4555 & www.armstronglegal.com.au

Barkus Doolan
9265 0111 & www.famlaw.com.au

Broun Abrahams Burreket
8268 8700 & www.bablaw.com.au

Pearson Family Lawyers
8263 0900 & www.pearsonlaw.com.au

INSURANCE LAW

Moray & Agnew Lawyers
9232 2255 & www.moray.com.au

Wotton + Kearney
8273 9900 & www.wottonkearney.com.au

INTELLECTUAL PROPERTY

Banki Haddock Fiora
9266 3400 & www.bhf.com.au

Davies Collison Cave
9293 1000 & www.davies.com.au

Griffith Hack
9925 5900 & www.griffithhack.com.au

NATIVE TITLE

Chalk & Fitzgerald
9231 4544 & www.chalkfitzgerald.com.au

PERSONAL INJURY

Maurice Blackburn Compensation Lawyers
9261 1488 & www.mauriceblackburn.com.au

Monaco Compensation Lawyers
1300 769 665 & www.monacosolicitors.com.au

CORPORATE ADVISORY

Much of the attractiveness of a law degree lies in its versatility. The double degree that graduates offer employers enhances career prospects, and graduate destinations each year are varied and spread across different industries. If the notion of a traditional career pathway, involving, for instance, reading the Bar or applying to a corporate law firm, doesn't strike your fancy, then you may wish to consider an alternative career pathway in the corporate advisory role.

Corporate advisory presents the opportunity for law graduates to work as in-house Counsel for a corporation. Most large corporations will tend to have their own legal departments, and in-house roles can be found in a variety of sectors from banks and financial institutions to media and telecommunications companies. In-house lawyers' duties may consist of assisting in the management of corporate risk, managing organisational change or undertaking negotiations on behalf of the corporation with outsiders.

Alternatively, you may wish to pursue a career unrelated to your law degree. there is a wealth of opportunity for those interested in working at corporate advisory organisations such as management consulting firms, investment banks, independent financial advisors and insolvency firms. Whilst many graduates working within such fields of corporate advisory will have a commerce or similar degree, this is not always a prerequisite. you should check with the individual company to ascertain their view in this regard. many corporate advisory organisations will look favourably upon law graduates given the high level of writing, problem-solving and critical thinking skills that law students have developed over time during their education.

if you are interested in a career in corporate advisory, it goes without saying that you should check company websites for application details. Graduate Careers Australia (GCA) publishes a range of graduate-related publications informing students about employment opportunities, career development and industry and salary trends. For more information see www.graduatcareers.com.au.

Business Analyst

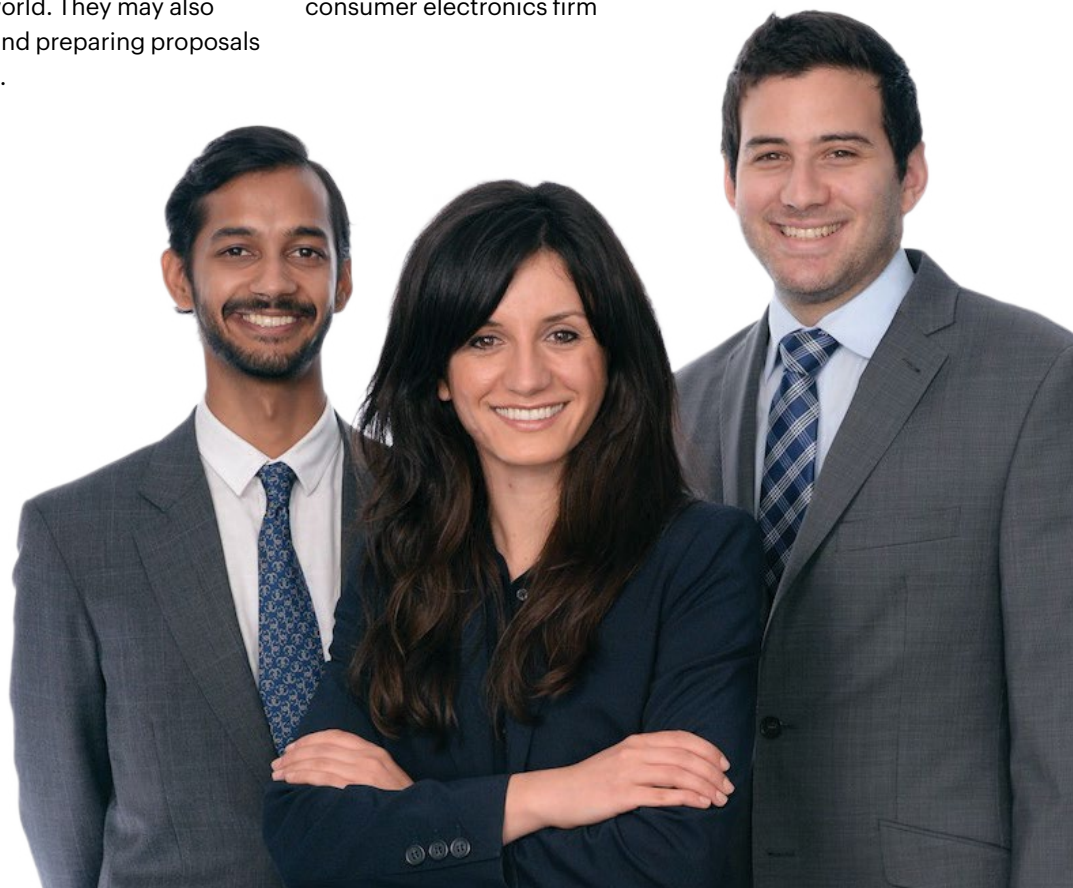
A.T. Kearney is a global team of forward-thinking, collaborative partners that delivers immediate, meaningful results and a long-term transformational advantage to our clients and colleagues. We are talented problem solvers who work in a collegial way to create and implement elegantly simple, practical, and sustainable solutions. Consequently, we seek people with a combination of analytical skills, academic excellence, and superior interpersonal attributes. For undergraduates and advanced-degree graduates without previous work experience, the A.T. Kearney business analyst program is an outstanding introduction to the discipline of management consulting. Business analysts learn and apply the fundamentals of management consulting as they identify, study, and solve business issues across a wide range of industries.

As a business analyst, you are able to contribute immediately as a full member of the client team, where you are expected to contribute ideas, opinions, and new information. Working with experienced consultants, Business Analysts develop models, perform complex analyses, and work on research assignments at both the office and client sites. Analysts often travel while on assignments, undertaking a broad range of activities while gaining exposure to the business world. They may also participate in marketing activities and preparing proposals for new engagement opportunities.

Business Analyst Contributions

At A.T. Kearney, no two client engagements are identical. Each requires unique insights and offers unique challenges. The following are examples of projects—and outcomes—that our Business Analysts have contributed to:

- Conducted an activity-based analysis of key business processes, which helped identify quick hits that resulted in 15 percent efficiency gains; the team also made final recommendations to management for longer-term improvements
- Performed a competitor benchmarking analysis by identifying savings opportunities of \$15 million (50 percent of total expenditures) for the finance function of a major oil company, positioning it for sustained growth
- Assessed the working capital effectiveness and conducted a competitive analysis for a global manufacturing client
- Organised online reverse auctions for packaging commodities for a global manufacturer
- Developed global market profiles of IT outsourcing, business process outsourcing, and call center offshoring companies
- Led research efforts to outline international strategic implications of entry into new markets for a global consumer electronics firm



A.T. Kearney at a Glance

Who We Are

A.T. Kearney is a global team of forward-thinking, collaborative partners that delivers immediate, meaningful results and a long-term transformational advantage to our clients and colleagues. Since 1926, we have been trusted advisors on CEO-agenda issues to the world's leading organisations across all major industries and sectors. Our work is always intended to provide a clear benefit to the organisations we work with in both the short and long term. We will focus our resources, leverage our global scale, and drive excellence in all we do while enhancing our partner-like culture to ensure we are collaborative, authentic and forward-thinking.

Our Commitment

To deliver superior, sustainable results for our clients and each other, we will build on our rich legacy and full range of consulting services as we:

Connect across all borders and boundaries, driving global innovation and collaboration.

Lead in all that we do to ensure our clients lead in all they do.

Sustain success by nurturing our people while harmonising limited resources, social responsibility, and profitable growth.

By doing good, we will do well for our clients, ourselves, and our community. We do this with passion for people, ideas and the world in which we live.

Our People

3,200 employees worldwide, with 2,300 consultants who have broad industry experience and come from leading business schools. We staff client teams with the best people from across A.T. Kearney.

Our Locations

A.T. Kearney has 58 offices in major business centers in 40 countries.

Our Industry Specialisation

- Aerospace & Defense
- Automotive
- Pharmaceuticals & Health Care

- Communications & High Tech
- Public Sector & Government
- Transportation
- Consumer Products & Retail
- Utilities
- Energy & Process
- Financial Institutions
- Private Equity

Our Service Practices

- Organisation & Transformation
- Procurement & Analytic Solutions
- Strategy, Marketing & Sales
- Operations
- Innovation & Complexity Management
- Supply Chain Management
- Strategic Information Technology
- Mergers & Acquisitions

Our Clients

Globally, our clients are large private- and public-sector organisations.

Our Heritage

The company was founded in 1926, when Andrew Thomas (Tom) Kearney joined our predecessor firm. We still believe in Tom's mantra that, "Our success as consultants will depend upon the **essential rightness** of the advice we give and our capacity for convincing those in authority that it is good."

The A.T. Kearney Difference

We have a distinctive, collegial culture that transcends organisational and geographic boundaries. Our consultants are down to earth, approachable, have a passion for doing innovative, great client work, and we always seek to deliver immediate impact and growing advantage.

A New Consultant's Role

You are able to contribute immediately as a full member of a client team, creating a career advantage that sets you up for future success.

For more information, please visit www.atkearney.com.au

The Boston Consulting Group

CONTACT DETAILS

// ADDRESS:

Level 41, 161 Castlereagh Street, Sydney NSW 2000

// CONTACT:

Maisie Pahl,
Recruiting Coordinator
02 9323 5600
pahl.maisie@bcg.com

// OFFICE LOCATION(S):

Canberra, Melbourne, Perth
Sydney

ABOUT THE FIRM

What is unique about this firm?

The Boston Consulting Group (BCG) is the fastest growing global premium consulting firm with over 80 offices worldwide. We are also the largest of the premium consulting firms in Australia with offices in 4 cities. We help the world's most ambitious firms transform their businesses delivering strategic insight and transformative change - collaboratively.

What does the firm look for in a potential employee?

We hire diverse world-class talent and offer unparalleled personal and professional development and career opportunities. BCG employs Associates from fields as diverse as music, philosophy and medicine, as well as traditional fields such as law, engineering and commerce. Most are in the top 5-10% of their graduating class.

How does the firm encourage employees to learn and develop?

BCG provides Associates with comprehensive training. Our two-week induc-

tion training includes finance, analytical methods, work planning and communications. We also provide ongoing professional development through

- Regular training sessions in areas such as specialized software financial analysis, communications, presentation and leadership skills
- Office-by-office training to share insights from client project work

As well as formal training, BCG employs an 'apprenticeship' model, with Associates given structured guidance and support in their on-the-job learning. Where areas for development are identified, formal and informal training is tailored to close the gaps. In addition, every Associate has a mentor allocated from BCG's most experienced senior staff.

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

BCG's social impact practice works with clients including global humanitarian agencies, charities, community groups, and some public sector agencies. Our social impact work is generally pro bono or part paid. In Australia, for example, we have worked for over 10 years in partnership with several Indigenous organisations on Cape York, with BCG staff, including Associates, working on-site on critical social and economic development issues for Indigenous communities.

Does the firm take graduates directly?

Yes

GRADUATES

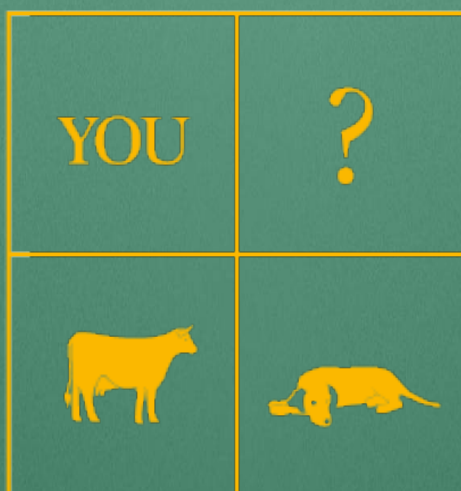
If so, what is the method of application for graduates?

Students interested in joining BCG after completing their undergraduate degree should apply for a full-time role in their penultimate or final year of study. BCG usually recruits for graduates in late February/early March each year.

What is the typical progression path of graduates in their early years at the firm?

New graduates join BCG as 'Associates'. Associates work in project teams and are expected to have real impact when working out 'the answer' to the client's problem and formulating the recommendations. An Associate's work varies by project but it typically involves responsibility for a stream of work designed to test a hypothesis developed by the team. The Associate might, for example, analyse industry trends, work out competitors' cost structures or gather information from overseas markets, using published sources, interviews, and BCG's knowledge management system. The Associate is also responsible for packaging his or her findings to communicate them to the team and the client.

As an Associate you face tough intellectual challenges, are given a great deal of responsibility and have high client contact from day one. You are also given many opportunities to travel, including for project work in other parts of Australia and New Zealand or in one of BCG's 70 plus offices around the world, or through an office transfer, an overseas secondment, or postgraduate studies at a leading international institution.



Grow
Further.

THE BOSTON CONSULTING GROUP

Graduate Opportunities

The Boston Consulting Group (BCG) is the **fastest growing** global premium consulting firm with over 80 offices worldwide. We are also the largest of the premium consulting firms in Australia with offices in 4 cities. We help the **world's most ambitious firms transform their businesses** delivering strategic insight and transformative change - collaboratively.

New graduates join BCG as 'Associates'. Associates work in project teams and are expected to have **real impact** when working out 'the answer' to the client's problem and formulating the recommendations. As an Associate you face tough intellectual challenges, are given a great deal of responsibility and have **high client contact** from day one. You are also given many **opportunities to travel**, including for project work in other parts of Australia or in one of BCG's offices around the world, or through an office transfer, an overseas secondment, or postgraduate studies at a leading international institution.

We hire **diverse world-class talent** and offer **unparalleled personal and professional development and career opportunities**. BCG employs Associates from fields as **diverse as music, philosophy**

CONTACT DETAILS

// ADDRESS:

2 Park Street, Sydney

// CONTACT:

Rivekie Ho
(02)82252518
rivekie.ho@citi.com

// WEBSITE

<http://oncampus.citi.com>

// OFFICE LOCATION(S):

Sydney, Melbourne

// AREAS OF PRACTICE

Finance

ABOUT THE FIRM

What is unique about this firm?

Citi is one of the largest financial services companies in the world. As a leading full-service investment bank in Australia and globally, Citi advises industry leaders, governments and institutional investors on the best way to realise their strategic objectives. We provide strategic advice on the world's most significant deals, and provide the broadest possible market access to thousands of issuer and investor clients with a presence in over 160 countries.

What does the firm look for in a potential employee?

The attributes most valued in candidates is teamwork, perseverance and the ability to excel in pressure-cooker situations. However, we recognize the unique ideas and different perspectives that candidates of diverse backgrounds can offer Citi which help challenge and grow our firm. Therefore there are a variety of qualities that can help you succeed at Citi.

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

Apart from the usual advice of researching the company and industry – such as knowing the status of global markets and where they are heading in the future - students are recommended to attend campus events held by employers to discover the personal experiences of recent graduates and analysts. It is an opportunity for students to gauge whether the firm aligns with their values and whether the company culture and environment is a place they foresee themselves commencing their careers.

INTERNSHIPS

What work does the organisation offer an intern?

Our internships are designed to reflect our graduate program within a shortened time period. Students are rotated between different teams to gain exposure and networking opportunities. Apart from on the job training, our interns also receive external training opportunities. Throughout the internship, 'lunch and learn' sessions are organized for interns to have lunch with senior leaders of the firm. These sessions allow interns to learn more about the firm, industry and the career pathways of the senior leaders at Citi.

Are there any particular subjects or areas of study that are preferred by the organisation?

There is no pre-requisite degree or area of study but we do require students have a working understanding of the financial industry and demonstrate a passion in that area.

GRADUATES

Does the firm take graduates directly?

Yes, we run our graduate recruitment around April of each year and applications open from February on our global campus website: <http://oncampus.citi.com>

If so, what is the method of application for graduates?

Applicants need to visit <http://oncampus.citi.com> and submit their CV, cover letter and academic transcript.

What does the firm offer its graduates?

Our graduates are given real responsibilities as soon as they commence the program. They are rotated through different teams throughout the program and will be sent to New York or London for training to network with graduates from our overseas businesses. We recognize there is a steep learning curve to overcome when transitioning from university to workplace, so graduates are paired with buddies and mentors so they have a support network for guidance and help within their graduate program and beyond.

Credit Suisse

CONTACT DETAILS

// ADDRESS:

1 Macquarie Place
Gateway
Level 31
Sydney NSW 2000

// CONTACT:

Campus Recruiting Team: campus.
recruitment-ap@credit-suisse.com

// WEBSITE

credit-suisse.com/careers

// OFFICE LOCATION(S):

Credit Suisse has operations spanning every continent and a presence in all of the world's major financial centers.

// AREAS OF PRACTICE

We operate as an integrated bank, combining our strengths and expertise in our two global divisions, Private Banking & Wealth Management and Investment Banking, to offer our clients advisory services and customized products. Our divisions are supported by our Shared Services functions, which provide corporate services and business solutions while ensuring a strong compliance culture.

ABOUT THE FIRM

What is unique about this organisation?

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.

What does this organisation look for in an 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 engenders loyalty, assumes responsibility and mobilizes 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 behavior

INTERNSHIPS

How do students apply for internships to this organisation this year?

Please visit our website at credit-suisse.com/careers to learn more and apply for our internship programs.

Deadlines:

2014 - 2015 Summer Internship

- Melbourne Office: Thursday, July 3, 2014 at 12:00pm AEST
- Sydney Office: Thursday, July 24, 2014 at 12:00pm AEST

What work does the organisation offer its interns?

Our Internship Program provides a comprehensive, 10-12 week introduction to Credit Suisse and is designed to offer real insight into our business. The program is one of the most in-depth internships within the financial services industry. From day one, you will be part of the team. You will be responsible for projects and tasks that matter to the business. You will face real challenges, have real client exposure, enjoy real achievements and have your talents recognized every step of the way.

Because we want to bring the very best people into our organization—people who understand our business inside and out—we have designed our internships to act as a pipeline into our future full-time classes of new hires. This means that if you show real potential and demonstrate exceptional performance during your time with us, you may be offered a full-time position for the following year.

Grant Thornton

CONTACT DETAILS

// ADDRESS:

17/383-395 Kent St, Sydney NSW
2000

// CONTACT:

Sonya Ibrahim
HR Manager
sonya.ibrahim@au.gt.com
+61 2 8297 2565

// WEBSITE

<http://www.grantthornton.com.au/>

// OFFICE LOCATION(S):

Eight offices in Adelaide, Brisbane,
Melbourne, Perth and Sydney.

// AREAS OF PRACTICE

Grant Thornton is one of the world's leading organisations of independent assurance, tax and advisory firms. We help dynamic organisations unlock their potential for growth by providing specialist services, business advice and growth solutions.

ABOUT THE FIRM

What is unique about this organisation?

Quality work, Partner contact, career progression and working with clients at an early stage are just some of the reasons you can be confident that starting your career with Grant Thornton will measure up to your ambitions.

Grant Thornton provides a supportive and stimulating team environment where you can work to reach your career goals. We build relationships with our employees, our clients and the community. We want to partner with innovative people who share our values and who want to make a difference to our business and the community.

We combine service breadth, depth of expertise and industry insight with an approachable "client first" mindset and a broad commercial perspective.

What does the firm look for in a potential employee?

At Grant Thornton, we believe in well-rounded individuals. Throughout our selection process we look for:

- Strong interpersonal skills
- Individuals who display balance between their studies, extra-curricular activities, community involvement and work experience
- Enthusiasm, willingness to learn and a positive attitude
- Solid academic results

INTERNSHIPS

Are there any particular subjects or areas of study that are preferred by the organisation?

The preferred degrees/disciplines are:

- Accounting
- Business
- Commerce and Economics

GRADUATES

Does the firm take graduates directly?

Yes, we do.

If so, what is the method of application for graduates?

If you are looking for a career that will measure up to your expectations in a firm that understands your career aspirations, then apply to start your career with Grant Thornton.

Details of the application process and timing of our recruitment programs can be found on our website: www.grantthornton.com.au

Programs & deadlines

- Graduate
- Cadetship
- Vacation Work

See website for details

Australian citizens and permanent residents only (including New Zealand citizens).

