



# Careers Guide

*2024 Edition*

# ACKNOWLEDGEMENT OF COUNTRY

The Tasmania University Law Society (TULS) acknowledges the traditional owners of the lands and seas that we study, work and live on, the Palawa people of lutruwita/Tasmania. We acknowledge and respect the contributions First Nations people have made to Australian law throughout history, and pay our respects to elders, past, present and emerging.

We stand for a future that respects and acknowledges Aboriginal perspectives, culture, language and history, and we acknowledge the deep and ongoing contribution Aboriginal and Torres Strait Islander peoples have made to the law in Australia.

TULS stands with the Aboriginal and Torres Strait Islander people in their struggle for human rights. We recognise the pervasive stain of racism and condemn bigotry of any sort.



# INTRODUCTION

We're Olivia and Cooper, your Careers Directors for 2024, and ***we warmly welcome you to the 2024 TULS Careers Guide!***

We would like to extend thanks to our sponsors, UTAS students, and alumni for their contribution to this guide. We are so grateful to be supported by a number of firms and organisations that have been willing to provide advice and support to the next generation of law graduates.

We would like to extend our special thanks to the TULS Committee for contributing to this guide, especially Mia Grant and Ash Burke. In addition we would like to thank Gino Dal Point and past Careers Directors for the assistance they have provided to us. Combined, our UTAS peers and staff have enabled us to create a comprehensive guide for the benefit of the law student body.

This guide will assist any student wanting to find a career in the legal sector.

The format of this guide is designed to follow a natural progression from your time at university and from the day you leave, whether you wish to be a partner in a corporate law firm or the Director of Public Prosecutions.

The guide also details tips that students can follow when applying for clerkship and graduate positions, and includes information and background on:

- Admissions and Legal Practice Courses
- Corporate Clerkships
- Graduate Positions
- International Positions
- Government Positions

Throughout the year, TULS will offer students many opportunities to learn about both the public and private sectors with information sessions from our sponsors and UTAS alumni.

If you have further questions regarding your careers options beyond reading the guide, please do not hesitate to reach out University Student Advisers, Law Faculty staff members, as well as our Careers Directors team at [Careers@tuls.com.au](mailto:Careers@tuls.com.au).

Enjoy!



# DISCLAIMER

The viewpoints and opinions expressed in this guide are not necessarily shared by the editors or by the Tasmania University Law Society ('TULS'). Content in student and graduate profiles reflects the views of those individuals alone.

All information presented in this document is, to the best knowledge of the Editor and TULS, correct at the time of publication and is subject to change without notice.

This information is provided freely and without obligation. To the greatest extent permitted by law, the Editor and/or TULS accepts no responsibility, either joint or several, for any of the information presented in this document, or any loss or damage, whether financial or otherwise, incurred in reliance upon, use of or other reference to, this guide and/or the information contained within it.

The information presented is merely advisory and should not be relied upon without independent verification. This work is an edited and expanded compilation of information based on a large number of sources. This guide draws heavily on a variety of sources, including (but not limited to) information provided by the following sources, all of whom are attributed to the greatest extent possible throughout this guide:

- The websites of various law firms;
- Previous clerks, students and graduates;
- Brochures and publications issued by firms and Practical Legal Training providers; Previous Careers Guides and similar publications, from both UTAS and other universities;
- Other, independent, online resources.

Any infringement on the intellectual property of any third party is only in good faith and purely accidental. Amendments can and will be made to this guide to remove any such intellectual property infringement immediately following contact with the editor of this guide.

If you have any questions or concerns, please do not hesitate to contact the editor, the TULS Career Director, on the below details:

Olivia Bellchambers and Cooper Healy  
Careers Directors  
Careers@tuls.com.au



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# DEAN'S WELCOME

As the interim Dean of University of Tasmania Law School, I take this opportunity to commend to all Law students this TULS Careers Guide which provides very useful advice transitioning from study to future careers. We remain proud of the national and international standing of our Law School. In each of the Australian Research Council's ERA exercise (Excellence in Research for Australia), for example, the UTAS Law School was confirmed to be above world class, in the top tier of Australia's 43 Law Schools (confirmed by the 2024 Times Higher Education Law School rankings, namely equal seventh in Australia) and our mooting and other competition successes is testament to the quality of our students.

The Law Faculty has much to offer our students: good quality teaching; engagement between staff and students; an active research environment which includes a strong postgraduate student body; and a welcoming and collegial atmosphere. In particular, there is strength in our smaller size compared to larger universities, where students' experiences are often more impersonal. Here there is a clear sense of Faculty identity and community which students can share. We offer pastoral care of students and foster meaningful relationships between staff and students. An excellent facilitator in this regard is TULS – arguably the most active student society in the University – with which the Faculty enjoys a great working relationship.

An important TULS initiative has been the development of Careers Guides, which provide exceedingly useful resources that bring together a wealth of information. The 2024 Careers Guide canvasses a range of work options with excellent practical advice on preparation of applications, which will stand you in good stead in an environment of strong demand for Law graduates. A Law degree is a (if not the) most versatile qualification; entering the legal profession is one obvious pathway after graduation, but there are many others, as this Careers Guide reinforces. Law degrees can lead into many other roles, particularly in tandem with another degree allowing you to play to specific strengths. It is therefore important for your long-term career and personal fulfilment that you use your Law degree effectively, whether directly or indirectly. To this end, I encourage you all to explore options so that you can make informed decisions, ensuring that you find the right career to match your skills, aspirations, and thereby allow you to fulfil your potential.

The Law Faculty is proud of the quality of our graduates; it has a reputation for producing able, well-rounded graduates, and we have many leading lights among our alumni both in Australia and overseas. There are many pathways to success and the Faculty is keen to work with you for constructive learning and teaching. In conjunction with TULS, and working with the profession, the Faculty also seeks to promote to our students information about job opportunities we receive from local, national and international organisations.

I am confident that you will find this Careers Guide useful as you seek to position yourself to maximise your opportunities while at the University of Tasmania and for your future career.

**Gino Dal Pont**  
Interim Dean  
*University of Tasmania Faculty of Law*



# PRESIDENT'S WELCOME

Welcome to the 2024 Careers Guide! This guide contains invaluable information regarding clerkship and job opportunities available to you throughout and following your studies. Congratulations to Olivia Bellchambers and Cooper Healy on producing this high standard of work.

Navigating the various job opportunities in the public, private, and non-for-profit sector can be daunting for students, making this guide a useful resource. The opportunities outlined within the guide are wide ranging and may include options which students have not considered before. I encourage you to read the guide with an open mind and do not unnecessarily restrict yourself to a specific area of law or sector. Often students may not feel as if they have a clear pathway following university, however, this guide is designed to assist you in this process.

In addition to the Careers Guide, TULS will be hosting our Careers Fair on the 17th of April. I encourage students to utilise this event as an opportunity to build on the knowledge contained in the guide and liaise with legal professionals to gain insight into potential career paths.

I wish all students, particularly those in their final year of studies, the best of luck with their future endeavours. I know the education provided by our Law School will put us in good stead, irrespective of what pathway we choose.

Yours faithfully,



**Mia Grant**  
President  
*Tasmania University Law Society*

# CLERKSHIPS

## WHAT IS A CLERKSHIP?

Clerkships are work experience programs for students in their penultimate (second last year) or final year of their law degree. Firms offer clerkships to allow students to 'get a feel' for what it is like to be an 'actual lawyer'. Clerks usually rotate between 2 to 3 different practice areas to gain experience in their desired field of law.

Clerkships are also an opportunity for students to get to know the different cultures of each firm to see which ones suit them best. Many firms only recruit from their pool of clerks, so completing a clerkship is one of the most straightforward ways to get a job at your dream firm!