What does the firm offer its graduates?

Graduates at Grant Thornton will be exposed to challenging work and an extensive training program in their first year with the firm. Graduates will have the opportunity to attend a graduate program, where graduates come together for a week of technical training, allowing our graduates to learn from the best while building relationships within the Grant Thornton network.

Our Graduate Program offers:

- A comprehensive CA support program including paid study leave, mentoring, focus sessions and support material.
- Investment in developing your personal and professional skills
- National and international mobility opportunities
- A culture that encourages and celebrates success
- Competitive salary and benefits
- Active social club including events, sporting teams and community support
- Direct access to Partners and Managers
- Challenging work with direct client contact from an early stage
- A young, flexible, friendly and vibrant culture

Gresham

CONTACT DETAILS

// ADDRESS:

167 Macquarie St, Sydney NSW
2000 Australia

// CONTACT:

Gresham Graduate Team, email:
gresham@gresham.com.au

// WEBSITE

www.gresham.com.au

// OFFICE LOCATION(S):

Sydney, Melbourne and Perth

// AREAS OF PRACTICE

Investment Banking, Corporate
Advisory

ABOUT THE FIRM

What is unique about this organisation?

Gresham is a leading independent Australian investment and advisory house with offices in Sydney, Melbourne and Perth. Gresham was established in 1985 by James Graham and Graham Rich, and is owned by its senior executives along with its Foundation Co-investor, Wesfarmers Limited.

Gresham is focused on Corporate Advisory, providing independent investment banking services and advice to leading corporate, institutional and government clients. The Group has built a solid reputation for independence and innovation and has a track record that includes many of the largest and most complex transactions completed in the Australian marketplace.

What significant work has the organisation done recently?

Gresham has been involved in a number of prominent transactions in 2014, including acting as adviser to:

- David Jones in relation to the A\$2.15bn takeover bid from South Africa's Woolworths Holdings
- Wesfarmers on the A\$1.0bn divestment of its insurance broking operations to global broker Arthur J Gallagher
- Wesfarmers on the A\$1.8bn divestment of its insurance division to IAG for \$1.85bn
- Boral on its US\$1.7bn gypsum joint venture agreement with USG
- Platinum Equity on its acquisition of a 70% stake in Sensis from Telstra for A\$454m
- Bank of Queensland on its A\$440m acquisition of Investec Australia's specialist finance and leasing businesses

How are the skills and interests of a law student relevant to your organisation?

The successful provision of corporate advice, including successful origination and execution of transactions, relies on high level problem solving and analytical abilities which are fostered in a law degree. Law students also find their background important in the context of industry analysis and transaction structuring.

INTERNSHIPS

How do students apply for internships to this organisation this year?

Please apply by sending your resume and cover letter to gresham@gresham.com.au.

What does this organisation look for in an intern?

Gresham looks for a variety of qualities including quantitative and qualitative skills, as well as exceptional analytical and interpersonal skills. A demonstrated interest in finance and a track record of academic and all-round achievement are essential.

What work does the organisation offer its interns?

Gresham offers a 10 week summer internship program, during which interns obtain hands-on experience and exposure to 'live' client and transaction work. An internship may be followed by a graduate offer, subject to intern performance.

J.P. Morgan

CONTACT DETAILS

// ADDRESS:

18/F, 85 Castlereagh Street, Sydney,
2000, Australia

// CONTACT:

aus.grad@jpmorgan.com

// WEBSITE

jpmorgan.com/careers

// OFFICE LOCATION(S):

Sydney, Melbourne

// AREAS OF PRACTICE

We are a global leader in the banking industry, offering a full range of financial products and services to nearly 20,000 clients in over 100 countries. We provide strategic advice, lend money, raise capital, help manage risk, extend liquidity, and hold leadership positions in all of our major business lines.

ABOUT THE FIRM

What is unique about this firm?

Working with a team committed to doing their best – and being the best. Earning the trust of our clients. Demanding excellence of yourself. That's what it means to be part of J.P. Morgan. Join us and you'll help shape the future of one of the most respected financial institutions in the world.

What does the firm look for in a potential employee?

We are looking for team players and future leaders with exceptional drive, creativity and interpersonal skills. Impeccable academic credentials are important, but so are your achievements outside the classroom.

How does the firm encourage employees to learn and develop?

Training and development aren't only about enhancing your skills. Sure, you'll get rigorous technical instruction. But you'll learn to present, manage, sell, influence, lead, and be part of a team. You'll gain insights that will be invaluable throughout your career. And you'll benefit from the openness and dedication of colleagues and senior leaders whose willingness to help is the essence of what it means to work here.

INTERNSHIPS

What work does the organisation offer an intern?

We are offering the following summer internship programs this year:

- 2014-2015 Summer Internships (VIC)
Investment Banking
Application period: Jun 3 – Jul 3, 2014
- 2014-2015 Summer Internships (NSW)
Investment Banking
Sales & Trading
- Corporate Analyst Development Program
Technology
Application period: Jun 24 – Jul 24, 2014

Apply via our careers website at jpmorgan.com/careers

Are there any particular subjects or areas of study that are preferred by the organisation?

We recruit from all disciplines. Diversity is paramount; we not only recruit from business, finance, mathematics, engineering, information technology, law, but also from the arts and humanities.

Does the firm intend to offer internships to students outside their penultimate year?

No.

GRADUATES

Does the firm take graduates directly?*

Yes.

If so, what is the method of application for graduates?

Applications for 2015 full-time programs have now closed. Applications for our 2016 full-time programs will open around February 2015. Visit our careers website at jpmorgan.com/careers for updates.

Are there any international opportunities for graduates, such as intra-firm transfers?

In J.P. Morgan, career mobility doesn't mean just following a linear path. We're a global organisation so you could end up in any of a number of locations. But changing geographies is only one aspect. Maybe you'll want to be exposed to different areas of the firm or take a new direction entirely. We encourage job rotation.

KPMG

CONTACT DETAILS

// ADDRESS:

10 Shelley Street, Sydney, NSW,
2000

// CONTACT:

Graduate Recruitment Team: 1800
50 20 60 / nswgradrecruit@kpmg.
com.au

// AREAS OF PRACTICE

Audit, Tax and Advisory (Manage-
ment and Risk Consultancy).

ABOUT THE FIRM

What is unique about this firm?

At KPMG, we're committed to providing an open and friendly environment for our graduates and students that offers long-term growth, constant challenge and generous rewards. It's a philosophy that will continue throughout your career with us and touch every stage of your development.

We call it 'Live. Learn. Discover. Achieve.'

Who we are

As one of the world's leading professional services firms, we cut through complexity to help organisations in over 140 countries to work smarter, grow and prosper. Here in Australia, we employ people across 13 offices and work with some of the most high profile public and private names.

Our people and culture

With our local and global presence, KPMG continues to build on successes

thanks to forward thinking, rigorously maintained values and, above all, our people.

If you ask our employees what makes KPMG different – most will tell you the same thing: it's our open and friendly culture that they find both liberating and stimulating.

Through our commitment to our values, embracing our diversity and our responsibility to our communities, we aim to create an environment in which our people are proud to work, where a rich pool of talents supports our clients' businesses – and where an individual can develop a career at their own pace.

Our people never stop learning. Innovative development and growth programs support their personal interests and ambitions. Our future depends on how we nurture great individual talent and provide an environment where people can flourish both personally and professionally.

GRADUATES

What do we look for in an intern and graduate?

Our graduates and students are our future leaders. That's why we don't put parameters on qualifications or specific degree disciplines — we're open to all bright minds.

We deliberately recruit across a range of skills, abilities and backgrounds. We seek and value diversity. Our standards are high, but we're interested in the person, not just an academic record.

We look for talented people. Team players, who are also innovative thinkers, people who relish the challenge of solving problems and who can communicate their ideas with conviction and passion. People who want to keep on learning, be at the leading-edge of their chosen profession, and to make a difference. People who display integrity and objectivity in everything they do.

KPMG actively seeks law students to join all our business groups, particularly Tax or Internal Audit, Risk & Control Services (IARCS) within our Risk Consulting division.

To discover more about career opportunities at KPMG, and to apply, visit www.kpmg.com.au

LEK Consulting

CONTACT DETAILS

// ADDRESS:
26/88 Phillip Street,
Sydney NSW 2000

35/2 Southbank
Boulevard Southbank
Melbourne

// CONTACT:
Janine Clifford Recruitment & HR
Manager
03 9270 8350 or j.clifford@lek.com

// WEBSITE
www.lek.com

// OFFICE LOCATION(S):
Sydney & Melbourne and offices
globally

// AREAS OF PRACTICE
Management consulting

ABOUT THE FIRM

What is unique about this firm?

Our unique nature is derived from the people and culture that we internally foster. We not only look at the intelligence of employees, but honesty, diligence, leadership and interpersonal skills. Furthermore, we also build valuable relationships with clients. Our in-depth knowledge of market trends and corporate strategy development enable us to re-direct organisational goals of sustainable innovation and growth to a dynamic external environment that enables us to maintain and expand our increasing network of clients.

What does the firm look for in a potential employee?

The two paramount attributes that employees should possess is excellent problem solving and analytical skills

and strong interpersonal skills. However, we also look for candidates who align with our organisational values.

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

Research the firm and the management consulting profession as a whole to understand the sort of work you are likely to undertake and reflect on why you feel you are suited for this industry. If invited for an interview, prepare well, practice some case study interviews, examine any recent projects that the organisation has been involved in and at the end of the interview, ensure that you have some great questions to ask. This shows your prospective employer that you are eager to learn about the firm and become a part of our team.

INTERNSHIPS

What work does the organisation offer an intern?

An intern would work closely with our Associates and Consultants to provide support on various aspects of an engagement. As an intern you would have some responsibility for the basic research and analysis upon which each client engagement is based. Specific responsibilities may include, gathering primary data on markets, competitors and customers through database and Internet searches, developing strategic and financial analysis, which will be utilized to determine the recommendation.

Are there any particular subjects or areas of study that are preferred by the organisation?

Our employees come from many and varied backgrounds so we have no real preference in terms of areas of study. The main areas of specialization we recruit from include commerce, law, engineering and science.

How many interns did your organisation take last year?

4 (2 in Sydney and 2 in Melbourne)

Does the firm intend to offer internships to students outside their penultimate year?

No

GRADUATES

Does the firm take graduates directly?

Yes

If so, what is the method of application for graduates?

Submit an application via our website; <http://www.lek.com/join-lek/how-to-apply/apply-now>. At the time of publication, there are currently openings for the Graduate program in Melbourne.

What does the firm offer its graduates?

Graduates are able to develop in their roles rapidly. They have an early exposure to clients and LEK members, significant formal training, internal coaching and frequent interactions with Senior Partners who ensure the overall quality of advice and casework. Furthermore, the ongoing training and development of all staff ensures that graduates are always aware of relevant issues and practices.

McKinsey & Company

CONTACT DETAILS

// ADDRESS:

Level 35, 88 Phillip St, Sydney,
NSW 2000

// CONTACT:

Sheridan Kerr
(recruiting coordinator)
sheridan_kerr@mckinsey.com

// OFFICE LOCATION(S):

Over 100 offices in over 50 countries

// AREAS OF PRACTICE

Extensive experience in serving clients in mining, energy, finance, retail, media, travel & logistics, chemicals, healthcare, telecommunications, agriculture, professional services, and government.

ABOUT THE FIRM

What significant work has the firm done recently?

We work with Australia's leading institutions in the private and public sectors on the issues of greatest importance to them. Whilst we closely guard the work that we do, turn the page in any Australian business publication and you'll see examples of our work.

What does the firm look for in a potential employee?

We look for four things:

1. Problem solving skills – the ability to solve complex, often ambiguous, business problems
2. Achievement – the ability to deliver on challenging goals under tight time constraints

3. Personal impact – the ability to work effectively with people of different opinions

4. Leadership – demonstrated ability to effectively lead individuals and teams

How does the firm encourage employees to learn and develop?

An important part of McKinsey's mission is to create an unrivalled environment for exceptional people. We believe that the most effective learning is done 'on the job'. Our apprenticeship model requires each consultant at the beginning of every study to outline their development goals and for progress against them to be monitored by the project manager. Every consultant will also participate in formal training programs.

How does the firm encourage a work/life balance?

Every individual will have their own assessment of what an appropriate work/life balance is. At the beginning of every study, the project manager will lead a discussion to understand what the expectations and requirements of the team members are in this area. From that conversation each team will develop a set of 'lifestyle' norms.

How are the skills and interests of law students relevant to your organisation?

The ability to think through tough, multi-faceted problems and provide a compelling, fact-based perspective is a common trait for successful law students and consultants.

GRADUATES

Does the firm take graduates directly?

Yes, McKinsey actively pursues final year students pursuing Honours, Masters and/or Combined Degrees across disciplines. The recruitment process takes place at the beginning of the candidate's final year at university. We are open to applications from Australian and overseas residents.

If so, what is the method of application for graduates?

Applications need to be submitted online: www.mckinsey.com/careers. We recommend that applicants include a cover letter, CV and their most recent academic transcripts.

Macquarie Group

CONTACT DETAILS

// ADDRESS:

No. 1 Martin Place, Sydney, NSW 2000

// CONTACT:

Macquarie Graduate Recruitment Team

// WEBSITE

macquarie.com.au/graduates

// OFFICE LOCATION(S):

In addition to its significant presence in Australia, Macquarie has substantial operations across the Asia-Pacific, the Americas and Europe, the Middle East and Africa.

// AREAS OF PRACTICE

Operating Groups: Banking and Financial Services Group; Corporate and Asset Finance Group; Fixed Income Currencies and Commodities; Macquarie Capital; Macquarie Funds Group; Macquarie Securities Group.

Service groups: Corporate Operations Group; Financial Management Group; Risk Management Group; Legal and Governance.

ABOUT THE FIRM

What is unique about this firm?

Macquarie Group is a global provider of banking, financial, advisory, investment and funds management services. The key to our success is our unique management philosophy which gives our businesses the freedom to pursue opportunities within a risk management framework, known to our employees as 'freedom within boundaries'. This offers enthusiastic and talented employees a unique opportunity to develop in a supportive environment where they are encouraged to share their innovative ideas.

How are the skills and interests of a law student relevant to your organization?

There is a diverse range of opportunities available to law students as Macquarie provides a range of services on behalf of institutional, corporate and retail clients and counterparties around the world. We provide an attractive alternative to law students who are keen to explore opportunities outside of commercial law firms, yet are still passionate about developing their legal and commercial knowledge in a challenging and rewarding environment.

What does the firm look for in a potential employee?

Macquarie seeks high calibre candidates who have a strong interest in the financial services sector and a genuine interest in working at Macquarie. We recruit well rounded individuals demonstrating a strong track record of academic performance and involvement in extra-curricular and/or community based activities. We look for:

- High levels of motivation
- Above average analytical skills
- Excellent communication skills
- The ability to get along with others
- Entrepreneurialism
- Creativity
- A strong sense of discipline and integrity
- Genuine interest in financial services

INTERNSHIPS

What work does the organisation offer an intern?

Macquarie's summer internship program provides an opportunity for students to work full time over the summer break. Throughout this time students benefit from hands-on experience, increased exposure to the financial services sector and an invaluable insight into the career opportunities offered at Macquarie.

Students will need to apply for internship opportunities online via our website, macquarie.com.au/graduates. Application deadlines for our 2014/2015 Australian Summer Internship program are as follows:

Melbourne office: Thursday 3 July 2014, 12pm AEST

All other offices: Thursday 24 July 2014, 12pm AEST.

Does the firm intend to offer internships to students outside their penultimate year?

Yes.

GRADUATES

Does the firm take graduates directly?

Yes.

If so, what is the method of application for graduates?

Please apply online via our website, macquarie.com.au/graduates.

Applications for the 2015 Australian Graduate program have now closed. Applications for our 2016 Australian Graduate program will open early 2015.

What does the firm offer its graduates?

Working with some of the best people in the industry, Macquarie's graduate program enables students to join a specific group and participate in a structured induction, learning and development program during their first 12 months with Macquarie.

Are there any international opportunities for graduates, such as intra-firm transfers?

Yes graduates are able to travel overseas and undertake either a permanent or temporary placement with our offices around the world. This is a feature of our international presence and global business.

Pottinger

CONTACT DETAILS

// ADDRESS:

Level 35 AMP Centre 50 Bridge Street Sydney

// CONTACT:

Pedro Perez 02 9225 8017 careers@pottinger.com

// WEBSITE

www.pottinger.com

// OFFICE LOCATION(S):

Sydney CBD

// AREAS OF PRACTICE

Strategy, data analytics, mergers and acquisition, financing

ABOUT THE FIRM

What is unique about this firm?*

Pottinger holds a unique position in the advisory market, in that we provide genuine, in-depth, insightful yet practical strategic advice, while being highly experienced in the execution of large-scale M&A. This means that our advice is heavily underpinned in both strategic rationale and commercial wisdom. Furthermore, the quality of the team and the values, ethics and principles they uphold reinforce the organisational functions of the firm.

What significant work has the firm done recently?

Recently, Pottinger has been consulted to advise Government on important infrastructure policy and decisions as well as other reported matters such as Qantas. Currently, we are working with a large US company to redesign its corporate strategy both domestically and internationally.

What does the firm look for in a potential employee?

We look for people with strong interpersonal skills – honesty, genuine care for the work that they are doing, along with people who understand the importance of the advice that Pottinger provides to clients. We value candidates who can demonstrate critical thinking and integrity. However, above all, we are looking for people who are genuinely passionate about what they do; they are able to have a sense of fun, be a great colleague – someone we see ourselves working alongside – yet embody their own individual style

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

Don't bold lines in your cover letters! Just let us know why it is that you think you might enjoy what we do and what is distinctive about yourself. If you are interviewed by us, just bring yourself to the interview so we can both figure out if this is an environment in which you would flourish.

How does the firm encourage employees to learn and develop?

Through direct mentoring, significant ongoing training, external opportunities, and constant reinforcement from the CEO.

INTERNSHIPS

What work does the organisation offer an intern?

The opportunity to do interesting work with a wonderful, thoughtful and caring team to establish if this is really a career that you would be prepared to make a commitment to.

Are there any particular subjects or areas of study that are preferred by the organisation?

You need to be numerate and an excellent communicator irrespective of what you have studied. We like different disciplines so that it allows for diversity of perspective and views in the workplace.

Does the firm intend to offer internships to students outside their penultimate year?

We have done so on occasions.

GRADUATES

Does the firm take graduates directly?*

Yes, we run a graduate recruiting program, the details of which can be found on our website www.pottinger.com

What does the firm offer its graduates?

An interesting career with training, mentoring and senior input from the very beginning. You will be stimulated and appreciated. You will work with people who live the values they espouse.

UBS

CONTACT DETAILS

// ADDRESS:

Level 16, Chifley Tower, 2 Chifley Square, Sydney NSW 2000

// CONTACT:

Ciara Clerkin,
ciara.clerkin@ubs.com
03 9242 6464

// WEBSITE

www.ubs.com/graduates

// OFFICE LOCATION(S):

UBS is present in all major financial centers worldwide. It has offices in more than 50 countries and in Australia has offices in Sydney, Melbourne, Brisbane and Perth.

// AREAS OF PRACTICE

UBS provides comprehensive investment banking, wealth and asset management services by combining local insight and credentials with the firm's global franchise.

ABOUT THE FIRM

What is unique about this firm?

UBS has operated in the Australian financial markets for over 75 years and is consistently voted best Investment Bank by industry and clients in a range of highly recognised awards including AsiaMoney, Financial Review CFO, FinanceAsia, the Asset and in the East Coles Survey. UBS differentiates itself from other financial firms in the way we conduct business. We believe that we are only as successful as our relationships – both externally with our clients and internally with each other. This approach makes us a personable choice for clients and employees worldwide.

INTERNSHIPS

What work does the organisation offer an intern?

Our 10 week structured summer internship program runs from November to February each year. At UBS, our interns work alongside some of the best and brightest people in the industry, learning about our organization, a specific business division, our clients, and the products & services we offer. Throughout their internship, events are run to ensure the experience is complemented with learning, training and networking opportunities.

Are there any particular subjects or areas of study that are preferred by the organisation?

UBS employs graduates from all backgrounds – indeed, we're more interested in the broad intellectual skills developed at university than an expertise in a particular subject.

Does the firm intend to offer internships to students outside their penultimate year?

We accept applications from non-penultimate year students; however, preference is given to those students in penultimate year as ultimately we aim to convert students in our intern class to our graduate program the following year.

GRADUATES

Does the firm take graduates directly?

Yes, we recruit graduates directly from Campus.

If so, what is the method of application for graduates?

The application process is the same for graduates and interns. All applications

must be submitted online students are asked to submit a cover letter, resume and recent academic transcript, and answer some open ended questions to provide insight into their experience and ambitions.