Clerkships are offered over the summer and sometimes in the winter. Clerks are usually selected from across Australia and, as a result, are highly desirable and highly competitive. Firms that offer clerkships are generally top-tier and mid-tier firms, and other bodies may offer similar positions.



Important dates in 2024 per guidelines are as follows. Please note that these are just general guides, so you should be sure to check with your desired firm.

**ACT: Applications open 10 June - 7 & 14 July.**

**NSW: Applications open 10 June - 7 & 14 July.**

**QLD: Applications open 15 July - 9 August.**

**VIC: Applications open 1 July - 11 August.**

**WA: Dates not provided at the time of publication, contact your chosen firm directly.**

**TAS/NT: No set guidelines in either of these jurisdictions, so contact your chosen firm directly.**

# CLERKSHIPS

## HOW DO I APPLY?

Clerkship schemes are regulated in New South Wales, Queensland, South Australia, Victoria, and Western Australia with uniform application processes and dates. However, please note that these schemes only apply to firms who have agreed to comply with these guidelines, and differ between jurisdictions, so you should take some time to research the firms you are particularly interested in.

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### CLERKSHIP PROGRAM

A clerkship at Allens is the first step in a rewarding legal career, and will give you invaluable insights into our work and culture. With support from a buddy and development supervisor, you'll work on real matters for real clients and be involved in a variety of projects. The programs:

- run from three to 10 weeks;
- are available at our Brisbane, Melbourne, Perth and Sydney offices;
- feature ongoing support, including a buddy system; and
- include exposure to one or two practice groups.

### GRADUATE PROGRAM

In each rotation, you'll gain a depth of experience that comes from seeing matters through to the end, and get exposure to stimulating legal challenges. At Allens, we don't work in silos, meaning you won't be limited to working with only one partner or by your practice areas. You'll work alongside a range of partners and lawyers, giving you exposure to a wide variety of tasks. Working with different teams and leading organisations, you'll grow a solid skills base and develop the agility needed to thrive in our ever-changing world. The programs include:

- two 12-month rotations in different practice areas;
- secondment opportunities in London or Asia, via our alliance with Linklaters, or with clients;
- ongoing supervision, coaching and mentoring;
- completing a Graduate Diploma in Legal Practice (via UNSW); and
- a 12-month weekly legal seminar series (Cornerstone Program).

# A GUIDE: APPLYING FOR CLERKSHIPS

## STEP 1: RESEARCH

The first step in preparing your clerkship application should be researching and selecting the firms you wish to apply for. Many firms offer clerkship programs, each with different strengths, weaknesses, cultures and opportunities, so it is important for a successful application (and experience if you land the right job) to apply for the firms that are right for you.

It is also a fantastic idea to speak to other students who have clerked for that firm beforehand, to get a frank 'on the ground' perspective on the work you will be doing. To help with this, we have gathered a range of clerk profiles here from recent UTAS clerks.

## STEP 2: PREPARATION

Applying for clerkships is not an easy process, and it requires a lot of time and paperwork. That is why it is important to have the following documents updated and easily accessible for when you need them in your application process.

Hint: make sure you check the requirements of each firm when you are preparing your application!

### ***Clerkship Document Checklist:***

- **Resume/CV:** A sparkling CV that is full of the things that make you awesome is crucial to a good clerkship application. Please note that later in this guide you will find a range of tips to get your CV ready.
- **Cover Letter:** Anyone in HR can tell you, but a stunning cover letter is crucial to a successful application. You should not use the same cover letter for each firm, however creating a 'pro-forma' cover letter with information which you can modify will save you some time later.
- **Academic Record/Transcript:** Firms do care about your results as it shows that you know the law and can give them an insight into the areas where your strengths lie. You can get an unofficial transcript (which firms will accept unless stated otherwise) for free on eStudent under the 'Transcripts and Invoices' tab in the 'My Study' page.
- **Academic Calendar:** Whether it is Google Calendar or a paper planner, you will need to know and continually check the dates for applications. Make sure this is always close at hand for ease of mind.