Visit www.ubs.com/graduates for program info and to submit your application.

Key application dates are:

- 2014 – 2015 Summer Internship Program, Melbourne: 12:00 p.m. (AEST) Thursday, 3 July 2014
- 2014 – 2015 Summer Internship Program, Sydney: 12:00 p.m. (AEST) Thursday, 24 July 2014

2015 hiring for graduates to join the Investment Banking Department is now completed. Please review our website for upcoming Markets and Research 2015 graduate positions.

What does the firm offer its graduates?

The UBS Graduate Training Program is a learning journey. All our graduate trainees enter intensive, industry-leading training programs at the outset of their career at UBS to help them develop business specific proficiencies and firm-wide knowledge. Comprehensive business education is offered through function-specific 'learning pathways' - a structured set of activities designed to ensure consistent training across similar jobs world-wide.

Our graduate programs provide various cross-divisional and specialist perspectives and focus on specific business skills as well as professional development. You will also learn more about our global organization and business strategy, our core values and the high standards we aspire to.

Validus Advisory Group

CONTACT DETAILS

// ADDRESS:
95 Pitt Street Sydney NSW 2000

// CONTACT:
Richard Warner
richard@validus.com.au
M: 0400127900
T: 02 8079 2932

// WEBSITE
<http://validus.com.au/>

// OFFICE LOCATION(S):
Sydney CBD

// AREAS OF PRACTICE
Corporate advisory, private wealth
and financial solutions

ABOUT THE FIRM

What is unique about this firm?

We strive to tailor solutions and multi-dimensional corporate services to the client's needs. Our focus is on developing long-term strategic relationships with largely overseas partners. All our services accommodate for clients ranging from large organisations too small to medium sized ASX listed companies, allowing employees to engage with a large range of transactions.

What does the firm look for in a potential employee?

Our employees are highly motivated and dedicated who have a sound understanding in the field of mergers, acquisitions and disposals, capital raisings, corporate reconstructions, private wealth, financial solutions and general corporate assistance. They must be passionate about financial services and

excellent oral and written communication skills. Furthermore, candidates should be able to show leadership and initiative throughout their extra-curricular or academic performance.

How does the firm encourage employees to learn and develop?

Employees have the opportunity to access the knowledge of five senior directors – all possessing extensive experience in the Financial Services Industry – in an informal mentoring partnership. Employees are given a range of responsibilities in the beginning in order to minimize the learning curve from university to employment.

INTERNSHIPS

What work does the organisation offer an intern?

Validus can offer interns and graduates alike the opportunity to discover several key areas of financial services including corporate advisory (M&A, business consulting, corporate advice, capital raising and governance), private wealth (portfolio construction and asset management) and financial solutions (equipment finance, home and business loans). Therefore interns and graduates can experience both organisational financial services and private equity aspects.

Are there any particular subjects or areas of study that are preferred by the organisation?

Given that our organisation looks predominantly at financial analysis, it is preferred if candidates have a sound understanding of business practice, balance sheet analysis and laws governing corporations.

GRADUATES

Does the firms take graduates directly?

Yes, we do.

If so, what is the method of application for graduates?

Please email resume, cover letter and academic transcript directly to info@validus.com.au

Are there any international opportunities for graduates, such as intra-firm transfers?

Although there are no intra-firm transfers available, there are international opportunities still available for graduates. Validus has strategic partners in the USA, China, Hong Kong, Brazil, across the Asia Pacific and strong alliances with offshore investment banks.

Intern Profile

Murphy Xue; 2013 Intern, 2014 Graduate
Finance, Citi Markets

The fantastic thing about Sydney Law is that it opens a lot of doors outside of law. Everyone tells you this, but I don't think I really understood what it meant until after I walked out those gates for the last time. While a lot of my friends went for law clerkships in our penultimate year, I did a summer internship in the markets division of Citi in my penultimate year – and have never looked back.

In a nutshell, 'markets' encompasses the purchase and sale of securities – shares, currencies, bonds and their myriad derivatives – on global markets. Clients range all the way from governments and central banks to corporations, banks and investors of all shapes and sizes – be it retail (you or me) or large institutional investors in charge of huge sums of capital.

Going into the internship, I wasn't sure what to expect – my more cynical friends were convinced we would just be jammed into menial tasks, shielded away from the broader business. This couldn't have been further from the truth.

Right from the start, Citi was committed to training and education. From day one, we were assigned a buddy – a seasoned veteran on the trade floor – and given a week of structured training. It really didn't matter if you didn't come from a finance background (many of the interns didn't – one intern was even a doctor-in-training) – as long as you had the right attitude you were given a comprehensive crash course in finance. The training did not stop once we hit the trade floor either, every day we were given projects, trivia and financial riddles to solve.

For my internship, I did a rotation in algorithmic equity trading (program trading) and fixed income investor sales. I was not the only intern to move across both asset classes (shares vs. fixed income) and roles (trading vs. sales) – Citi went out of its way to give interns as much exposure to the wider business as possible. Our formal rotations were supplemented by informal floor-wide rotations on Friday where you can simply walk up to any team you wanted and spend an afternoon

chatting with them about their role/product. In hindsight, it seemed that the emphasis of the internship program was to provide a chance for you to find out what areas of the firm you are interested in, rather than pigeonhole you into a department at the whims of others.

People make the firm and I think the strength of Citi really came from the diversity of the people who work there – and everyone gets along so well. People really do come from all walks of life, so I don't think there are any real prerequisites for a career in finance other than a genuine passion for it. I've made some of my best friends within the firm – especially my intern group (who are now all graduates).

If I could perhaps just give one parting word of advice: Really think about what your strengths and passions are, rather than play to the opinions of others. Your career is a long game and you are at the stage of your lives where you can afford to take risks and make mistakes – go for something you want, rather than something that is available.

Associate Profiles

Sarah, Associate, J.P. Morgan

Investment Banking,

I have worked at J.P. Morgan since 2011 and I find the culture to be very inclusive. I attend networking events specifically for women; not just within the Investment Bank, but across the whole organization. As a result, I've been able to meet some of the most intelligent females in the firm, who are great mentors.

My role in the Equity Capital Markets team is to assist with equity and equity-linked transactions, from initial origination right through to final execution. When a deal is launched, the intensity and focus within the team is energizing, and there is a real sense of accomplishment once the deal is complete.

One of the great things about working here is the amount of time and effort that is invested in training. The responsibility I am given keeps growing, and I am constantly supported by my colleagues who have shared their experience and advice with me.

Susan, Associate, J.P. Morgan Corporate Analyst Development Program

I joined as a CADP Analyst in February 2012. The program placed me into four six-month rotations which gave me many opportunities to engage in previously unknown areas and gather on-the-job knowledge. The advantage of such a program is that we are able to gather so much training on-the-job and inconsequentially narrow the learning program between university and graduate. It also allows us to network and make connections in various areas of the firm.

My rotations have been considerably varied. My first was a project with the Financial Year End Control Room, which developed my skills in communication and critical thinking. After that I worked in Change Management and helped to roll out a new client query tracking system. Following on from that, I worked in the Fund Accounting team delivering client reports and assisting with process improvements. I'm currently on the last rotation in the Treasury Services sales team, which is a completely new experience.

Ever since I can remember, I've always wanted to be a professional chef. Even before high school, I used to cook with my Mum and sister. However, when I began studying Commerce at university, I became really interested in a career in finance. I still love to spend time in the kitchen when I can – and at heart I remain a chef and food critic.

Stepping out now, I'd like to think that I have a broad perspective of the business. For example, I've seen that the culture in a project team is very different to the culture in a sales team. My rotations have taught me how to interact with all the different personalities across these areas, and this will be really beneficial to me down the road.

Analyst Profile

David, 2011 Macquarie Capital
Corporate Advisory

As an analyst in Macquarie Capital, there is definitely no “typical day”, with every day bringing new challenges and opportunities. Daily tasks I have experienced vary from traditional financial analysis in the office through to taking international investors on mine site tours in remote Queensland, and a multitude of tasks somewhere in between.

Explain your career journey at Macquarie.

My career at Macquarie started with a summer internship with the resources team in Melbourne, and I commenced as a graduate in the same team the following year. Being a global business though, your involvement is not restricted to the team in which you are based, and I have worked on a number of transactions with interstate and overseas offices, as well as across industry groups. To give specific examples, I have worked on an oil and gas transaction with our resources team in Calgary, Canada, as well as assisting in resources infrastructure transactions with the infrastructure and debt capital markets teams in Sydney. The opportunity is there to gain exposure to a wide range of senior bankers and different sectors. I am currently undertaking a rotation with the Melbourne infrastructure team, allowing me to further expand my knowledge base and Macquarie network.

How would you describe the people you work with?

At Macquarie, you will work with an incredibly diverse range of people with different skill sets and backgrounds. In the resources team in Melbourne alone there are chemical engineers, chartered accountants, Mandarin speakers and law/finance graduates, but all of the people I work with are intelligent, dedicated, and passionate in the way they go about their work making the Macquarie workplace a very enjoyable place to be.

What is your top tip for success?

My top tip is to understand what particular set of skills you possess, and understand how you can best use these to the benefit Macquarie and its clients. At Macquarie, we face a wide variety and ever-changing set of challenges every day, and no single person has all of the answers, but all employees are able to bring something unique to the team based on their own backgrounds and experiences no matter how junior or senior. Being able to maximise utilisation of your existing skill set, as well as skills that you develop over time, will make you a highly valued team member.

Analyst Profiles

Chris Slater, UBS

Real Estate

The skills learnt at Sydney Law School have provided me with invaluable knowledge that I have used in my career thus far in investment banking at UBS. Firstly, the law degree helped me develop many core skills that are regularly used in my day to day activities including attention to detail, research and discerning information. My law degree at Sydney University also provided me with integral background knowledge that I have used in helping advise companies in “live” merger and acquisition transactions and when assisting ASX-listed companies in raising equity capital. Over the course of my tenure at UBS, there have been certain subjects studied that were predominantly relevant illustrating the intersection of law and commerce. These include:

Corporations Law, which taught me valuable background information about companies, directors and shareholders - knowledge which turned out to be essential as I was helping advise the directors and management of an ASX 300 real estate company on how to raise \$100 million of equity capital from its shareholders in my first few weeks in investment banking!

Corporate and Securities Regulation, where I learnt about the difference between a takeover and scheme of arrangement - a question I was asked by a director of the ASX 100 real estate company after a takeover offer was received to acquire the company that he was a director of only weeks after a scheme of arrangement proposal was put forward by another bidder. This ended up being a \$4 billion M&A transaction that I was intimately involved on as an adviser for the target company from start to finish!

Competition Law, where I learnt about the characteristics that determine whether an M&A transaction will be deemed by the Australian Competition & Consumer Commission as anti-competitive or not - so far thankfully no M&A transaction I have advised on has been deemed anti-competitive.

Australian Income Tax, which helped teach me valuable insights on tax which is always an important consideration when assessing M&A transactions (and helped me look knowledgeable when meeting tax advisers along with the management of our client, a top 50 ASX listed company, to discuss the tax issues involved in an \$8 billion M&A transaction I was working on).

Ying Huang, UBS

Debt Capital Markets

I have found my law degree quite valuable in my line of work, both in terms of the relevant course work as well as the skills attained.

My intent in law school was always to work in finance, so I chose subjects in business and finance law such as Corporate and Securities Regulation, Banking and Financial Instruments, and Advanced Taxation Law. These subjects served as a useful foundation for some of the areas that I have since worked in capital markets. For example:

Corporate and Securities Regulation covered the legal principles, legislation and regulation surrounding corporate fundraising and buy backs. The course also provided me with the technical background behind the documentation and process involved in setting up a bond programme and issuing prospectuses for capital raisings issued to retail investors. I have also participated in due diligence committee meetings for capital raisings, an area which we covered early in the course. In addition, having an understanding of legal jargon has been helpful when dealing with lawyers on these transactions.

Banking and Financial Instruments provided me with an overview of the legal regulation and supervision of banks. A lot of the funding we do is for banks and other financial institutions so this course was useful for understanding both our clients and the financial products we issue for them. I also gained insight into the policy rationale behind the new regulations being introduced by the government and authorities

Law school also equipped me with transferrable skills such as problem solving, research, processing information, and structuring arguments. Reading and drafting company prospectuses and annual reports seems pale in comparison to the sheer volume of readings required for a law degree!

PUBLIC SECTOR

Working as a government lawyer is about as multifarious as it can get. Diversity and unpredictability are some of the adjectives being thrown around the experience of working in the public sector.

The relatively more relaxed work/life balance is also touted for a reason. But simply because on some days, one can envisage getting home by 6pm, not am, does not mean working in the public sector involves any less stimulating, sophisticated or meaningful work. For example, the Australian Government Solicitor operates just like any other competitive business enterprise and must maintain quality standards to keep work coming in.

If anything, government lawyers often find themselves immersed in a culture that emphasises a social good to the work being done, in the absence of catering to commercial clients' needs. If you're working at the DPP or NSW Crown Solicitor's Office, the measures of performance are based more around how well you serve the community interest, not the dollars being raked in from clients.

What has to be acknowledged is that there are comparatively less opportunities for advancement once you get to the senior levels, and then there's the ever important question of pay. But rest assured of high flexibility between government jobs. As for the starting salaries at the junior and mid levels, the pay is just as competitive as commercial law firms if not more so. Either way, if you're interested in the public sector, odds are that money is not going to be your only priority.

So again, if these factors are ticking your boxes, read on.

Australian Human Rights Commission

CONTACT DETAILS

// ADDRESS:

Level 3, 175 Pitt Street,
Sydney NSW 2001

// CONTACT:

jobs@humanrights.gov.au

// NUMBER OF STAFF:

Approx 130 (can increase when major inquiries and partner funded projects are underway)

// OFFICE LOCATION:

All staff are located in one Sydney CBD office.

What sets this organisation apart from others?

The Australian Human Rights Commission is Australia's national human rights institution. It is an independent, statutory authority which has statutory responsibilities for:

- education and public awareness
- investigating and resolving complaints alleging discrimination and a human rights breach
- human rights compliance
- policy and legislative development.

The Commission's Mission is to lead the promotion and protection of human rights in Australia by:

- making human rights values part of everyday life and language;
- empowering all people to understand and exercise their human rights;
- working with individuals, community, business and government to inspire action;
- keeping government accountable to national and international human rights standards;

How does the organisation encourage employees to grow their potential?

The Commission provides a collaborative working environment where skills and expertise are shared across teams. Whole of Commission projects and roles that develop broader corporate responsibility are also encouraged. We offer study assistance to staff undertaking tertiary studies and provide in-house learning experiences from formal training to lunchtime learning sessions. Staff are encouraged through the Commission's performance management process to identify areas for development and building of current skill levels. Internal employment opportunities can be considered for short to medium term career development.

What does the organisation look for in a potential employee?

- High level understanding of human rights issues in Australia
- Professional and culturally sensitive interaction with colleagues, external and community stakeholders
- Analytical skills
- Exceptional communication skills
- Professionalism
- Broad experience and connection with communities

Personal qualities

Integrity, objective, impartial and fair minded, commitment to principles that underpin the Commission's legislation, respectful and ethical.

What advice would you offer to someone applying to the organisation?

- Always speak to the contact person and be prepared with relevant questions.
- Look at the Commission's website, previous reports, current priority areas and strategic plan.
- Be familiar with the position of interest, what it will be responsible for and what skills and experience is expected.
- Follow the application instructions and check that you have completed all requirements, formatting and grammar are correct and that you have presented your information in a compelling manner.
- Don't be disheartened if not successful, there is strong competition for all Commission vacancies.

How are the skills and interests of a law student relevant to your organisation?

The Commission's work also involves research, analysis and understanding of complex legislation and how it applies in various circumstances. Whether employed in our Legal, Policy or the Investigation Conciliation Service, a wide range of legal skills are used on a daily basis. Staff who work within a Policy area need to develop compelling submissions and communicate that to legislators and policy makers. Investigation Conciliation staff need to understand and apply the law and to facilitate an ADR process to encourage parties to come to an agreed position often after holding sometimes entrenched positions. Legal staff need to have a high level understanding of the law and its application, and to be a 'subject matter expert' when making submissions before the courts or other government processes. Interest areas can range from specific work in discrimination law, disability issues, Indigenous health, education or native title, LGBTI issues, asylum seekers and refugees, children's rights, international engagement etc.

Do you offer any opportunities for non-penultimate year students?

The Commission offers internships to final year law students and offers may be made on the basis of study and community involvement.

What is the typical career path progression of graduates at your organisation?

The Commission engages all ongoing employees through a merit selection process. Career development through the organisation is dependent on demonstrated high performance and opportunities provided through projects and collaboration.

An example of an internship:

An internship with the Commission provides a direct opportunity to be working on research, policy development, economic and social reform and community engagement strategies. An intern may be involved with:

- Conducting research and analysis
- Writing a background briefing paper, a draft speech, a draft chapter for a report
- Attending internal and external meetings

- Liaising with other government and non-government agencies on current social policy issues or projects
- Supporting an international delegation visit

How do students apply for an Internship?

Advertising occurs September or at other relevant times when the Commission runs another intake of interns. Applicants follow the application process on the Commission's website. Applicants are assessed and may be required for interview.

Does the organisation take graduates directly?

There is no current Graduate program but this is being reviewed in 2015

Australian Law Reform Commission

CONTACT DETAILS

// ADDRESS:
Level 40, MLC Tower, 19
Martin Place, Sydney NSW
2000

// CONTACT:
Sabina Wynn, Executive
Director, sabina.wynn@alrc.gov.au, +61 282 386 366

// OFFICE LOCATION:
Sydney.

What sets this organisation apart from the others?

The Australian Law Reform Commission is an organisation that offers its employees the intellectual challenges of research and inquiry into Australian laws and legal processes with the possibility of real impact, by means of its recommendations on reforming the law.

The ALRC has a unique role in identifying the problems in the law and proposing solutions. The ALRC has a number of very distinguished alumni including former Presidents the Hon Michael Kirby AC CMG, the Hon Murray Wilcox AO QC and the Hon Elizabeth Evatt AO.

Tell us about an interesting new project the organisation is currently working on:

The ALRC is currently engaged in inquiries into areas such as Serious Invasions of Privacy in the Digital Era; the Native Title Act 1993 (Cth); and

Equality, Capacity and Disability in Commonwealth laws.

What does the organisation look for in a potential employee?

The ALRC looks for employees who hold law degrees and have at least one year work experience, preferably three, which includes experience in legal or government policy or research.

Legal Officers must have excellent research and writing skills, have strong analytical skills and the ability to think laterally about problems and issues.

What is the purpose of your organisation?

The purpose of the ALRC 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.

Why work in the public sector?

The public sector offers opportunities to be involved in improving Australian society and the legal system, and to contribute to Government's policy processes.

How are the skills and interests of a law student relevant to your organisation?

The ALRC offers employees an opportunity to engage with more theory and debates about legal reform than

ordinary legal practice. Many students find these areas interesting during their studies but then are not able to pursue them in their careers.

What work does the organisation offer a clerk/intern?

The ALRC runs a very well regarded internship program for penultimate and final year law students. Interns are supervised by a staff member, their work is credited in ALRC publications and the work undertaken will be determined by the work schedule of the inquiries being undertaken during the internship.

The interns are based in Sydney and the ALRC typically offers three sessions each year (part time Semester 1 and 2 internships, and a full time Summer program). The number of interns accepted will depend on the work being undertaken by the Commission. Entry to the internship is competitive via an application process.

How do students apply for an internship?

2015 dates will be announced in November, 2014 in the ALRC Brief (available on the ALRC website). Students can apply for internships online at <<http://www.alrc.gov.au/about/legal-internship-program>>.

Does the organisation take graduates directly?

No.

Australian Taxation Office

CONTACT DETAILS

// ADDRESS:

26 Narellan Street Canberra
2600

// CONTACT:

graduateprogram@ato.gov.au

// WEBSITE:

www.destination.ato.gov.au

// OFFICE LOCATIONS:

Sydney, Melbourne, Canberra, Brisbane, Perth, Adelaide

What is unique about your organisation?

The Australian Tax Office is a dynamic, innovative and internationally recognised organisation, so you can be sure you're enhancing your professional reputation by working for us.

We offer excellent employment conditions and promote and enjoy a culturally diverse and safe working environment. Additionally we offer ongoing development, varied and challenging work, and flexible career opportunities to be an employer of choice.

As an employer of choice we:

- are committed to creating an inclusive work environment that accommodates the needs of employees and encourages them to contribute

- to their maximum potential;
- have a workplace diversity program which aims to create an environment that recognises individual and cultural differences and promotes a workplace free from discrimination and harassment;
- are committed to helping you develop yourself in your relevant area of expertise. We believe in life-long learning and offer continual professional development and further study opportunities;
- provide an opportunity for you to develop in a dynamic business environment where priorities and work allocation may change rapidly as well as building depth and breadth of expertise that is particularly relevant to the ATO;
- provide you with a dynamic and rewarding career in a high profile national organisation. We offer excellent professional development opportunities through a highly-regarded graduate development program and beyond.

What role would a graduate have?

Features of the graduate development program include:

- joining an organisation with a high international reputation as a leader in tax administration;
- taking part in an intensive, challenging 12-month program;
- receiving training and development opportunities;

- benefiting from flexible working conditions that promote work/life balance;
- receiving excellent working conditions and great superannuation benefits;
- a permanent job on successful completion of the program

The graduate development program is designed to build our future leaders and technical experts by developing skills, knowledge and networks to help you throughout your career with us.

To be a part of the organisation you will need to uphold high ethical standards as our unique role in collecting revenue for government gives us access to sensitive information.

More information

Visit www.destination.ato.gov.au. We encourage applications from all areas of the community, including Indigenous candidates and applicants with a disability.

Over recent years we have graduate commencements exceeding 200 per year. We have one intake each year and applications are usually open in March each year.

Commonwealth Ombudsman

CONTACT DETAILS

// ADDRESS:

Level 5, Childers Square, 14
Childers Street, Canberra,
ACT, 2601

// CONTACT:

Rohan Anderson, Director,
02 6276 0914, rohan.ander-
son@ombudsman.gov.au

// OFFICE LOCATION(S):

Canberra, Sydney, Mel-
bourne, Brisbane, Adelaide,
Perth

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 and agencies in relation to: covert controlled operations; telecommunications interceptions; stored communications; and the use of surveillance devices. We are responsible for inspecting and reporting on some immigration detention matters, and for reviewing the exercise of coercive information-gathering powers by the Director of Fair Work Building & Construction.

Our public interest disclosure roles

The Ombudsman promotes and maintains the Commonwealth public interest disclosure scheme and undertakes a specific defined role for the whole of the Australian Government.

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 requests, resources permitting. Any request for a work experience placement 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.

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:

<http://www.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
- Abilities to prioritise and work independently or as part of a team.

Department of Foreign Affairs and Trade

CONTACT DETAILS

// ADDRESS:

R.G. Casey Building, John
McEwen Crescent, Barton,
ACT 0221, Australia

// CONTACT:

gradrec@dfat.gov.au

// OFFICE LOCATION(S):

Canberra, Sydney,
Melbourne, Brisbane, Ade-
laide, Perth

What does the firm look for in a potential employee?

As a dynamic agency working in a complex environment, the Department of Foreign Affairs and Trade (DFAT) is looking for graduates from varied backgrounds.

We are looking for graduates with high-level analytical and communication skills. People who are adept at working in teams. Practical, results-oriented people who are able to work under pressure, occasionally in difficult environments, meet tight deadlines, and who are pro-active in getting out and about and making contacts.

We are looking for graduates with a strong record of academic achievement, as well as extra-curricular activities in whatever form that might take, be that paid work supporting yourself through

university, involvement in community groups and events, or a range of other activities. We are looking for graduates who have a genuine interest in international issues and understand the contribution Australia can make internationally.

Successful applicants will have a strong record of academic achievement and usually have honours, combined or higher degrees. However, academic qualifications are not the sole criterion for selection. Applicants will also be assessed on the quality of work experience, extra-curricular achievements and community activities.

The department is looking for graduates who are:

- talented and highly motivated
- good communicators
- strategic thinkers and practical problem solvers
- team players, flexible, adaptable and resourceful
- sensitive to, and appreciative of, difference and diversity.

In recent years DFAT policy graduates have had degrees in Antarctic studies, architecture, arts, Asian studies,

business, commerce, communications, computer science, development studies, economics, international relations, language studies, law, medicine and science.

Corporate graduates have had degrees in commerce, accounting, human resource management, arts, ICT and business administration.

Need more information?

Website: www.dfat.gov.au/jobs/graduates

Email: gradrec@dfat.gov.au

Department of Prime Minister and Cabinet

CONTACT DETAILS

// ADDRESS:

1 National Circuit, Barton,
ACT 2600 Australia

// CONTACT:

HR Help, (02) 6271 5454,
HRHelp@pmc.gov.au

// OFFICE LOCATION:

Australia Wide

What sets this organisation apart from the others?

The Department advises and supports the Prime Minister and the Cabinet on a range of issues at the forefront of public policy and government administration. Our mission is to contribute to the good government of Australia by supporting the Prime Minister and the Cabinet in the effective development and implementation of policies and programs across the whole-of-government and to demonstrate excellence in leadership in the Australian Public Service.

How does the organisation encourage a work/life balance?

PM&C values the health, safety and wellbeing of its employees. We understand employees who are mentally and physically healthy are more likely to be engaged, committed and productive in all aspects of their work and life.

How does the organisation encourage employees to improve their capacity and skills?

PM&C encourages its staff to work with their managers to identify areas for learning and development and actively pursue these through a range of specialised activities including training courses, on-the-job experiences, seminars and capability programs to build leadership and management skills. The Graduate Programme includes a range of learning and development initiatives including an induction programme, on-the-job work experience, buddy programme, mentoring programme, and a structured learning and development programme.

What does the organisation look for in a potential employee?

PM&C seek applications from high achieving and high potential candidates with qualifications in a broad range of disciplines.

What is the purpose of your organisation?

At the cutting edge of reform and innovation in public policy, PM&C provides high level strategic policy advice on matters that are at the forefront of public and government administration.

Does the organisation take graduates directly?

Yes

What is the method of application for graduates?

Applicants for the 2015 Graduate Programme are required to submit their application via our online recruitment system, eRecruit. Applications should include a CV and a response to three questions no longer than 300 words per question.

What role would a graduate have?

As a Graduate with PM&C, you will have a unique opportunity to work across various areas in the department. Each Group works on a range of significant policy, programme and operational areas. PM&C has four Groups including Domestic Policy Group, National Security and International Policy, Governance and Indigenous Affairs.

Department of Police and Justice

CONTACT DETAILS

// ADDRESS:

160 Marsden Street, Parramatta NSW 2150

// CONTACT:

agrecruitment@agd.nsw.gov.au; 02 8688 8403

What is the purpose of your organisation?

The Department of Police and Justice provides an effective justice system for the people of New South Wales. The Department is responsible for managing courts and justice services, implementing programs to reduce crime and reoffending, managing custodial and community-based correctional services, protecting rights and community standards and advising on law reform and legal matters.

What sets this organisation apart from the others?

The Department of Police and Justice is a large and diverse department. Outstanding opportunities for mobility and career development are available across the Police and Justice cluster and the public sector. Mobility across the divisions is encouraged, including Courts and Tribunal Services; Juvenile Justice; Corrective Services; Crime Prevention and Community Programs; Justice Policy and Legal Services; the Office of the Secretary and Corporate Services.

Your work will have a real impact in the community. The Department holds a unique focus on client service, social justice, contemporary issues and public safety initiatives. We work towards a truly integrated justice system that is responsive to current issues in the justice sector and is well placed to understand and address the needs of individuals.

As a legal or policy officer, you may have a role in a highly sought-after position of integrity and confidentiality. Examples include Justice Policy, Justice Legal, Law Reform Commission or Crime Prevention and Community Programs (including LawAccess NSW). Departmental employees also work closely with stakeholders, non-government and community organisations and other agencies within the broader Justice Cluster including NSW Police Force, Fire and Rescue NSW, NSW Rural Fire Service and NSW State Emergency Service.

Tell us about an interesting new project the organisation is currently working on:

The Department is currently working on cutting edge issues including sentencing reform, access to dispute resolution, the disability strategic plan, the open government initiative including privacy and access to information, and diversionary programs such as Youth on Track.

How does the organisation encourage a work/life balance?

The Department is a flexible family friendly workplace. The Department has a dedicated Well for Life team. The team provides information and services to support improved health and lifestyle, such as discounted gym membership. The Department also hosts the RE:SPECT campaign, which promotes the right to dignity at work.

How does the organisation encourage employees to improve their capacity and skills?

The Department holds a commitment to recognising talent and providing opportunities to build your capabilities across

the sector through strong networks and increased mobility. The Talent and Organisational Development unit commits to learning and growth, mobility and succession planning, throughout employees' career in the Department.

What does the organisation look for in a potential employee?

Potential employees will demonstrate a high level of technical skill in their area of expertise. Core skills will also include excellent written and verbal communication skills, integrity, ethical practice and a motivation to serve the people of NSW. Applicants will have an understanding of trends and issues in the justice sector, as well as broader public sector initiatives including the NSW Capability Framework. The Department actively encourages all applicants, particularly people of Aboriginal or Torres Strait Islander descent and people with disabilities.

Does the organisation take graduates directly?

The Department will be accepting graduate applications in 2015. A number of Department agencies such as the NSW Law Reform Commission usually accept summer and winter clerks. Internships are advertised on those agencies' websites, university job boards, through JobsNSW and on Seek. For example, LawAccess NSW often places third year law students in a paid 12 week clerkship program. The program includes a three week full time induction and part time work for nine weeks as an Assistant Information Officer - Legal in a team with other legal staff. Following the program, most interns are invited to join the casual pool of legal officers.

Legal Aid NSW

CONTACT DETAILS

// ADDRESS:

Head Office: 323
Castlereagh Street,
Haymarket, with 20 other
locations across NSW.

// CONTACT:

Anita Fredkin, 9219 5954,
anita.fredkin@legalaid.nsw.
gov.au

// NUMBER OF STAFF:

900.

// OFFICE LOCATION:

Parramatta (2 offices),
Newcastle, Campbelltown,
Liverpool, Fairfield, Penrith,
Bankstown, Blacktown,
Burwood, Orange, Lismore,
Gosford, Dubbo, Sutherland,
Wollongong, Coffs Harbour,
Nowra, Wagga Wagga, Tam-
worth.

// AREAS OF PRACTICE:

People and Organisational
Development, Family Law,
Criminal Law, Civil.

What sets this organisation apart from the others?

We are a public sector agency which is the largest legal firm in NSW. We provide advice and minor assistance as well as representing people who qualify for aid in criminal, family and civil matters. As a public sector agency, Legal Aid has a strong social justice stance and provides legal services to the socially and economically disadvantaged within our community.

Tell us about an interesting new project the organisation is currently working on:

Legal Aid NSW contributes to law reform submissions and partners community legal centres and the Aboriginal

Legal Service, administers the Women's Domestic Violence Court Advocacy program to name a few.

How does the organisation encourage a work/life balance?

We offer corporate rates for Anytime Fitness gyms, offer the services of an Employee Assistance Program, a choir called "The Scales of Justice". There is also a Health and Wellbeing Committee which will have input into other initiatives for Legal Aid NSW.

How does the organisation encourage employees to grow their potential?

Legal Aid NSW has a study leave policy which enables staff members to continue to study relevant courses to their employment as well as the opportunity to apply for positions across the organisation and within the justice cluster of agencies.

What advice would you offer to someone applying to the organisation?

Demonstrate your social justice approach by volunteering in community legal centres or other organisations.

What is the purpose of your organisation?

We provide advice and minor assistance as well as representing people who qualify for aid in criminal, family and civil matters. Legal Aid has a strong social justice stance and provides legal services to the socially and economically disadvantaged within our community across NSW.

Why work in the public sector?

Flexible working arrangements, learning and development opportunities, professional development opportunities, opportunity to contribute to public policy and/or law reform.

How are the skills and interests of a law student relevant to your organisation?

Legal Aid is a law firm so they can assist in preparing briefs, taking instructions from clients, assisting solicitors with community legal education.

Do you offer any opportunities for non-penultimate year students?

Legal Aid does not offer internships or clerkships. We offer the possibility of practical legal training placements for students. Students are asked to email their current CV and a letter outlining where they wish to work geographically as well as which practice area and the number of days per week they are able to work. These are voluntary placements. There is no guarantee of a placement being available.

GRADUATES

Does the organisation take graduates directly?

Yes.

Anticipated graduate Intake for this year:

Legal Aid will take on 2 graduates in 2015.

What is the method of application for graduates?

The program is advertised on Legal Aid website and www.jobs.nsw.gov.au in September/October with applications submitted online at that website. Applicants must be eligible for admission by the commencement of the program and must have a minimum credit average academically. The closing date is usually 1 month after advertising.

NSW Crown Solicitor's Office

CONTACT DETAILS

// ADDRESS:
60-70 Elizabeth Street
Sydney, NSW, 2000

// CONTACT:
Vicki Carroll and Emma
Ross, (02) 9224 5000,
csorecruit@agd.nsw.gov.au

// OFFICE LOCATION:
Sydney.

What is the purpose of this 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 general legal work for government agencies.

What sets this organisation apart from the others?

The work we perform is challenging and often high profile, with important social, economic and political implications for the community. The culture of learning has led to unrivalled representation of our people at the Bar and the Bench.

How does the organisation encourage a work/life balance?

The CSO offers flexible working hours and has a Health and Well-being Program including an emergency child care facility.

How does the organisation encourage employees to improve their capacity and skills?

The CSO offers excellent training opportunities, a rotation program between practice groups and secondment opportunities to client agencies.

What particular attributes do you think define your employees?

CSO employees are passionate about the law and enjoy the quality of work that it offers. They are dedicated to providing clients with the best legal advice and services.

Do you offer any opportunities for non-penultimate year students?

The CSO recruits law students as legal clerks (paralegals) if they have completed at least two years of legal studies with at least a credit average.

GRADUATES

Does the organisation take graduates directly?

The CSO recruits law graduates directly. See application process to the right.

What role would a graduate have?

The CSO has graduate recruitment programs: one is restricted to people of Aboriginal or Torres Strait Islander descent, while the other is open to all applicants. Under these programs, graduates assist senior solicitors in managing their legal practices. The graduates rotate at regular intervals and gain practical experience in different areas of law.

What is the typical career path progression of graduates at your organisation?

Following the two-year development program, a graduate is placed as a solicitor in one of the CSO's 11 practice groups. They are given responsibility for managing their own legal practice under the supervision of a solicitor.

What is the method of application for graduates?

Positions are offered online through the Jobs NSW and Seek websites and are usually open for two weeks. Applicants should submit their CV and a statement indicating how they meet the selection criteria. A copy of their academic transcript should be attached to the application. Applications should be submitted through www.jobs.nsw.gov.au. Shortlisted candidates will be interviewed and their references checked as part of the selection process.

NSW Law Reform Commission

CONTACT DETAILS

// ADDRESS:
Level 13, Swire House, 10
Spring Street, Sydney.

// CONTACT:
Paul McKnight, Executive
Director, 8061 9270,
nsw_lrc@agd.nsw.gov.au

// NUMBER OF STAFF:
12.

// OFFICE LOCATION:
Sydney.

What sets this organisation apart from others?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government on matters referred to it by the Attorney General. Staff have the opportunities to work closely with Commissioners, who are at the top of the legal profession, and to contribute to the development of the law in New South Wales.

How does the organisation encourage employees to grow their potential?

The Law Reform Commission supports ongoing professional development. Each staff member agrees to an individual training plan. We are committed to developing future leaders in law reform and policy development.

What is the purpose of your organisation?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government through the Attorney General on matters referred to it by the Attorney General.

Why work in the public sector?

Law reform and policy work provides opportunities to make a difference by considering issues broadly.

Do you offer any opportunities for non-penultimate year students?

No.

INTERNSHIPS

Do you intend to offer clerkships/internships to students outside their penultimate year?

Unpaid internships are only open to penultimate and final year students during the winter and summer breaks.

What work does the organisation offer a clerk/intern?

Interns work as integral members of our project teams, and undertake research and writing on our references.

GRADUATES

Does the organisation take graduates directly?

Yes.

Anticipated graduate intake for this year:

Potentially 1-2.

If applicable, what is the method of application for graduates?

Graduate recruitment is advertised as opportunities become available through the Jobs NSW website.

Parliamentary Counsel's Office

CONTACT DETAILS

// ADDRESS:
Level 23, AMP Centre,
Bridge Street, Sydney,
NSW, 2000

// CONTACT:
Kate Hannah, Acting
Director, Legislative
Services and Publications,
61-2-9321 3375, Kate.Hannah@pco.nsw.gov.au

// OFFICE LOCATION:
Sydney.

What sets this organisation apart from the others?

We are a specialised professional agency for the creation of legislation rather than the practise of law.

How does the organisation encourage a work/life balance?

We have flexible work options and hours available, and work with employees according to their needs.

How does the organisation encourage employees to improve their capacity and skills?

Employees are involved in professional development programs (both in-house and external), a knowledge management program and can attend conferences and forums.

What does the organisation look for in a potential employee?

In addition to an extensive knowledge of the law (particularly NSW law), problem-solving and analysis skills,

excellent writing skills and good general communication and negotiation skills. Drafting is a highly focuses activity, but also often collegiate in nature, so self-motivation within a team environment is important.

What is the purpose of your organisation?

Providing legislative drafting services to the Government and non-Government members of Parliament. In conjunction with that, we also provide free authorised access to legislation through www.legislation.nsw.gov.au.

Does the organisation take graduates directly?

No.

NSW Public Defenders

CONTACT DETAILS

// ADDRESS:

Level 23, 1 Oxford Street,
Darlinghurst, NSW, 2010

// CONTACT:

Ruth Heazlewood, Chambers
Manager, 9268 3122,
ruth_heazlewood@agd.nsw.
gov.au

// OFFICE LOCATION:

Sydney.

What sets this organisation apart from the others?

Public Defenders are highly experienced criminal barristers and only appear in the most serious criminal cases. All our students are given real work to do on case preparation and regularly attend court to watch and learn.

How does the organisation encourage a work/life balance?

This office is well aware of the stresses of legal practice. Our students are only expected to work 9-5 and take lunch and other breaks. We are flexible if students need to rearrange their schedules for paid work or other commitments.

The mere fact that students are doing real work with highly experienced counsel, including senior counsel tends to be sufficient incentive for students to work at a high level.

What does the organisation look for in a potential employee?

We look for a strong interest in social justice, a capacity to work independently, good legal research skills and a demonstrated interest in the practice of criminal law

What particular attributes do you think define your employees?

Bright, committed, enthusiastic, willingness to extend their experience and passionate about social justice particularly in the criminal justice sector.

What advice would you offer to someone applying to the organisation?

Good marks in criminal law and related subjects are an important starting point but enthusiasm, confidence and interests beyond the law are equally important.

What is the purpose of your organisation?

Our role is to provide legal representation to legally aided people charged with serious criminal offences.

Why work in the public sector?

It gives you the opportunity to focus on the work you are passionate about in a supportive environment with good conditions.

How are the skills and interests of a law student relevant to your organisation?

We look at both the legal skills and personal qualities of students

Do you offer any opportunities for non-penultimate year students?

Rarely.

What is the typical career path progression of graduates at your organisation?

There is no career progression available at our office as all Public Defenders need to be highly skilled criminal advocates of at least 5-7 years experience at the Bar.

What work does the organisation offer a clerk/intern?

We offer work in trial, sentence and appellate matters which can include legal research, organising briefs, preparing chronologies and summaries of evidence and attending court hearings.

How do students apply for an internship?

Public Defenders gives first preference to students enrolled in experiential learning electives, applicants under our Aboriginal Law Graduates PLT program, practical legal training students and then volunteers.

Applications should be emailed to Ruth Heazlewood, Chambers Manager at Ruth_Heazlewood@agd.nsw.gov.au and include an up to date CV and copy of recent academic transcript.

Does the organisation take graduates directly?

No.

SOCIAL JUSTICE

Social Justice is tossed around the Law School as a bit of a buzzword. Even those students considering alternative uses for their law degree may not be confident of its parameters or the opportunities available. The pursuit of a career in the field of social justice typically stems from a desire and motivation to contribute to society. The field is varied and may involve challenging the legal system, government and more generally, advocating for change in our community. In Australia, examples of areas of law that most commonly diminish civil liberties are laws that govern the seeking of asylum by refugees, laws relating to terrorism and those that relate to Indigenous people. These areas, and others, can be explored via many different frameworks such as legal aid, local community centres, pro bono practices, advocacy bodies, think tanks, political parties and Law Reform Commissions.

At an international level, social justice organisations such as human rights Watch, and those which are government affiliated such as Ausaid, raise awareness of issues, expose non-observance of international agreements and inform the community about breaches of human rights through their publications and media releases. The primary objectives of international social justice organisations are to develop the rule of law, protect the rights of the disenfranchised, and regulate the actions of those in control. These global organisations typically employ a range of personnel including field workers, delegates and administrative staff. Field work involves working at the grass roots, often with vulnerable clients, and includes engaging with different legal systems in advocacy work to bring oppressors to justice. The aim of advocacy is to lobby governments to reform their laws to ensure that individuals' rights are clearly defined and respected.