# A GUIDE TO APPLYING FOR CLERKSHIPS

## STEP 3: WRITING YOUR APPLICATION

With all your key documents prepared, the next step is to write a series of answers to the application questions individual to each firm, and your cover letter.

Do **NOT** leave your application to the last minute!

We can promise you that the application questions will take longer than anticipated. Anything can happen and many people may be trying to submit their applications at the same time. You do not want to leave your clerkship prospects to Murphy's law ('anything that can go wrong will go wrong'). Our pro tip is to draft your answers in Microsoft Word or Google Docs before copying it into the application field. It is less scary, easier to edit, and you have a bank of answers that you may be able to reuse for multiple applications.

## STEP 4: SUBMIT YOUR APPLICATION

Check and re-check (and maybe triple check!) that you are happy with everything, all your details are correct, and that the right documents are attached. You should receive an automated response email stating that your application has been received. Use these for ease of mind that you applied.

After submitting an application, you may be asked to undertake a skills test or psychometric testing. These tests gain information on your strengths and weaknesses, such as: resource and work management, how willing you are to take risks, and how resilient you are. You usually need to complete these within a certain period of time after submitting an application or before the application period closes, so make sure you read your emails!





## Kick-Start Your Legal Career at BN

For 60 years, Barry Nilsson has been shaping a better legal experience for our clients. Our Insurance & Health and Family Law, Wills & Estates practices combine the highest standards of industry knowledge with local expertise to provide our clients with service they can trust.

Founded in 1963, we have grown to become an award-winning national law firm of more than 400 staff in all major cities across Australia, with our Hobart team focussing on insurance litigation for a number of major insurers, brokers, self-insureds and re-insurers in Australia and abroad. Throughout the firm's expansion and evolution, our positive culture and values, including nurturing a supportive and inclusive environment for our people, have remained at the forefront of everything we do.

## JOIN OUR VACATION CLERKSHIP PROGRAM

Our vacation clerkship program provides you with a unique opportunity to experience our firm, our insurance litigation practice area and, most importantly, our culture. The program can act as a stepping stone to an ongoing position with the firm.

Our Hobart vacation clerkship will be held for two weeks over the summer university break from 18 - 29 November 2024. Applications open for penultimate and final year students on 1 July 2024.

Find out more about our early careers opportunities at [www.bnlaw.com.au/careers](http://www.bnlaw.com.au/careers)



# A GUIDE TO APPLYING FOR CLERKSHIPS

## STEP 5: THE INTERVIEW

### ***Be on time!***

Pre-plan your journey and allow for extra time if your meeting is in person. The interviewers may ask you to arrive 15 minutes early so keep this in mind when planning your journey. If your meeting is online, always check that your internet connection is stable, and that your camera and microphone work.

### ***Make sure you focus on just the interview!***

This includes turning off your mobile phone or other devices that might be distracting during an interview. When asked questions in an interview, don't rush yourself to answer, allow yourself some time to understand the question and formulate your answer.



# A GUIDE TO APPLYING FOR CLERKSHIPS

## *Practice makes perfect!*

Make sure you know your application inside out. If you feel confident with the materials you have, then you will exude confidence. Ask a family member or friend to help identify areas that may come up in an interview and go over answers to be familiar and prepared.

## *Research*

It is important to convey to the interviewing panel that you are passionate about working at your chosen firm. Researching the interviewing panel, partners, cases, and areas of law that firm specialises in is a good way to set yourself apart from other applicants and demonstrate you care about the firm.



Arnold Bloch Leibler  
Lawyers and Advisers

## Great minds think differently

From your very first day, you will work alongside thought leaders in the profession on important and complex cases that will provide opportunities to flex your thinking, offer direct input and gain in-depth knowledge. Your opinions will be respected and you'll be given autonomy to progress matters.

[abl.com.au/careers](http://abl.com.au/careers)

# CVMAIL....WHAT IS IT?

**cvMail** is a law student portal run by Thomson Reuters, which provides information about the legal industry, law firms, and applying for jobs. It also enables law students to apply and schedule interviews online.

Most major firms in all states (as well as some overseas firms) now prefer applications via <http://www.cvmail.com.au>. CvMail also provides a list of firms who prefer to use cvMail. However, it is important to remember that not all firms use cvMail so make sure you check a firm's website in order to determine how they would like you to apply. If in doubt, telephone their Human Resources department. Tasmanian firms generally prefer to run their own application process. Students will receive information about Tasmanian firm application processes directly or via TULS (including job opportunities posted on relevant Facebook pages).

## HOW TO USE CVMAIL:

### **Step 1: Create an Account**

Go to <http://www.cvmail.com.au> and register as a 'First Time User'. Insert your name, email address and password to create an account. Ensure this e-mail address is the one you check frequently, as alerts and notifications (including interview requests from firms) will be sent to that address. Once you have created an account you can log on as a registered user.

### **Step 2: Personal Profile**

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

### **Step 3: Academic Profile**

Create an educational record for each of your relevant academic qualifications and enter the individual marks. Double-degree students must undertake this process twice.

# CVMAIL....WHAT IS IT?

## Step 4: Submit your Application

Click on the 'Seasonal Tab' for clerkships or 'Graduate Tab' and select the state to which you are applying which 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.

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

Questions that a firm will ask might include the following:

- Education
- Achievements
- Employment history
- Other interests
- Referees
- Examples of questions that a firm may ask can include:
  - Please outline any achievements, awards, or prizes you have obtained including academic, sporting, community, and charities.
  - What interests do you have outside of your studies?
  - Where do you see yourself in the next five years?
  - Who is your idol and why?
  - What are three things about you we wouldn't know from your CV?

When completing an application, you have up to 90 minutes to complete before your session automatically times out. To ensure you have adequate warning before your session times out, you will receive a popup message approximately 3 minutes prior. This gives you enough time to save your data and send the form, or, if you need more time, save and exit so you can continue at a later stage.

## Step 5: Finish and Finalise your Application

After sending your application, you will see a confirmation screen that confirms your application has been successfully sent to the firms and provides you with a unique receipt number. After submitting your application, the firm will receive it instantly. Different firms may acknowledge your application at different times.

Also, firms may not contact you until they have fully considered your application (so don't stress if you don't hear from them immediately after sending your application!).

# CLERKSHIP PROFILE

Isabella Collinson Waters

“

Over the summer, I was fortunate enough to complete a clerkship with MinterEllison’s Sydney office. There, I and 35 other clerks who were all from NSW, begun our nascent steps in our careers.

Unlike clerkships in most other states, which typically run for 2 weeks to a month, the large Sydney firms offer a 3-month programme. ***This includes a comprehensive orientation programme, rotations through two different teams, and plenty of socialising*** with fellow clerks, colleagues from the wider firm, and professionals and clerks from other firms in the city.



During my clerkship, I rotated through the Real Estate team and the Mergers and Acquisitions team (or Transaction Solutions as Minters call it). Both teams offered incredibly different experiences, providing me with valuable insight into what it means to work at a top-tier law firm in Sydney. Through this opportunity, the importance of how you present yourself and tell your own story as well as your willingness to muck-in and help in a team environment was just as important as your grades. Additionally, I had the opportunity to make friends and connections with my future colleagues before starting permanently next year.

Socialising, or to use the more AussieCorporate-approved term ***‘networking’***, is an integral part of the programme. Clerk sport, for example, is a fabulous opportunity to get to know your fellow clerks from your own firm as well as others. Even if you’re not particularly athletically gifted, everyone gives it a go, has a laugh, and often mingles after. In short, it’s a truly social affair. In addition to these sporting pursuits, the ‘Clerk Cruise’, a Sydney-clerk tradition, provides another opportunity for everyone to connect in a new environment.