We have asked some of the organisations doing interesting and valuable work domestically and internationally to provide you with practical information about the opportunities available to law students. Ultimately, we hope that you use this Guide as a launching pad to explore the diverse ways in which law students can broaden their horizons and contribute to the community in a meaningful way.

Aboriginal Legal Service

CONTACT DETAILS

// ADDRESS:

ALS Redfern (Central and South Eastern Regional Head Office)
Level 1, 619 Elizabeth Street
Redfern NSW 2016
Tel: +61 (2) 8303 6600
Fax: +61 (2) 8303 6601

// CONTACT:

Student Legal Volunteer
Program: sheri.misaghi@alsnswact.org.au

// WEBSITE:

<http://www.alsnswact.org.au/>

// OFFICE LOCATIONS:

ALS has 23 offices across NSW and the ACT.

NSW Central South East:
Redfern (Head Office),
Parramatta, Wollongong,
Moruya, Nowra
NSW North: Grafton (Head
Office), Tamworth, New-
castle, Armidale, Kempsey,
Lismore, Moree, Taree, Coffs
Harbour
NSW West: Dubbo (Head
Office), Broken Hill,
Bathurst, Bourke, Griffith,
Wagga Wagga, Walgett
ACT: Canberra

// AREAS:

Criminal law, children's care
and protection law, family
law

What is the focus of your organisation?

ALS is an Aboriginal community organisation giving free legal advice and representation to Aboriginal and Torres Strait Islander people across NSW and the ACT.

What would work at your organisation typically involve?

ALS is concerned with criminal law, children's care and protection law and family law. Our organisation also assists Aboriginal and Torres Strait Islander men, women and children through the court process by providing legal advice, representation and referral to further support services. ALS runs a 24-hour Custody Notification Service for Aboriginal people taken into police custody.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We advertise current job vacancies on our website.

Volunteer opportunities in research, policy development, marketing and IT are available in most ALS offices. For students specifically interested in gaining experience in legal matters relating to the Aboriginal community, ALS offers the Student Legal Volunteer Program. Successful applicants work closely with ALS solicitors and staff and receive hands-on training in the following areas:

- Legal Research
- Drafting submissions
- Drafting letters and court documents
- Attending court with solicitors
- Preparing briefs for Counsel
- Instructing in trials
- Administrative tasks
- Paralegal tasks

Is there a formal application process?

Applications for the Student Legal Volunteer Program are submitted through the ALS website.

Amnesty International Australia

CONTACT DETAILS

// ADDRESS:

Level 1, 79 Myrtle St Chip-
pendale NSW 2008

// CONTACT:

Email: aiansw@amnesty.
org.au
Telephone: (02) 8396 7670

// WEBSITE:

<http://www.amnesty.org.au>

// OFFICE LOCATIONS:

Sydney, Brisbane, Mel-
bourne, Hobart, Adelaide,
Perth, Canberra

// AREAS:

Human rights

What is the focus of your organisation?

Amnesty International is a worldwide movement of people campaigning to protect human rights. We have a vision of a world in which every person enjoys all of the rights stated in the Universal Declaration of Human Rights and other international human rights standards. When those human rights are violated, we:

- Search out the facts
- Expose what is happening
- Mobilise people to put pressure on governments and others to stop the violations.

Around the world we protect people and communities that come under attack,

encourage governments and others to respect human rights and raise awareness of the international standards that protect us all.

What is unique about your organisation?

We are a grassroots organisation. The vast majority of our income comes from the members of the public, who generously contribute to our work. We do not accept money or other direct support from governments or political organisations. Our members and supporters not only fund our work but shape our campaigns and strategy.

What significant projects has your organisation completed recently?

Last year our twenty year campaign to call for an Arms Trade Treaty was successful. We are currently winding up a campaign to protect women's rights in Afghanistan with the withdrawal of troops imminent. We continue to campaign on the rights of asylum seekers and refugees as well as Indigenous peoples.

What particular attributes do you think define your employees?

A passion for human rights and justice.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We offer a variety of unpaid internships and volunteer opportunities across a diverse array of disciplines, including: community activism, refugee and human rights casework, media and communications, government relations, governance, IT, finance and administration.

Is there a formal application process and if so, what are the stages of the application process?

All internships are advertised on our website at www.amnesty.org.au/get-involved/internships. Volunteer positions also arise from time to time and will be advertised at www.amnesty.org.au/nsw/volunteer. Applicants are asked to submit CVs and cover letters addressing the specific selection criteria as advertised.

How many people do you accept to each position annually?

Annually we have over 100 volunteers/interns within the NSW office.

What are the benefits of taking a position at your organisation?

Our internships and volunteer roles are a great way to get hands-on experience at the world's largest human rights organisation. We provide ongoing training and guidance, and you will get to work directly with like-minded people and experts in the field. The experience you gain by completing an internship at Amnesty International will be recognised internationally.

The Arts Law Centre of Australia

CONTACT DETAILS

// ADDRESS:

43-51 Cowper Wharf Road,
Woolloomooloo NSW 2011

// CONTACT:

Fiona Bell
Telephone: (02) 9356 2566
Email: artslaw@artslaw.com.au

// WEBSITE:

www.artslaw.com.au

// OFFICE LOCATIONS:

Sydney

// AREAS:

Contracts, copyright, moral rights, trade marks, business names and structures, defamation, insurance and employment.

What is the focus of your organisation?

The Arts Law Centre is a national, independent, not-for-profit community centre which provides free or low cost specialised legal advice, education and resources to Australian artists and arts organisation. In addition, we seek to engage with Aboriginal and Torres Strait Islander artists through the 'Artists in the Black' program.

What would work at your organisation typically involve?

Volunteers perform a range of tasks that are crucial in the daily running of our organization. They also provide invaluable assistance to the legal team. Volunteers undertake legal research, communicate with clients, compose written

instructions to be reviewed by lawyers, and perform administrative tasks. On occasion, volunteers will also attend document review sessions and take detailed file notes of the advice given if the lawyer present requests a note-taker.

What particular attributes do you think define your employees?

Our employees are diligent, have an eye for detail and are passionate about the arts.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Law students may apply to be daytime volunteers or interns.

What do you look for in an applicant?

We welcome applications from recent law graduates and law students in their final years of study. It is required that applicants have completed either intellectual property or media law. We ask that daytime volunteers commit to working one day per week at our Sydney office for a minimum period of 6 months.

Is there a formal application process and if so, what are the stages of the application process?

If you are interested in a volunteer position, please fill out an online application form that can be found on our website and attach your resume and current academic record. Shortlisted applicants will be kept on file until a position becomes available and will then be interviewed.

How many people do you accept to each position annually?

This varies depending on the capacity and availability of our current daytime volunteers. There are generally opportunities for at least 6 new daytime volunteers annually.

The Aurora Project

CONTACT DETAILS

// ADDRESS:

100 Botany Road, Alexandria
NSW 2015

// CONTACT:

Kim Barlin, Student Place-
ments and NTRB Scholar-
ships Manger
Phone: 02 9310 8413
Email: kim.barlin@aurora-
project.com.au

// WEBSITE:

www.auroraproject.com.au

What is the focus of your organisation?

Aurora's mission is to provide educational opportunities and support for Indigenous Australians and Indigenous organisations.

What is unique about your organisation?

The Aurora Native Title Internship Program places law, anthropology and related social science students and graduates in unpaid internships at Native Title Representative Bodies (NTRBs) and other organisations working in native title, policy development, human rights and social justice – all with a focus on Indigenous affairs. The program provides much needed assistance to over eighty under-resourced host organisations and attracts students and graduates to work in the sector long-term.

What would work at your organisation typically involve?

Legal work related to native title and land rights, policy development and research.

What particular attributes do you think define your employees?

Our interns have a strong interest in social justice and Indigenous affairs.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students? *

Unpaid internships lasting five to six weeks are offered over university breaks (with some flexibility for graduates). Some internships can be counted towards an interns' PLT.

What kind of employment/volunteer opportunities are available?

Short-term and long-term paid placement opportunities are offered when the opportunity arises following an unpaid internship.

What do you look for in an applicant?

We value strong academic achievement and research and communication skills in addition to a demonstrated interest in social justice and Indigenous affairs.

Is there a formal application process and if so, what are the stages of the application process?

Applications are open twice a year on our website in March and August for one month. Applicants who progress through to the interview round will be

interviewed in person in their state. At this stage, they will be able to nominate their host organisation preferences. If successful, applicants are then eligible to be considered for a placement and are matched to a suitable host organisation.

How many people do you accept to each position annually?

We receive over 300 applications per round and try to place between 100 to 150 interns per round.

What are the benefits of taking a position at your organisation?

Interns gain insight and practical experience whilst working with one of our host organisations. The program promotes career opportunities by raising awareness of the NTRB system and Indigenous affairs more generally. The quality of our interns is demonstrated by the eagerness of host organisations to retain alumni of the program on a longer-term basis.

The Australian National Committee for UN Women (UN Women)

CONTACT DETAILS

// ADDRESS:

GPO Box 2824, Canberra
ACT 2601

// CONTACT:

Sadie Davis (Operations
Manager)
(02) 6173 3222
sadie.davis@unwomen.org.au

// WEBSITE:

www.unwomen.org.au

// OFFICE LOCATIONS:

Canberra, ACT

What is the focus of your organisation?

The Australia National Committee is one of 18 national committees that represent UN Women across the globe. We raise funds for projects promoting gender equality throughout the world and advocate for greater awareness of gender equality issues in Australia.

The key thematic focus areas of the organization are ending violence against women, increasing women's political participation, women's economic empowerment and the inclusion of women in conflict resolution and peace building processes.

What would work at your organisation typically involve?

The Australian National Committee is an active participant in civil society activities relating to gender rights and the empowerment of women, particularly those relating to the core mandate of

UN Women. These include:

- Millennium Development Goals
- Women's leadership and participation in public life
- Women's involvement in peace and security
- Women's economic empowerment
- Violence against women

As a small organization, staff, interns and volunteers have the opportunity to become involved in our campaigns, advocacy and fundraising activities. Work would typically involve tasks that focus on strategy, research and development of campaign materials, event management, policy development and government relations. You have the opportunity to take responsibility for significant projects, to which you have a chance to bring your sense of creativity and innovation. Each year, we also send a delegation to the UN Commission on the Status of Women.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

The Australian National Committee has internship rounds on a regular basis.

These are unpaid internships for a period of between three and six months based in Canberra. Volunteer opportunities may also be available on an ad hoc basis.

What particular attributes do you think define your employees?

As is the case with most non-government organisations, our employees are incredibly passionate about their work. Our employees come from a range of different fields (business, law, finance, media, and social work) and bring their expertise and a passion for gender equality to their roles.

What are the benefits of taking a position at your organization?

At the Australian National Committee, you will have the unique opportunity to work closely with communities, government, business and the NGO sector to increase awareness about gender equality. By contributing to the success of our projects, you will be making a positive difference to the lives of women across the world.

Australian Youth Climate Coalition

CONTACT DETAILS

// ADDRESS:

Level 2, 104 Commonwealth
Street
Surry Hills, Sydney
NSW, 2010.

// CONTACT:

General enquiries: info@
youthclimatecoalition.org

NSW Branch:

Ella Weisbrot: ella.weisbrot@
aycc.org.au
Amelia Anthony: amelia.
anthony@aycc.org.au

// WEBSITE:

<http://www.aycc.org.au>

// OFFICE LOCATIONS:

Sydney

// AREAS:

Environmental advocacy;
political and community
engagement.

What is the focus of your organisation?

AYCC is Australia's largest youth-led organisation. We are committed to building a generation-wide movement to solve the climate crisis. AYCC has more than 115,000 members spread across 100 local groups operating in all Australian states and territories. We currently have around 600 regular volunteers.

What is unique about your organisation?

We are first and foremost a social movement. Our goal is to use the power of young people to create long term cultural change in the community that is powerful enough to inspire decision-makers

in government and business to take action on climate change. To inspire this change, we utilise grassroots organisation and campaigning.

What would work at your organisation typically involve?

Our volunteers come together on a weekly basis in local action groups to implement campaigns in their communities, schools and campuses. Local action groups also contribute to the overall campaigns and strategy of our state and national branches.

What particular attributes do you think define your volunteers?

AYCC volunteers are diverse and come to our organisation with a range of different skills and experiences. We are all young people who are committed to educating, empowering, inspiring and mobilizing young people around Australia to prevent the worst impacts of climate change.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

AYCC is a volunteer-based organisation.

What kind of employment/volunteer opportunities are available?

There are a range of volunteer positions currently available. Please contact Millie Anthony or Ella Weisbrot for more information. Leadership positions can be found on our job forum (<http://form.jotform.co/form/32048320935854>).

How many people do you accept to each position annually?

AYCC is building a grassroots movement and there is no limit to the amount of volunteers we accept.

Environmental Defenders Office NSW

CONTACT DETAILS

// ADDRESS:

5/263 Clarence Street, Sydney NSW 2000

// CONTACT:

Jemilah Hallinan, Legal Outreach Director
Telephone: 02 9262 6989
Email: education@edonsw.org.au

// WEBSITE:

www.edonsw.org.au

// OFFICE LOCATIONS:

Sydney and Lismore

// AREAS:

Public interest environmental law

What is the focus of your organisation?

We have legal expertise in a wide range of areas, including:

- Aboriginal communities
- Access to justice
- Climate change and energy
- Coastal, marine and fisheries management
- Farming and private land management
- Forestry, clearing vegetation and trees
- Mining and coal seam gas
- Native plants and animals
- Planning, development and heritage
- Pollution
- Protected areas and public land management
- Water management

What is unique about your organisation?

We are a community legal centre specialising in public interest environmental law. Unlike private firms, our services are free or provided at vastly reduced rates. In contrast to other community legal centres, we are a specialist centre and work exclusively in the field of environmental law.

What would work at your organisation typically involve?

EDO NSW is a multi-disciplinary office with several specialist functions. We utilise the expertise of staff across these functions to assist our clients with their environmental problems. Our functions include litigation and legal advice, policy and law reform, community engagement and legal outreach, scientific expertise and Indigenous and international engagement.

What particular attributes do you think define your employees?

EDO NSW is made up of talented and passionate lawyers who are dedicated to helping the community to protect the environment through the informed use of the law. Our lawyers are supported by equally talented and dedicated administration and scientific staff, fundraisers, media and communications experts and volunteers. Working for EDO NSW requires resourcefulness, a strong work ethic and a commitment to public interest work.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

EDO NSW accepts volunteers who have studied or are studying environmental law at university. We also supervise PLT placements. Volunteers are not paid.

What kind of employment/volunteer opportunities are available?

EDO NSW has capacity to accommodate up to 10 volunteers a day. Volunteers are assigned work that best meets their skills and experience. Volunteers assist with delivering legal advice and casework, conduct legal research, review and edit fact sheets and other legal publications and assist with drafting policy submissions.

What do you look for in an applicant?

We seek applicants who have a keen interest in and understanding of environmental issues. We also ask that our volunteers can commit to volunteering at least one day a week for a minimum of 12 weeks.

Is there a formal application process?

Application forms can be obtained from our website

What other opportunities and experiences does your organization offer?

EDO NSW is a partner organization of Australian Volunteers for International Development (AVID). Under this framework, we create AusAID funded placements for Australians with organisations in Asia, the Pacific, Africa, Latin America and the Caribbean.

Human Rights in China

CONTACT DETAILS

// ADDRESS:

New York Office
450 7th Avenue, Suite 1301,
New York, NY 10123, USA
Tel: +1 212-239-4495
Fax: +1 212-239-2561
Email: hrichina@hrichina.org

Hong Kong Office
GPO, P.O. Box 1778, Hong
Kong
Tel: +852 2710 8021
Email: hrichk@hrichina.org

// WEBSITE:

www.hrichina.org

// OFFICE LOCATIONS:

New York and Hong Kong

// AREAS:

Human rights

What is the focus of your organisation?

Human Rights in China (HRIC) is a leading international Chinese human rights NGO with offices in New York and Hong Kong. Our activities promote fundamental rights and freedoms in China and provide solidarity for academics and activists by supporting the efforts of Chinese citizens to effectively communicate, as well as organize and participate in the defence of human rights. Through our media and advocacy work, we raise international awareness of and support for the diverse and expanding civil society activism in China. To accomplish these goals, we engage with a wide range of bodies including the treaty organisations of the United Nations, national governments, the business community, and international media outlets.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

HRIC offers two unpaid internship programs – the Advocacy and Research Program Internship and the Law Program Internship. Interns are expected to make a commitment for the duration of the semester, or for a minimum of 10-12 weeks during the summer (Northern Hemisphere). Depending upon the requirements of the intern's home institution, academic credit for the internship may be arranged.

What do you look for in an applicant?

Those wishing to apply for the Advocacy and Research Program Internship should have the following qualifications:

- Currently enrolled in an undergraduate or postgraduate degree or recently graduated from university.
- Familiarity with/interest in international human rights bodies and mechanisms.
- Familiarity with/interest in human rights issues in China
- Excellent writing and research skills
- Proficiency or fluency in Mandarin Chinese (preferred)

- Ability to work independently and collaboratively
- Extremely organized, self-motivated and reliable
- Computer skills and regular use of social media. Website design and desktop publishing is a plus.

In addition to the criteria listed above, those interested in the Law Program Internship should have the following qualifications:

- Currently enrolled in a JD or LLM program
- Knowledge of Chinese legal system (preferred)
- Excellent communication skills

Is there a formal application process and if so, what are the stages of the application process?

All inquiries should be submitted by email to internships@hrichina.org. Applicants should include a cover letter, resume (including relevant coursework) and a brief writing sample.

Applications must be received by the following deadlines for the stated intake periods (Northern Hemisphere):

- April 1 for Summer
- June 1 for Autumn
- November 1 for Spring

Only successful applicants will be contacted for phone or in-person interviews.

International Justice Mission Australia

CONTACT DETAILS

// ADDRESS:

Level 7, 580 George Street,
Sydney, 2000

// CONTACT:

Sarah Tan, Operations Ad-
ministrator
Email: contact@ijm.org.au

// WEBSITE:

www.ijm.org.au

// OFFICE LOCATIONS:

IJM works in nearly 20 com-
munities throughout Africa,
Latin America and South
and Southeast Asia. A brand
new partner office has just
opened right here in Sydney.

// AREAS:

Slavery, sex trafficking,
sexual violence, property
confiscation, abuses of po-
lice power and infringement
of citizenship rights

What is the focus of your organisation?

IJM Australia works to protect the poor from slavery, sexual exploitation and other forms of violent oppression. We partner with IJM globally to deliver justice programs overseas and work locally to increase support among Australians for our international programs.

What would work at your organisation typically involve?

IJM professionals from a variety of disciplines, including the legal profession, work with local communities to rescue victims, bring criminals to justice and restore the lives survivors. Interns are instrumental to our organisation and perform a variety of tasks including communications, community engagement, advocacy, research and administration.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We offer unpaid internships at our Sydney office in the fields of communications, business operations and church mobilisation. There are also opportunities for law students and recent graduates to gain valuable experience as an intern or fellow on an IJM field office. These placements take place over ten to twelve months and allow interns to utilize their skills and passions to make a difference to those in need.

What do you look for in an applicant?

A demonstrated commitment to our core values is important. We are a professional, faith-based organisation that seeks to build bridges with the wider community.

Is there a formal application process?

Details about the application process can be found on our website.

What are the benefits of taking a position at your organisation?

Interns and volunteers will have a unique opportunity to work with seasoned professionals in addressing some of the greatest problems facing the world's poor and oppressed.

Marrickville Legal Centre

CONTACT DETAILS

// ADDRESS:

338 Illawarra Road, Marrickville NSW 2204

// CONTACT:

Telephone: 02 9559 2899
Email: enquiries@mlc.org.au

// WEBSITE:

www.mlc.org.au

What is the focus of your organisation?

Marrickville Legal Centre is a community legal centre that provides free legal advice, representation and assistance to the local community. We have a particularly strong reputation for working with immigrants, children and people from non-English speaking backgrounds. Our highest priority is meeting the legal needs of some of the most disadvantaged members of the community.

What would work at your organisation typically involve?

We provide free legal services to disadvantaged people across 12 local government areas. The Centre has a generalist legal service and a youth legal service. We also run the Inner West and Northern Sydney Area tenancy services.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Yes. We offer unpaid volunteer positions.

What kind of employment/volunteer opportunities are available?

MLC relies upon Volunteer Legal Assistants to staff the front office and respond to requests made by members of the public, other workers and clients. In this role, you will also provide legal information and referrals to people over the telephone or in face-to-face interactions. We also accept a small number of PLT students.

What do you look for in an applicant?

Completion of at least two years of a combined undergraduate law degree or one year of a graduate law degree.

A demonstrated understanding of and commitment to social justice causes.

A demonstrated understanding of ethical issues affecting community legal centres.

Available for at least one of the Centre's shifts over a six month period.

Excellent written and verbal communication skills.

Ability to work as part of a team.

Is there a formal application process and if so, what are the stages of the application process?

Volunteer Legal Assistants are recruited through an interview process over three or four intake periods per year. If you are interested in becoming a front desk volunteer please email your CV and availability to daytime.volunteers@mlc.org.au. The Volunteer Coordinator will contact you when vacancies arise. Enquiries concerning our PLT program should be addressed to the Principal Solicitor and sent to enquiries@mlc.org.au.

How many people do you accept to each position annually?

MLC offers approximately nine PLT placements per year. Five to ten Volunteer Legal Assistants are recruited per intake round.

What are the benefits of taking a position at your organisation?

Volunteers can expect to build up skills in casework file maintenance and increase their knowledge of referral services and the practical application of the law. You will also become experienced in assisting people in crisis.

Maurice Blackburn Lawyers

CONTACT DETAILS

// ADDRESS:

Level 20, 201 Elizabeth
Street, Sydney NSW 2000

// CONTACT:

Hannah Craig
E-mail: HCraig@mauriceblackburn.com.au
Telephone: (02) 8267 0963

// WEBSITE:

www.mauriceblackburn.com.au

// OFFICE LOCATIONS:

Multiple in VIC, NSW, ACT,
QLD, WA

// AREAS:

Asbestos Diseases, Class
Actions, Employment &
Industrial Law, Medical
Negligence, Road Accident
Injuries, Public Liability
Superannuation & Insurance
Claims, Wills & Probate,
Work Related Injuries,
Social Justice and Public
Interest

What is the focus of your organisation?

Maurice Blackburn was born from one man's belief in making a genuine difference to people's lives. Nearly 100 years later, these values remain a powerful influence on our mission to fight for justice. When life isn't fair, we will help people fight for everything to which they are entitled because we believe that the law should serve everyone.

What is unique about your organisation?

At Maurice Blackburn we are honest, fair and committed to social justice and the rights of ordinary working people. Our experienced, empathetic team understands the complex issues faced by people who are injured or who suffer losses due to the illegal or unethical be-

haviour of others. We are committed to achieving just results for our clients.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

No.

What kind of employment/volunteer opportunities are available?

Our NSW Graduate Lawyer Program is open to law students in their final year of study. Graduates will complete two 6 month rotations in different practice areas. Our Graduate Lawyer Program provides training across a wide range of areas and is designed to familiarise you with all aspects of plaintiff law. The program encourages active participation and contribution, enabling you to be rewarded with excellent training opportunities, tangible professional development and a real sense of accomplishment.

What do you look for in an applicant?

We seek applicants who display a genuine alignment with the values of our firm and show a commitment to social justice and the defence of underprivi-

leged groups. We are interested in your knowledge of our areas of practice and why you want to practice plaintiff law. We value people with sound academic achievements in law and an understanding of commercial matters. Good communication skills and community involvement are also highly sought after by our firm.

Is there a formal application process and if so, what are the stages of the application process?

Applications for the NSW Graduate Lawyer Program will open in August 2014. Applicants will need to incorporate a cover letter, resume, academic transcript, and answers to standard questions that are part of the application form. All candidates must apply via CV-Mail or the Maurice Blackburn website.

How many people do you accept to each position annually?

Our intake is between four and five per year.

What are the benefits of taking a position at your organisation?

Maurice Blackburn offers more than just a job. We believe in a culture of helping employees to maintain a positive work/life balance. We offer extensive staff benefits including health and wellbeing initiatives, paid parental leave, insurance plans, mentoring programs and study assistance.

National Pro Bono Resource Centre

CONTACT DETAILS

// ADDRESS:

Law Centres Precinct
The Law Building
UNSW Sydney NSW 2052

// CONTACT:

Daniel Jacobs, Project Officer
Phone: 02 9385 7381
Email: info@nationalprobono.org.au

// WEBSITE:

www.nationalprobono.org.au

What is the focus of your organisation?

National Pro Bono is an independent centre of expertise that aims to grow the capacity of the Australian legal profession to provide pro bono legal services that are focused on increasing access to justice for socially disadvantaged and/or marginalised persons.

The Centre also manages the Social Justice Opportunities website (www.sjopps.net.au), which is a resource for law students and new lawyers that provides information on volunteering and finding a job in the social justice sector, including current listings.

What would work at your organisation typically involve?

Volunteering for us would usually involve policy and research work, including drafting of reports, submissions, papers and correspondence. As part of a small team where everyone pitches in you may also find yourself undertaking some basic administrative tasks as well.

What significant projects has your organisation completed recently?

Recent major publications include Pro Bono Legal Services in Family Law and Family Violence: Understanding the Limitations and Opportunities, and Pro Bono Partnerships and Models: A Practical Guide to What Works. We are currently working on papers concerning video conferencing for self-represented litigants and compulsory student pro bono.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We offer volunteer placements.

What kind of employment/volunteer opportunities are available?

We do not provide legal assistance directly to clients or broker pro bono referrals, so most of our work involves research, policy development and drafting submissions.

What do you look for in an applicant?

When we look for volunteers, we are more interested in an applicant's dedication to social justice than in university marks. The best way this can be demonstrated is by previous experience volunteering in both legal and non-legal organizations. Excellent writing and research skills are, of course, vital.

Is there a formal application process and if so, what are the stages of the application process?

We accept applications for volunteer placements at any time; however, we generally have only two or three intake periods per year that coincide with semester breaks/holidays. Contact us for current dates.

How many people do you accept to each position annually?

We typically accept between two and four students/new lawyers from outside UNSW each year.

Public Interest Advocacy Centre

CONTACT DETAILS

// ADDRESS:

Level 7, 173-175 Phillip,
Sydney 2000

// CONTACT:

Tel: 02 8898 6500
Fax: 02 8898 6555

// WEBSITE:

www.piac.asn.au

What is the focus of your organisation?

The Public Interest Advocacy Centre (PIAC) is an independent, non-profit law and policy organisation. PIAC works for a fair, just and democratic society, empowering citizens, consumers and communities by taking strategic action on public interest issues.

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.

What particular attributes do you think define your employees?

A commitment to social justice.

Do you offer paid or unpaid job, internship or work experience opportunities 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 (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.

Is there a formal application process?

Yes. Sydney 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.

How many people do you accept to each position annually?

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 are the benefits of taking a position at your 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.

Redfern Legal Centre

CONTACT DETAILS

// ADDRESS:

73 Pitt Street, Redfern NSW
2016

// CONTACT:

Sophie Farrell, Communica-
tions and Volunteer Manager
info@rlc.org.au

// WEBSITE:

ww.rlc.org.au

What is the focus of your organisation?

Redfern Legal Centre is an independent, non-profit community legal centre dedicated to promoting social justice and human rights. We offer free legal advice, referral, and casework to disadvantaged people living in the City of Sydney, Botany Bay, and Leichhardt local government areas. We also provide community legal education and advocate for the reform of inequalities in laws, the legal system, administrative practices, and society as a whole. Our specialist areas are domestic violence, tenancy, credit and debt, employment, discrimination, and complaints about the police and other government agencies.

What would work at your organisation typically involve?

Volunteer Legal Assistants provide legal support to the caseworkers through legal information and referrals, working on casework files and general administrative duties.

Volunteer Solicitors' duties include staffing telephone and face-to-face shifts on a weekly or fortnightly basis, interviewing and providing advice, ac-

curately recording information given on advice forms, advising clients of limitation dates, accurately obtaining and recording statistical information from clients and following PII requirements. PLT placement responsibilities include client intake, file review, general administration, research, legal drafting, interviewing clients and follow-up on client matters under the supervision of a solicitor.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Paid positions are advertised on our website. We offer volunteer opportunities for legal assistants, PLT students and solicitors.

Is there a formal application process and if so, what are the stages of the application process?

There is a formal application process. Please visit our website for further details.

PROFILE

Melissa Chen

Volunteer Legal Assistant; Front Desk Supervisor; Volunteer Fundraising Intern; Locum Communications and Volunteer Manager

I commenced at RLC as a Volunteer Legal Assistant in February 2012. Volunteer Legal Assistants essentially man the front desk, meaning that they are at the front line of client contact. Being able to speak with clients from many different backgrounds was an invaluable experience in that gave me a deeper understanding of the challenges faced by those less fortunate members of the community. Volunteer Legal Assistants are also involved in general administrative duties, and help solicitors with small research tasks where necessary.

I would encourage anyone who is interested in getting some practical experience in a community legal centre to consider applying for a position at RLC. It is a large, well-established community legal centre and has excellent training and support programs that enable volunteers to get the most out of their experience.

Refugee Advice & Casework Service

CONTACT DETAILS

// ADDRESS:

Level 12, 173-175 Phillip St,
Sydney, NSW 2000

// CONTACT:

Phone: (02) 9114 1600
Email: admin@racs.org.au

// WEBSITE:

www.racs.org.au

// OFFICE LOCATIONS:

Sydney

// AREAS:

Refugee and migration law

What is the focus of your organisation?

RACS is an independent community legal centre whose purpose is to provide a free, specialist legal service for asylum seekers and refugees. Through individual advice and casework, community education and public advocacy, RACS strives to ensure that individuals and families at risk of persecution or other forms of significant harm gain access to equal and fair representation before the law. RACS aims to assist its clients to gain protection and seek family unity in Australia in accordance with Australia's international obligations.

What would work at your organisation typically involve?

The work of a RACS lawyer is varied, reflecting the diverse range of concerns facing asylum seekers. RACS lawyers frequently assist clients to:

- lodge protection visa applications
- prepare for interviews with the Department of Immigration and Citizenship, attend those interviews and write

submissions

- assist with applications to the Refugee Review Tribunal, attend the hearings and write submissions
- provide one-off advice over the phone or face to face at a booked appointment provide other minor but necessary legal assistance and referrals to humanitarian services

RACS also provides referrals in relation to broader social issues such as health, welfare, accommodation, education, training and language development. RACS provides community briefing sessions for the wider community and participates in policy research and law reform debates.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

RACS has a student volunteer program, with 8-10 volunteers working approximately one day a week over a period of 6 months. Duties of volunteers include giving preliminary telephone assistance to clients, undertaking country and legal research, assisting in the preparation of submissions, delivering documents to the Refugee Review Tribunal and the Departments of Immigration and Citizenship. Volunteers also complete other office and administrative tasks.

RACS has a number of volunteer students undertaking their PLT. RACS hosts solicitors seconded from law firms in the private sector to work as refugee caseworkers. All employment positions are listed on the RACS website.

PROFILE

Elyse Trotter (Junior Lawyer)

Elyse began her association with RACS as a student volunteer. Upon the completion of her PLT with our organisation, she became a junior solicitor. Among her many responsibilities, Elyse manages around forty of her own casework clients. Elyse explains, "RACS provides a service that is critical to what Australians value and what future Australians – asylum seekers – need. It is a hugely important part of what 'access to justice' means and upholds many foundations of the Australian legal system. It is a really challenging job, but so rewarding and I consider it a privilege everyday to work at RACS, assisting our clients and the community. RACS has given me so many different opportunities, as a law student and a lawyer, to engage with clients and the law. I couldn't imagine working anywhere else".

Reprieve

CONTACT DETAILS

// ADDRESS:
GPO Box 4396, Melbourne,
VIC 3001

// CONTACT:
contact@reprieve.org.au

// WEBSITE:
www.reprieve.org.au

// AREAS:
Death penalty; human rights

What is the focus of your organisation?

Reprieve Australia works against the death penalty by raising awareness about human rights. We provide legal and humanitarian assistance to those facing the death penalty.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We offer unpaid internships with not-for-profit legal offices in the United States, Malaysia, Indonesia and Thailand.

What kind of employment/volunteer opportunities are available?

For our U.S. interns, we work with our sister organisation, Reprieve US, to place volunteers in the southern United States for periods of three months or more. Since our first placements in November 2001, we have now sent more than 100 volunteers to the United States. The program continues to grow each year, attracting a mix of students and professionals from a mix of legal and non-legal backgrounds.

As of late 2012, we have expanded our overseas internship program to include South East Asia. We currently have interns in Thailand, Indonesia and Malaysia. These placements are of shorter duration than the US internship.

In regards to the internship itself, the work varies greatly and can be exciting, uplifting and intellectually challenging. An intern's responsibilities include working on the appeal of trial process in capital cases and visiting clients on death row to provide humanitarian support. Interns are also expected to work long hours in the office, copying, redacting, proof reading, researching and performing general administrative tasks. These duties require a real sense of purpose and dedication.

What do you look for in an applicant?

If you are passionate about the fighting the death penalty and you want to help those who are directly impacted by it on a daily basis, our Volunteer Program is a great way to take action. The opportunities offered at our various offices are diverse and challenging. The impact you can make is potentially invaluable.

Is there a formal application process and if so, what are the stages of the application process?

Interested students must apply using the form on our website. We accept applications throughout the year; however, we recommend that you apply at least three months in advance of your proposed commencement date.

PROFILE

Kate Lyle

For my internship, I was placed in Louisiana, where I was exposed to a criminal justice system that did not always align with my personal values. I was often challenged by a system that required patience and a steadfast conviction against the death penalty.

Inspired by the passion of a paralegal at our office, the most important thing I have learnt from my internship with Reprieve Australia is that I love documents! After three months of assisting in a variety of tasks, I learnt that efficiently requesting, processing and filing relevant documents is often the key to achieving justice for our clients. For example, on both the cases to which I was assigned, I was responsible for locating the client's mental health records to detail their history of intellectual disability. This may later be used to argue that the client is intellectually impaired and therefore unable to be sentenced to death. I have also had the opportunity to collect documents and process data concerning racial prejudice in jury selection. As an intern, I was able to go out into the field and assist in interviewing potential witnesses, prepare research for our attorneys to file in Court, and observe our senior attorneys arguing a motion for new trial in Court.

I am no longer afraid of spending my career as a solicitor drowning in paper for I have learnt that even the most basic processing of documents is fundamental to achieving justice. In places like the United States it can even save a life.

Salvos Legal Service (NSW)

CONTACT DETAILS

// ADDRESS:

Level 2, 151 Castlereagh
Street, Sydney

// CONTACT:

Andrea Christie-David
Phone: 02 8202 1500
Email: andrea.christie-da-
vid@salvoslegal.com.au

// WEBSITE:

www.salvoslegal.com.au

// OFFICE LOCATIONS:

NSW: Sydney, Auburn,
Lakemba, Campsie, Parra-
matta, Miranda, Penrith

What is the focus of your organisation?

Salvos Legal provides pro bono legal assistance to vulnerable and disadvantaged members of the community.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

Unpaid work experience.

What would work at your organisation typically involve?

We provide legal advice, assistance and representation in the following practice areas: immigration, criminal, family, debt, neighbourhood disputes, Centrelink, child protection, and housing.

What particular attributes do you think define your employees?

Our employees are passionate, professional and committed.

Is there a formal application process?

We accept applications throughout the year. Expressions of interest should be made through <http://www.salvoslegal.com.au/careers>.

What do you look for in an applicant?

We value previous volunteer experience, legal experience and language skills.

How many people do you accept to each position annually?

At any given time we have around 150 volunteers in NSW. The number of volunteers we accept depends on turnover and demand.

What are the benefits of taking a position at your organisation?

Volunteers are mentored and supervised by experienced practitioners, gaining invaluable skills in client interaction, office administration and file management.

PROFILE

Salvos Legal Humanitarian provided me with an opportunity to put into practice my academic interest in human rights law. Working on a number of refugee law cases has been particularly rewarding. I have also been mentored by some of NSW's leading social justice lawyers and have assisted clients who, due to wide-spread funding cuts, would otherwise not have access to legal advice.

Teachabout

CONTACT DETAILS

// ADDRESS:

6 Loughmore Lane
North Melbourne
VIC 3051

// CONTACT:

Amy (Recruitment)
recruitment@teachabout.
com.au

// WEBSITE:

www.teachabout.com.au

// AREAS:

Education

What is the focus of your organisation?

Teachabout is a Melbourne-based, youth-led organisation that runs a school holiday program twice a year in Minyerri, a remote Indigenous community in the Northern Territory. We aim to run activities in which learning is empowering, encouraging and enjoyable. Our name, Teachabout, closely aligns with the word 'tijimbat', a Kriol word from the Roper River region, which means 'teach your kids about everything'. This corresponds to our philosophy that if kids learn in a positive, supportive and culturally respectful environment, then they will have the confidence to participate and succeed in later life.

What would work at your organisation typically involve?

The main way to volunteer with our organisation is by becoming an Activity

Leader. Activity Leaders are part of a small team who are responsible for running Teachabout's month-long school holiday program in the Northern Territory. Activity Leaders live in Minyerri for the duration of the program, where they create and facilitate activities across a huge range of areas. Before the commencement of the program, they participate in planning and receive training in Melbourne.

There are also a number of Melbourne-based voluntary roles in policy, media/communications, recruitment and finance. We are always looking for new faces to join our team.

What particular attributes do you think define your employees?

Our volunteers are passionate, understanding, creative, hardworking, considerate, supportive and are able to work together as a team.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

Teachabout is a volunteer-run organisation. We recruit twice annually for Activity Leaders and throughout the year for other roles.

What do you look for in an applicant?

- Passion for education and development
- Ability to work with children
- Enthusiasm
- Ability to demonstrate cross-cultural awareness
- Understanding of Aboriginal and Torres Strait Islander culture
- Ability to work well as a member of a team
- Creative thinking

UNICEF Australia

CONTACT DETAILS

// ADDRESS:

Level 4, 280 Pitt Street, Sydney NSW 2000

// CONTACT:

Tel: 02 9261 2811
Fax: 02 9261 2844

// WEBSITE:

www.unicef.org.au

// OFFICE LOCATIONS:

Sydney

What is the focus of your organisation?

UNICEF is the United Nations Children's Fund. UNICEF's vision is of a world where the basic rights of every child will be met. UNICEF works in over 190 countries to promote and protect the rights of children. We are world's largest provider of vaccines for developing countries and support child health and nutrition, clean water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and HIV. In Australia, UNICEF advocates for the rights of all children to be realised and works to improve public and government support for child rights and international development.

What is unique about your organisation?

UNICEF has the global authority to influence decision-makers, and the variety of our partners at a grassroots level enables us to turn the most innovative ideas into reality. All our work is funded by the voluntary contributions of individuals, businesses, foundations and governments – not by the United Nations. Through contact with UNICEF, the lives of millions of children have been changed for the better.

Do you offer paid or unpaid job, internship or work experience opportunities to law students?

We offer unpaid internships in advocacy, communications and digital media.

What would work at your organisation typically involve?

UNICEF has a broad range of functions: fundraising, advocacy, administration, finance and communications.

What particular attributes do you think define your employees?

The one universal quality for UNICEF employees is a steadfast desire to see the situation of children's rights improved across the world. It is important for all of us to be committed to the fundamental principles of human rights and the eradication of poverty across the world. The work at UNICEF is diverse and challenging, so motivation and principle are key to achieving results.

Is there a formal application process?

Internship applications are taken quarterly. The deadline for the last remaining intake period for 2014 is 1 August.

Voiceless: the animal protection institute

CONTACT DETAILS

// ADDRESS:
2 Paddington Street,
Paddington NSW 2021

// CONTACT:
Eleanor Nurse
02 9357 0723
info@voiceless.org.au

// WEBSITE:
www.voiceless.org.au

// OFFICE LOCATIONS:
Paddington, NSW

What is the focus of your organisation?

Voiceless is an independent, non-profit think tank focused on raising awareness of animal suffering in factory farms and the commercial kangaroo industry in Australia. Our vision is for a world in which animals are treated with respect and compassion.

The law is central to our mission. Most importantly, we are working to grow the discipline of animal law and give better legal protections to factory farmed animals and kangaroos in Australia.

What would work at your organisation typically involve?

Animal law is different to other types of law. Rather than represent a client within the framework of the law, Voiceless works to improve the lives of animals by changing the framework itself.

Our interns gain insight into the process of legal reform and political debate while assisting us in the following ways:

- Preparing legislative submissions with the Legal Counsel

- Research projects and reports for publication
- Contacting government and industry representatives
- Writing and editing various opinion pieces
- Contributing to online discussion forums

What particular attributes do you think define your employees?

Voiceless is a highly specialised and unique workplace. All of our employees are passionate about animal protection, very dedicated and well informed about the issues. The culture of our workplace is quite unlike that of a corporate firm. While all our employees are encouraged to be outspoken and critical, at the same time they are required to work cooperatively as part of a close knit team.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

We offer unpaid internships and volunteering opportunities for students in their penultimate or final year of law studies.

What do you look for in an applicant?

Applicants should be passionate about animal protection and interested in, or familiar with, animal law. They should have excellent research and writing skills and be able to work both independently and within a small team.

Is there a formal application process?

No. Students are welcome to send their CV and a cover letter to info@voiceless.org.au. Applications are considered on an individual basis throughout the year by our Legal Counsel.

How many people do you accept to each position annually?

We take a total of around four legal interns per year and volunteers as opportunities arise.

What are the benefits of taking a position at your organisation?

Voiceless is one of few organisations in Australia with a dedicated animal lawyer. Legal interns and volunteers who partner with us are exposed to the practice of animal law and have a unique opportunity to build an understanding of animal law into their education.

PROFILE

Personal Profile: Sarah Margo (Legal Intern 2013/2014)

The Voiceless internship is unlike any other legal experience. The office does not have a corporate atmosphere, and instead you are surrounded by art, outdoor spaces and roaming companions (employees bring their pets to work). Your tasks are interesting and diverse, and you work with a small team of like-minded and passionate people.

Voiceless reinvigorated my law degree. For the first time during my studies, I have come across an area of law that I find consistently engaging and a place of work that infuses passion and law. As an intern, I was able to contribute to forming a credible and well-researched argument against the livestock industry and fight on behalf of those who cannot defend themselves. I highly recommend the internship for animal-welfare minded students.

Women's Legal Services (NSW)

CONTACT DETAILS

// ADDRESS:
PO BOX 206 Lidcombe NSW
1825

// CONTACT:
Reception
Phone: (02) 8745 6956
Email: reception@wlsnsw.org.au

// WEBSITE:
www.womenslegalnsw.asn.au

// OFFICE LOCATIONS:
Lidcombe, NSW

// AREAS:
We provide legal services for women relating to domestic and family violence, sexual assault, family law, discrimination, victims support, care and protection. We also provide assistance in matters relating to human rights and access to justice.

What is the focus of your organisation?

We are an independent non-profit organisation that aims to provide a voice for women in NSW. We operate from a feminist perspective with the aim of fostering legal and social change to redress the inequalities that women experience.

What is unique about your organisation?

We are a state-wide community legal centre that provides legal services specifically for women. Our main focus is the promotion of access to justice for women who are disadvantaged by their cultural, social, and economic circumstances and who are seeking equitable access to legal services. We prioritise

services to women who belong to the Aboriginal and Torres Strait Islander community, women from culturally and linguistically diverse backgrounds, women with disabilities, women who are victims of domestic violence, and women who are highly disadvantaged and in need of legal help.

What would work at your organisation typically involve?

On a daily basis our organisation interacts with women from all over 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 services and as duty solicitors at local court AVO lists. In addition, our community legal education program is dedicated to informing women through workshops and publications about the legal system and their legal rights. We are also concerned with law reform, and seek to bring about the reform of unjust laws, policy, and legal processes that negatively impact the lives of women.

What significant projects has your organisation completed recently?

Our organisation is constantly engaging in new projects and strategies, including the recent launch of our Domestic and Family Violence GP toolkit and poster in collaboration with the Australian Medical Association (NSW). Further information on this project can be found on our website at <http://itstime-talk.net.au/gp-toolkit>.

Another initiative, 'Ask LOIS', is a secure website providing free legal online information services with the aim of providing legal training, information, advice and support to regional and rural workers.

Do you offer paid or unpaid employment, internships or work experience opportunities to law students?

On an annual basis we offer PLT internships a small number of volunteer (unpaid) positions for law students.

Sydney University Law Society

Sydney University Law Society (SULS)

SULS is committed to promoting a socially just society, facilitating students' ability to use their law degree to work towards equality and improved access to justice. To this end, SULS' social justice portfolio offers a range of programs and opportunities which aim to promote the concept of social justice amongst the student body, generate discussion on topic issues, and encourage practical engagement with relevant organisations. If you would like further information about any of SULS' programs, please contact Greta Ulbrick, Vice President (Social Justice) at socialjustice@suls.org.au.

Careers in the Law Series

The Careers in the Law Series aims to provide students here at the Sydney Law School with information relating to a diversity of career pathways, with a particular focus on the public, not-for-profit and in-house legal sectors. It consists of a series of forums and discussion panels that run throughout the year, featuring representatives from relevant organisations.

Publicly Interested Careers Fair

The Publicly Interested Careers Fair is a showcase of public sector and non-profit organisations. It recognises that Sydney Law students have diverse interests and aspirations, and seeks to encourage them to learn about career and volunteer opportunities with organisations that aim to address issues of social injustice and inequality. In 2014, the Fair is taking place on June 3.

Social Justice Conference

The annual Social Justice Conference was first held in 2012. The conference is designed to promote understanding of contemporary social justice issues and to equip students with knowledge and useful skills for internships or volunteering placements, including cultural competence and working with vulnera-

ble clients. If you would like further information about the conference, please contact the Vice President (Social Justice) at socialjustice@suls.org.au

Juvenile Justice Mentoring Scheme

The Juvenile Justice Mentoring Scheme (JJMS) offers students the opportunity to mentor young residents at the Juniperina Juvenile Justice Centre for Girls and the Cobham Juvenile Justice Centre for Boys. Students attend on a weekly or fortnightly basis, designing engaging recreational, inspirational and educational programs. The program runs throughout both semesters, as well as the Winter and Summer holiday periods.

The program is managed by the JJMS Co-Chairs. They can be contacted at juvenilejusticementoring@suls.org.au

Compass Activities

Working from the understanding that young people from lower SES backgrounds are underrepresented in Australia's tertiary education system, SULS works with Compass to facilitate their 'Experience University' Days. School students are able to participate in hands-on activities run by a number of different faculties, with SULS overseeing the Law School's contribution. High school students are introduced to the technological wonders of the Moot Court and participate in an interactive courtroom session, facilitated by Sydney Law students and staff. The participants develop an understanding of the university experience - the opportunities, the social life, the challenges and the support services available.

The SULS-Compass Regional Schools Visit

Since 2010, SULS has travelled to high schools in regional NSW on an annual road trip as part of our involvement with Compass' social inclusion agenda. The program takes place in late November and involves students from all faculties of the University of Sydney trav-

elling to Dubbo and Forbes to discuss tertiary education options and career aspirations with high school students.

Dissent

SULS' social justice journal *Dissent* provides an important opportunity for students to have their work published on a range of social justice issues related to both domestic and international law. It also encourages students to undertake research into controversial or little-known areas that may go well beyond the scope of their ordinary coursework. In 2014, the theme of the journal is 'Rage'. If you have questions about this publication, contact the 2014 Editor-in-Chief Nina Ubaldi at dissent@suls.org.au.

Law Reform Group

The SULS Law Reform Group is an initiative that aims to provide interested students with the opportunity to engage in law reform work or debates around law-related policy. The group is a flexible forum for participants to work together on a project of their choice and discuss issues that they are passionate about, and then make use of their advocacy skills and legal knowledge to explore those issues in more depth. This could encompass writing a submission to a parliamentary inquiry, engaging in the NSW or Australian Law Reform Commissions' consultation processes, raising awareness through journalism or social media, or linking up with outside organisations.

Social Justice Opportunities Database

The Opportunities Database on the SULS website provides information for students in relation to volunteer and internship opportunities, both within Australia and around the world. It also contains tips to assist students in locating and securing these and other placements.

Sydney University Law School

In addition to the social justice programs run by SULLS, there are opportunities for students to engage with social justice through their coursework. The Law School offers both the Social Justice Clinical Legal Education Program and the External Placement Program to students looking to gain practical experience in non-profit legal organisations as part of their degree.

Social Justice Clinical Legal Education Program

This accredited subject combines both a structured seminar program and a placement with a 'social justice organisation'. It is offered both during semester and as a summer intensive unit. Students complete a placement at one of the following organisations:

- Environmental Defenders Office (EDO)
- Public Interest Advocacy Centre (PIAC)
- Justice Connect
- Refugee Advice and Casework Service (RACS)

Scholarships are available to students who undertake this subject, but students must first be accepted into it. For further information, visit the Law School's website.

External Placement Program

Since 1996, the Sydney Law School has run Australia's first externship program, the External Placement Program (EPP), and has been the blueprint for numerous Australian externship programs which have since followed. This unit of study provides opportunity for students to work for up to one day per week during the semester in a 'public interest' placement site.

In addition, students attend fortnightly seminars which are designed to promote discussion and reflection on a range of issues which may arise during the course of the placement, as well as seminar presentations on matters relevant to public interest externships. The unit has a public interest focus which is reflected in the selection of placement sites, which is aimed at ensuring students acquire a better sense of the professional, and personal responsibilities associated with the practice of law, where they develop an appreciation that the law is a people profession, and that one needs to be a reflective practitioner in social justice environments.

For more information, see sydney.edu.au/law.

ALTERNATIVE DISPUTE RESOLUTION

ADR (Alternative Dispute Resolution) is an umbrella term that describes processes in which an independent person assists parties in the resolution of a dispute. There are many benefits to using ADR as a model of conflict resolution as distinct from litigation as it can be a faster, cheaper, more confidential and flexible way for disputing parties to resolve issues whilst also preserving business or personal relationships. A lawyer's role in the ADR process largely depends on the nature of the dispute and the ADR process relied upon. It may range from merely 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 chapter outlines the common types of ADR undertaken in Australia, which includes mediation, arbitration and conciliation. For more information on the different types of ADR, see the National Alternative Dispute Resolution Advisory Council (NADRAC) at www.nadrac.gov.au.

Key Terms:

Mediation: mediation is the most widely used form of ADR. A neutral third party (the mediator) assists the parties to identify issues involved in the dispute and facilitate a negotiated agreement between the parties. This allows both parties to put forward their points of view and discuss issues of concern. The mediator does not give his or her advice about the issues or decide upon the outcome of the mediation.

Arbitration: a dispute is submitted to a third party (an arbitrator) who provides a 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 field.

Conciliation: a conciliator helps parties of a dispute 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. A conciliator may provide advice and suggest options to resolve issues, but will not make a determination.

Australian Institute for Relationship Studies

CONTACT DETAILS

// ADDRESS:

277 Lane Cove Road, Macquarie Park NSW 2113

// CONTACT:

airs@ransw.org.au
8874 8090

// WEBSITE:

<http://www.airs.edu.au/>

What is unique about your organisation?

AIRS – the Australian Institute for Relationship Studies is the education, training and research division of Relationships Australia NSW. It is currently both a Registered Training Organisation (RTO) and Higher Education Provider although will be continuing only as an RTO from 2015 onwards.

We are passionate about providing expert, quality relationship education and training that assists practitioners and professionals in improving the wellbeing of individuals, families and communities.

As a division of Relationships Australia NSW we are in a unique position of providing a pool of teaching and training expertise backed by years of highly active relationship support and service delivery.

What services does your organisation provide?

- Intensive, focussed career development programs for legal practitioners, counsellors, psychologists, social workers and allied health professionals
- Industry renowned qualifications such as the CHC80308 Vocational

Graduate Diploma of Family Dispute Resolution which provides 60 hours of placement experience in our Relationships Australia family dispute resolution services.

- Accreditation for Family Lawyers as a Family Dispute Resolution Practitioner with eligibility to register with the Attorney General's Dept plus National Mediator Accreditation though completing 6 core competencies of the CHC80308 Vocational Graduate Diploma of Family Dispute Resolution
- Customised training to develop management, team, and communication skills in the modern workplace including delivery of a range of our training modules on site.

What significant work has your organisation done recently?

AIRS has a Professional Development program with experts in their field delivering seminars on a range of topics pertinent to relationship wellbeing. Over the past 12 months this includes: Understanding and working with complex trauma; ethical considerations in working with couples and families; focussing on key research areas such as conflict and chronic pain; dealing with gender and transgender issues for parents and children; reflective practice and supervision; engaging and working with men in addressing domestic violence.

AIRS is currently piloting with Relationships Australia NSW to develop more sophisticated skills in engagement

for Family Dispute Resolution Practitioners (FDRPs) which leads to improved outcomes in conflict resolution and parental understanding about the impact of conflict on their children.

AIRS undertakes a significant research program combining partnerships with universities (currently 5) with evaluating interventions and program delivery undertaken by Relationships Australia NSW. We regularly present at a range of conferences and will be publishing a specific Relationships Australia NSW issue in the Australian NZ Journal of Family Therapy (ANZJFP) based on our service delivery and research.

We deliver training to organisations such as our customers with whom we have EAP contracts (Employee Assistance program) and specific bespoke training to other organisations (both non government and corporate) such as Red Cross and Legal Aid (in NSW and Western Australia).

What training opportunities does your organisation provide?

AIRS industry renowned training equips students with a blend of knowledge and skills that enable our students to make high level, independent, complex judgements in highly specialised contexts. We achieve this through focussing on the application of theory and knowledge in skills and clinical/professional practice. Through simulations with actors or placement in our Relationships Australia services, AIRS core focus is on ensuring students know how to apply the theory and knowledge being learnt.

AIRS offers both qualification programs as well as short courses and seminars.

What does your organisation offer to law students and graduates?

Industry renowned qualifications such as the CHC80308 Vocational Graduate Diploma of Family Dispute Resolution provides 60 hours of placement experience in our Relationships Australia family dispute resolution services known as Family Relationship Centres.

Accreditation for Graduates who have specialised in Family Law to be a Family Dispute Resolution Practitioner with eligibility to register with the Attorney General's Dept and achieve National Mediator Accreditation though completing 6 core competencies of the CHC80308 Vocational Graduate Diploma of Family Dispute Resolution.

The opportunity to attend short courses (non accredited) primarily focussed on dispute resolution, child inclusive practice, or interdisciplinary collaborative practice. All short courses provide an opportunity to meet CLE requirements.

AIRS also offers regular professional development seminars and workshops where experienced academics, researchers or experts in their field of practice come to talk on current topics and practice issues in their field of interest. The latest program is available on www.airs.edu.au

How can your organisation help in career development?

AIRS offer regular short courses that will assist students and graduates to build on their practice skills and professional knowledge. You will learn from our expert team of professional practitioners who are equipped with the latest research backed information.

How can law students and graduates get involved in your organisation?

As AIRS focuses on giving students undertaking one of our qualifications a placement experience in one of the 24 sites where Relationships Australia NSW offers services and programs, the opportunity to work with Relationships Australia NSW in a voluntary capacity is limited. However, our services partner regularly with a range of organisations in order to build strong referral networks and ensure clients do not fall through service gaps. As such, Relationships Australia regularly works with Legal Aid organisations, law firms and legal networks in the local communities in which we work.

What kind of accreditation schemes does the organisation offer?

Our range of professional development courses (ranging from 2 hour seminars to half day workshops and 5 day short courses) can provide CLE/ CPD points for graduates and legal practitioners. Specifically for Family Lawyers we provide Accreditation for Family Lawyers as a Family Dispute Resolution Practitioner with eligibility to register with the Attorney General's Dept plus National Mediator Accreditation though completing 6 core competencies of the CHC80308 Vocational Graduate Diploma of Family Dispute Resolution

I am interested in pursuing a career in alternative dispute resolution. What should I do?

Undertaking our CHC80308 Vocational Graduate Diploma in Family Dispute Resolution will equip students to be job ready on completion as AIRS niche focus is on building practice skills. AIRS will be offering 2 intakes per year – in October and in February.

AIRS will also be developing a Certificate IV Workplace Mediation for delivery in 2015.

What pathways do people take to becoming involved in alternative dispute resolution

Alternative dispute resolution whilst a popular pathway for lawyers, can also be undertaken by people from a range of professional backgrounds. Specifically however, it is necessary to be trained in alternative dispute resolution and there are requirements in place to meet National Mediator Accreditation standards as well as accreditation to register with the Attorney general's Dept as a Family Dispute Resolution Practitioner.

Why should students consider a career in alternative dispute resolution?

Providing alternative dispute resolution to clients as a means to resolve conflict without requiring litigation can achieve lasting benefits.

Adversarial approaches to resolving conflict can often escalate the conflict. In families who are separating and particularly where children are involved, this can lead to ongoing parental conflict which can be very damaging for the children.

Alternative dispute resolution equips students with skills in understanding the nature of a problem, engagement with the parties, negotiation skills, problem solving skills and the skills to enable an agreement that is 'owned' by the parties – whilst also holding a position of neutrality in working with both sides of the conflict.

The satisfaction and reward in assisting parties to come to an agreed position – is what influences many students to seek a career in alternative dispute resolution.

The Institute of Arbitrators & Mediators Australia

CONTACT DETAILS

// ADDRESS:

Level 16, 1 Castlereagh Street, SYDNEY NSW 2000

// CONTACT:

Phone (02) 9241 1188
Email nsw.chapter@iama.org.au

What is unique about your organisation?

Founded in 1975, IAMA provides services in all forms of ADR including arbitration, mediation, conciliation, adjudication, expert determination, probity and procurement.

With a growing membership that comprises some of Australia's most eminent and experienced ADR practitioners and trainers, the Institute is known for facilitating the most practical rewarding professional development training for professionals of all industries. By providing education and training on current developments in ADR, the Institute encourages its members and the public to continue to learn and experience reasons that make ADR increasingly popular in Australia and overseas.

What services does your organisation provide?

Our services include:

- A national database of highly qualified and experienced dispute resolvers, who have been graded as Arbitrators, or accredited as mediators, adjudicators and/or other ADR practitioners.
- Nomination of arbitrators, mediators, adjudicators, and other ADR neutrals from a database of practitioners accredited by the Institute based on their training and experience

and compliance with the Institute's CPD requirements.

- Administered Industry-based Consume Dispute Resolution Schemes.
- Cost and time effective packages for all forms of ADR courses and training programs (members receive discounted rates).
- Ongoing Continuing Professional Development opportunities and pupillage training and experience for newly-qualified practitioners.
- ADR Resources including a peer-reviewed journal of articles, case notes and book reviews, monthly newsletters, practice notes, rules and guidelines, and all other corporate publications (members have unrestricted access).
- Online profile and CPD tracking functions for members only.

What significant work has your organisation done recently?

The Australian domestic arbitration legislative regime has been overhauled as Australia's states and territories introduced new Commercial Arbitration Acts. In response to this the Institute is launching the new IAMA Arbitration Rules at the IAMA National Annual Conference in Canberra, 2 – 5 May. Visit iama.org.au for more details.

What training opportunities and accreditation schemes does your organisation provide?

Various accreditation schemes are available for all areas of dispute resolution including mediation, arbitration, adjudication, probity and procurement. Our accreditation courses fulfil the requisite training requirements for accreditation.

Courses include:

- The IAMA Practitioner's Certificate in Mediation, which is approved by the Mediator Standards Board and complies with the National Mediator Accreditation System.
- The Professional Certificate in Arbitration, which is run in joint venture with the University of Adelaide.

How can law students and graduates get involved in your organisation?

We encourage law students to submit an article, book review, or case note (for example a major work from your ADR elective course) for our publications. Our publications are sent to members, state libraries, law societies, law firms, and subscribers around Australia and overseas. If you are interested in showcasing your work, contact us for details.

Does the organisation offer student or associate membership?

We offer a special student annual membership for only \$40 and there is no joining fee. Applications can be submitted via our website: www.iama.org.au/membership/become-member or contact us at info@iama.org.au for a student membership application form.

What are some benefits of membership?

Student members have access to all full membership benefits including our online membership area, discounted rates for events and training, and all of our publications. *More details: iama.org.au.*

Australian International Disputes Centre (AIDC)

CONTACT DETAILS

// ADDRESS:

Level 16, 1 Castlereagh
Street Sydney NSW 2000

// CONTACT:

National Training Manager:
Lynne Richards
E: LynneRichards@dispute-
centre.com.au

// OFFICE LOCATION:

Sydney.

What is unique about your organisation?

AIDC is Australia's premier dispute resolution institution, providing strategic support to parties conducting ADR proceedings in conjunction with its training and case management arm, the Australian Commercial Disputes Centre (ACDC) for over 20 years. AIDC, is a not-for-profit organisation focussed on supporting best practice dispute resolution in Australia and internationally.

AIDC houses and provides secretariat services to other leading ADR providers, which include the Australian Centre for International Commercial Arbitration (ACICA), the Chartered Institute of Arbitrators (CI Arb Australia), and the Australian Maritime and Transport Arbitration Commission (AMTAC).

What services does your organisation provide?

As well as advocating all ADR processes, AIDC services include ADR Training (with a focus on skills workshops and mediation training), mediation ac-

creditation, case management, trust account administration, and consultancy services including all forms of dispute management.

AIDC provides a panel of reputable and appropriate mediators and other neutrals with suitable training and experience in ADR. ACDC offers recommended rules and guidelines for all forms of ADR. AIDC also provides state-of-the-art ADR venue facilities including mediation and arbitration hearing rooms.

What training opportunities does your organisation provide?

AIDC offers a five-day Mediation Training course, which equips participants with the core competencies to be a mediator. Participants of the course are eligible to enroll in ACDC's accreditation program. Successful candidates receive an ACDC Accreditation Certificate, valid for two years, and, at the completion of the ACDC training, are eligible to apply for accreditation under the Australian National Mediator Accreditation System.

ACDC's Mediation Training and Accreditation program is recognised by its partner organisation, CI Arb, towards its membership. CI Arb also provides NMA accreditation to participants who successfully complete the ACDC Mediation Training Course.

CI Arb, in conjunction with the University of New South Wales, conducts the Diploma of International Commercial Arbitration Course annually. On completion of the course and an award writing exam, candidates may proceed to fellowship grade within CI Arb.

What does your organisation offer to law students and graduates?

AIDC offers a range of ADR training which includes professional development courses, and mediation training and accreditation, such as the one-day 'Conflict Resolution & Dispute Avoidance', 'Complaints Handling' course, and the two day course on 'Facilitating Difficult Discussions'. AIDC has extensive experience in providing educational programs, including skills development workshops and customized seminars. AIDC offer publications and other resources concerning dispute resolution and the latest developments.

ACDC offers a range of skills based courses focussing on the micro skills required for managing and minimising conflict at work, with clients or in the community.

How can law students and graduates get involved in your organisation?

For senior students and post graduates, AIDC recruits interns for assistance with mediation and arbitration case management, and with a number of current initiatives. It also offers undergraduates the opportunity to undertake voluntary administration roles at the centre. Post graduate students may also wish to submit papers for publication.

How do you become a member of the organisation?

AIDC is not a membership organisation. It has a vibrant alumni program for participants of its training courses. For more information, subscribe to the AIDC Bulletin at www.disputescentre.com.au.

Australian Centre for International Commercial Arbitration (ACICA)

CONTACT DETAILS

// ADDRESS:

Level 16, 1 Castlereagh
Street Sydney NSW 2000

// CONTACT:

Secretary General: Deborah
Tomkinson
E: dtomkinson@acica.org.au

P: +61 (0) 2 9223 1099

// OFFICE LOCATION:

Sydney, Melbourne, Perth

What is unique about your organisation?

Established in 1985 as a not-for-profit public company, ACICA is Australia's premier international arbitral institution. A signatory of co-operation agreements with over 50 global bodies, it seeks to promote Australia as an international seat of arbitration. ACICA played a leadership role in the Australian Government's review of the International Arbitration Act 1974 (Cth), and in 2011 the Australian Government confirmed ACICA as the sole default appointing authority competent to perform the arbitrator appointment functions under the new act.

ACICA's membership includes world leading practitioners and academics who are experts in the field of dispute resolution, and includes AMTAC, the premier arbitration institution for Maritime dispute resolution.

What services does your organisation provide?

ACICA provides a full range of services to assist international arbitrations and

mediations conducted in Australia and in the region. ACICA can act as the administering institution for arbitrations and mediations under the ACICA Arbitration or Mediation Rules or, if agreed by the parties, under an ad hoc process. ACICA acts as an appointment and administration body for all forms of ADR. ACICA provides model arbitration and mediation rules and clauses.

What training opportunities does your organisation provide?

ACICA's partner AIDC offers a Mediation Training course, which equips participants with the core competencies to be a mediator. Participants of the course are eligible to enroll in ACDC's accreditation program. Successful candidates receive an ACDC Accreditation Certificate, valid for two years, and, at the completion of the ACDC training, are eligible to apply for accreditation under the Australian National Mediator Accreditation System.

ACICA has a co-operation agreement with the Chartered Institute of Arbitrators (CI Arb Australia), which, together with the University of New South Wales, conducts the Diploma of International Commercial Arbitration Course annually. On completion of the course and an award writing exam, candidates may proceed to fellowship grade within CI Arb.

What does your organisation offer to law students and graduates?

ACICA and its partner organisations have extensive experience in providing educational programs and training to the legal community, including skills development workshops and customized seminars. A permanent offer of publications concerning dispute resolution and the latest developments is available for young practitioners.

Further, ACICA hosts several rounds of International Arbitration Moots organised for young lawyers.

How can law students and graduates get involved in your organisation?

ACICA recruits interns for the assistance with case management, and with a number of current initiatives. Internships are not paid positions. Post graduate students may also wish to submit papers for publication.

How do you become a member of the organisation?

ACICA has various categories of membership, providing various levels of service. Associate Members receive a reduced rate for seminars and events. Details about ACICA membership may be found on the ACICA website under Membership.

More information can be found at www.acica.org.au

COURTS

Working as a Judge's assistant provides the opportunity for law graduates to gain an insight into the judicial process and also assist the Judge in his or her duties to the Court. Experience in this regard may be a particularly attractive pathway for those wishing to pursue a career at the Bar, as it opens up fantastic opportunities for law graduates to closely observe legal advocacy from within.

In the High Court, Federal Court and District Court, a Judge's legal assistant is called an Associate, whilst in the Supreme Court, a Judge's legal assistant is historically known as a 'Tipstaff'. Legal tipstaves will provide support to Judges in the Equity and Common law division and to Judges in the Court of appeal. In addition, many legal research positions are also offered at various courts.

If you are interested in applying for a position as an associate, tipstaff or legal research officer, a good place to begin your research would be the relevant Court's website which will provide information for prospective applicants on the application process. You may also wish to look over the 2014 Judge's associates Guide compiled by the Australian Law Students' Association (ALSA), which provides information on the application procedure for the various Courts as well as a compilation of the experiences and reflections of former associates and tipstaves to the Court.

The duties required of an associate or tipstaff will vary depending on the particular jurisdiction, Court and discretion of the Judge, but will largely involve undertaking legal research, proofing draft judgments, liaising with Counsel and assisting with administrative work.

Application processes vary among Courts and tribunals but the High Court and Federal Court do not advertise available positions so the applicant should write directly to the Justice or Judge. Whilst applicants are generally expected to have an excellent academic record, highly developed legal research skills and extracurricular or voluntary work are also favourably looked upon.

The following profiles of former associates and tipstaves to the Court should aid your understanding of the application process and nature of these positions.

Supreme Court (WA)

// An interview with Mark Jehne

For whom do you work? Which division?

I am the associate to the Hon Justice Mazza of the Supreme Court of Western Australia Court of Appeal.

What is your role?

Every associate has a different role depending on their judge and their role in the Court. Working for a Court of Appeal judge means that I focus on appeals rather than trials.

I am involved with an appeal from the time an application for leave to appeal is made to the delivery of judgment. This involves many discrete tasks, such as communicating with the parties, case management, file management, legal research and proof-reading draft judgments.

What does the applications process involve? How do interested individuals apply?

The Supreme Court of Western Australia has a coordinated process for associate recruitment. Positions will be advertised on the Court's website in mid-April. Applications generally require a cover letter, a CV and academic transcript.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

Keep in mind when you're writing your application that you will be working directly, and in a personal capacity, for the person who will be reading your letter. They will be relying on you every day to be competent, discreet, independent, professional, clever and personable.

It is also important to have a clear idea of a judge's particular role in the Court. A general division civil law judge has a very different role to a Court of Appeal criminal law judge. Think about what areas of law you are interested in and which judges work in that field before you apply. Also, consider applying to the District Courts if you have an interest in crime, as the majority of criminal trials take place there.

Finally, consider applying for positions outside of your home jurisdiction. In recent years, for example, a number of ANU graduates such as myself have worked as associates in the Supreme Court of Western Australia. Moving interstate for an associateship is an excellent way to explore another part of Australia.

What inspired you to apply for the position?

I have been interested in working for a judge for a number of years, as I had heard that it was a good way of gaining professional experience in the law. The element of the position that I found most attractive was the mentoring relationship that can come with working closely with a distinguished member of the profession. As it is generally a one year position, an associateship is a stepping stone to the next challenge. It is a fantastic opportunity to learn about the operation of the law and to consider how one's skills and interests can best serve the community in the future.

Land and Environment Court (NSW)

// An interview with Clara Wilson

For whom do you work?

I am currently working as Tipstaff to the Honourable Justice Brian J Preston SC, Chief Judge of the Land and Environment Court of NSW. The Tipstaff position is also referred to as Researcher.

Candidates who have completed or who are in the course of completing their law degree are eligible to apply for the position, which is an appointment for a period of one year.

What is your role?

The Tipstaff position is very diverse, and involves proofreading judgments, attendance at Court, conducting high-level legal research, assisting with the preparation of papers and articles for the Chief Judge, liaising with the Court registry and some administrative tasks.

What does the applications process involve? How do interested individuals apply?

The application process for the Chief Judge involves emailing a written application to the Chief Judge's Associate including a covering letter, CV, a copy of your most recent academic transcript and a sample of your written work, preferably in environmental or administrative law.

Vacancies at the Court are not usually advertised, and closing dates for each Judge's chambers may vary. Applicants should contact the Associate of the Judge or Judges to whom they wish to apply to confirm whether a closing date has been set, and whether the Judge is accepting applications.

Interviews are conducted at the discretion of each Judge, with the successful applicant starting work on the first day of the new law term year.

Who can apply for a Tipstaff/Researcher position? Are there any restrictions?

Candidates need to have completed their legal degree and have obtained strong academic results, usually being awarded first class honours. For applications to the Chief Judge, preference is given to applicants with an interest in environmental law. An interest in administrative law and/or criminal law is also desirable. Other criteria include highly developed legal research, conceptual and analytical skills, strong interpersonal skills and high-level computer and keyboard skills.

Do you have any specific advice for applications? Is there anything you wished you knew before you applied?

Applicants should research the Court, and also the Judge or Judges to whom you wish to apply. The Land and Environment Court website has helpful information about the Court's jurisdiction, practice and procedure in proceedings in the Court, and any new developments in areas of law within the Court's jurisdiction.

It is helpful to be familiar with the speeches, papers, and any recent decisions of the Judge or Judges to whom you apply. Reading the speech on the occasion of the Judge's swearing in is also a good way to learn a bit more about that Judge's experiences and interests.

What inspired you to apply for the position?

I applied for the position of Tipstaff to the Chief Judge as I have a strong interest in environmental law, and wish to practice in this area. I have always had great respect and admiration for the Chief Judge, and thought that the Tipstaff position would be an incredible opportunity to improve my knowledge of environmental, administrative and criminal law, and gain exposure to Court proceedings.

I also spoke to a couple of friends who had worked as Tipstaves at the Land and Environment Court, who said that it was a friendly and supportive place to work.

What has interested you most about the position?

I enjoy the variety of the Tipstaff role, and on any one day may be researching a topic for a conference paper or a meeting, attending Court, or proofreading a judgment.

The Tipstaff position also presents fantastic opportunities to gain and improve your professional skills, through observing skilled advocates in Court, and particularly from the Judge. It is an invaluable opportunity to be able to discuss points of law or elements of practice and procedure with the Judge, who is always happy to explain things or listen to ideas.

What are your plans after your time at the court?

I plan to pursue my interest in environmental law, either in private practice or in the government sector. I am also keen to further my knowledge of environmental and climate law through study overseas.

Describe one challenge you have faced.

A significant part of the Tipstaff role involves proofreading judgments and assisting with the preparation of papers and articles for the Chief Judge. The prospect of presenting editing suggestions or research findings to the Judge can be a bit daunting, when the Judge has such a wealth of knowledge and so many years of experience. However, the Tippy is there to learn so don't be afraid to ask questions, and remember that Judges have a few years of experience on us!

Do you have any memorable experiences?

This year has given me the opportunity to meet so many interesting people, and it has been great getting to know the Judge, his Associate, and the other Tipstaves.

Supreme Court (VIC)

// *An interview with Tully Fletcher*

For whom do you work?

I work as the Senior Associate to the Honourable Justice Judd of the Supreme Court of Victoria. Justice Judd is the Deputy Judge in Charge of the Commercial & Equity Division of the Court, and Head of the Commercial Court.

What is your role?

Associates are junior lawyers with a satisfyingly hefty red stamp instead of a business card. We spend most of our working hours researching and summarising the law, drafting (and stamping) legal documents, orders and judgments, preparing the judge for interlocutory proceedings and trials, and keeping accurate and detailed matter files.

We also play a key role in the practical management of litigation by liaising with the parties on the Court's behalf, and assisting with the running of the courtroom during trial.

As with most positions of this nature, an 'any other duties as required' clause applies. Every judge has their own requirements, habits and work practices. The Court often asks us to step into other roles, chambers and jurisdictions to ensure the wheels of justice keep turning.

What does the applications process involve? How do interested individuals apply?

Prospective applicants should register a formal expression of interest with the Judicial Services Coordinator at the Supreme Court (contact details and position descriptions are available on the Supreme Court website). I also strongly recommend that you explore your candidacy with the chambers of the judge you might like to work with.

Who can apply for an Associate/Tipstaff/Researcher position? Are there any restrictions?

Applicants must have a law degree, proficiency in legal research and statutory interpretation, and highly developed professional and interpersonal skills. Typically you will either be an experienced lawyer or other professional, or an outstanding recent graduate. But don't let any of that put you off: diverse experience is as valued among associates as it is among judges. Some of my most impressive colleagues have come from the public service, the arts, and the priesthood.

When do applications open? When should interested individuals apply?

The timing for applications is dependent on the contract of the current associate. Vacancies arise periodically. The Judicial Services Coordinator can advise you of appropriate dates for each chambers.

What inspired you to apply for the position?

There aren't many other jobs where you're paid to observe and learn from the best (and worst) of professional advocacy. Associateships are a great apprenticeship in civil and criminal procedure, evidence, and advocacy for junior lawyers seeking to develop their skills in litigation. If you work for an appellate judge you will also be exposed to a very high level of academic legal work and – if you're lucky – find your hurried drafting quoted authoritatively in law schools around the country.

Also, the Supreme Court of Victoria has a dungeon and I've always wanted to work in a building with a dungeon.

What are your plans after your time at the court?

Most associates aspire to the Bar. I am not an exception.

Do you have any memorable experiences?

Many, and few I'd put on the public record: we're required to exercise the appropriate amount of professional discretion. But watching Allan Myers AO QC masterfully cross-examine witnesses in a recent commercial trial is the highlight so far. It's a great privilege to be paid to watch Australia's best lawyers at work.

Advice from the SULLS Tipstaves & Associates Panel

Daniel: Chief Justice Allsop of the Federal Court
Haydn: Chief Justice of Supreme Court

What is the role of the Associate/Tipstaff/Researcher?

The role of a tipstave or associate is unique, interesting and rewarding. Not only is it your job to knock the judge into court and pull the chair out behind them, your regular tasks include:

- Legal research
- Proof reading judgments – not just finding typos, but also legal mistakes.
- Speech writing
- General administrative tasks
- Running errands

Proof reading judgments, although it sounds unglamorous, is actually very interesting. You get to have a go at picking the judgment apart, finding holes in it, thinking about whether it could be better supported – well beyond a general editing role. The job will involve things like doing dishes, collecting dry cleaning and picking up lunch – be prepared for this and don't be stuck up about it: the experience is worth it and you will learn a lot.

What does the application process involve? How do interested individuals apply? Are there any restrictions?

Applications

Only Australian citizens can work for a Federal Court judge or a High Court judge. Permanent residents can work for State judges. Unlike clerkships, the process of applying to be an associate/tipstave is determined entirely by the judge that you're applying to. Each set of chambers has its own timeline for when applications are accepted and what the selection process will be. The first step is to find out whether the judge has already appointed an associate or tipstave for the year you are interested in applying for, some judges will appoint two years in advance. This happens most often at the High Court but also happens sometimes at the Supreme Court.

The current judges associate is usually your first point of contact in your application: Be polite and professional when contacting the associate. It is worth asking what each set of chambers wants to see in your application as each judge is likely to have a different format and be looking for different things. Don't be quirky with your cover letters: be classic, professional, concise. Remember that you're writing to a judge – judges tend to be conservative in what they expect in an application.

Robert: Head of Equity division, Supreme Court of NSW
Kathleen: Court of Appeal

Interview

The interview process is unusual. Heydon J was renowned for asking his associates about the rules of evidence – most judges just want to have a chat find out about what you've done and what motivates you.

Keep in mind that the judge isn't just looking for an employee, they are looking for someone that they will be happy to spend the majority of their time in the workplace with for a year or more.

Don't shower the judge in praise or talk about cases, particular dissenting judgments etc. It won't win you any points. All the judges recognise that it's good for them, but it's much better for you. They'll want to know what you're going to get out of the experience.

What has interested you most about the position?

Firstly, you will never get another position where you're paid to sit in court.

Being an associate or a Tipstave is a good experience because at law school judges are very much on a platform, and you would never think that you could approach a judge and challenge their legal reasoning.

When you are an associate you can use the process of legal reasoning you spent so much time learning to sit down with your judge and make your case as to why they might not be exactly right. You also learn how to be thorough in your preparation of any legal argument so that if you do have to challenge your judge, you will do it competently, which prepares you for almost anything you could choose to do later.

What features would distinguish your application?

- If you're applying to an equity judge have good marks in equity.
- Academic performance is valued. Marks do tend to be important however that might not be true of all sets of chambers.
- If you have good marks, find a way in your application to emphasise them.
- Put in references early – it's better than having to be asked for them.
- Research both your judge and their chambers thoroughly - some judges will give better work than others. It might be hard to tell from court lists or case law what's good about them.
- Try and talk to people who've been an associate.
- Feel free to call the relevant chambers and ask questions.

Acknowledgements

Many thanks to all those who contributed towards the compilation and publication of the 2014 Sydney University Law Society Careers Guide

SULS EXECUTIVE

James Kwong (Vice President, Careers)
Greta Ulbrick (Vice President, Social Justice)
Will Clarke (Sponsorship Director)
Joss McCay (International Director)
Justin Pen (Publications Director)
Erika Nguyen (Design Director)

CAREERS GUIDE TEAM

Rebecca Brown (Editor-in-Chief)
Amy MacKinnon
Ferdous Bahar
Laura Armenian
Luca Moretti
Stephanie Chan
Tim Wright

PRINTING

Kopystop Pty Ltd

PLATNUM SPONSORS

Allens
Ashurst
Clayton Utz
Gilbert + Tobin
Herbert Smith Freehills
King & Wood Mallesons

GOLD SPONSORS

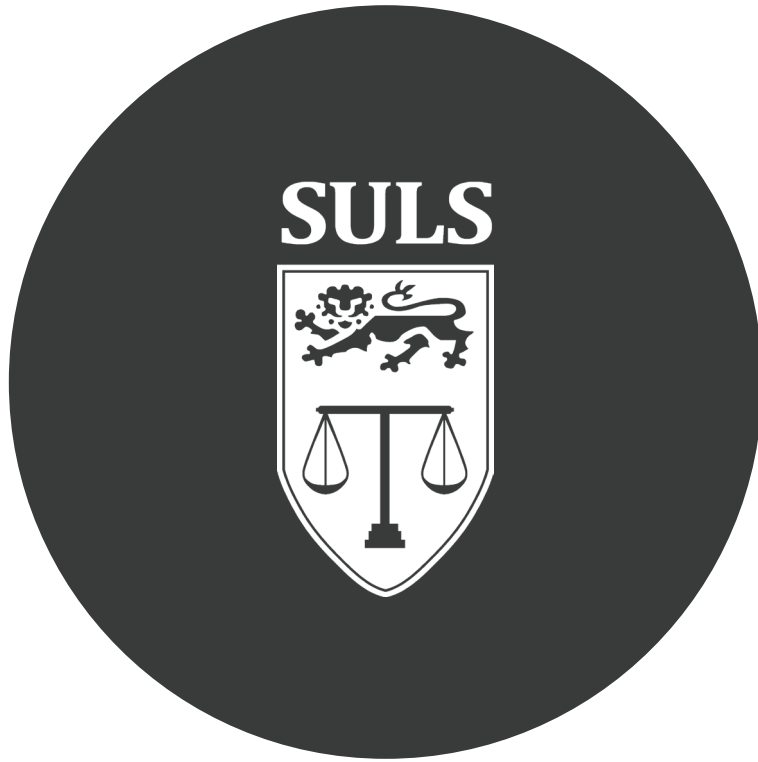
Allen & Overy
Baker & McKenzie
Henry Davis York
Minter Ellison

CORPORATE SPONSORS

Arnold Bloch Leibler
AT Kearney
Boston Consulting Group
College of Law
DLA Piper
Johnson Winter & Slattery
K&L Gates
Lander & Rogers
Maddocks
Norton Rose Fulbright
Thomson Geer
TressCox

Finally, we would like to thank Sydney Law School and the University of Sydney Union for their continuing support of SULS and its publications.

ISSN 1839-1052



PROVIDED BY
UNIVERSITY OF
SYDNEY UNION