Through both these professional and social opportunities, I’ve truly made some fabulous friends who will make the transition from both Tassie to Sydney and university to work much easier. Moreover, the chance to experience something new over the summer and explore Sydney’s many beaches, museums, and bars.

For those considering applying, it is best to do so in your penultimate year, though applying in your final year is also an option. TULS runs sessions on the application process that are helpful to attend the year prior to applying to let you prepare and put your best foot forward. At the end of the day, don’t count yourself out if you have even the slightest interest; ***there is no harm in applying, as the experience gained in the process is valuable regardless of the outcome.*** Furthermore, there is a chain of UTAS Law graduates who have migrated across the ditch to large firms’ offices around the country who have always been happy to help navigate the process and provide advice. Remember,

Lastly, a pro-tip so you don’t sound like an idiot (i.e., me): it’s pronounced ***‘clark-ship’***.

”





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TFR Lawyers offers a supportive work environment where young lawyers can pick up a range of essential skills with comprehensive support from a supervising partner. Our lawyers have regular check ups with their supervisors so they can gain the advantageous experience and provide quality advice to their clients.

TFR Lawyers has a work culture of belonging and all members working together to contribute to the firm's success. For more information contact Sharri Rhodes at [srhodes@tfrlawyers.com.au](mailto:srhodes@tfrlawyers.com.au)



# CLERKSHIP PROFILE

Reuben Gregg-McQueen

“

I had the privilege of completing a clerkship with Clayton Utz over the summer of 2023 in their Melbourne office. The program lasted for four weeks, including a comprehensive orientation program that involved onboarding, workshops, and social activities. I was part of a cohort of 22 other clerks, but I was the only Tasmanian! I really hope that we can get some more representation in the next clerkship period, so definitely apply!

The clerkship program involved two rotations within the firm. With many practice areas to choose from, I rotated through Workplace Relations, Employment and Safety (WRES) and Commercial Litigation. These practice areas suited me because of my interest in litigation, but for more transactional-minded individuals, there are many other practice areas that will suit you well.

*I had a wonderful time during the clerkship, and I learnt so much* as a result of being involved in matters ranging from pro bono tenancy disputes to large commercial litigation involving ASIC. Beyond this, *I learnt valuable lessons in teamwork, networking*, and what to expect while working at a top-tier commercial law firm in the heart of Melbourne.

My advice to any of you who are on the fence about applying for interstate clerkships is to **just do it**. You have absolutely nothing to lose, and **the process of writing applications and attending interviews in itself is a great learning experience**. I was not in any way disadvantaged because of coming from Tasmania, and in fact it gave me something to talk about in interviews that not many others were able to! Throughout the process, I was also reminded that grades and GPA are not everything. In my experience, **firms are looking for team players and people who can demonstrate their potential**.



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# ADMISSION TO PRACTICE

## ADMISSION IN TASMANIA

Admission and legal practice in Tasmania is regulated by the Legal Profession Act 2007 (Tas). This Act outlines the requirements for legal practice in Tasmania, and the procedures for getting yourself to the point where you can call yourself a lawyer.

A detailed analysis of the provisions and conditions of this Act are outside the scope of this guide; however, section 25 of that Act requires you to have completed both an 'approved academic qualification' – a law degree – and an 'approved practical legal training requirement'.

The latter program, commonly known as 'Legal Prac', is a short, practically oriented skills training program designed to give you the required skills and knowledge to put your law degree into practice. There are a range of Practical Legal Training courses available for UTAS Graduates, and one is sure to fit in with your post-graduation plans!

Any of the courses featured in this guide will allow you to be admitted, and once you are admitted you can usually practice in any state in Australia!

The Tasmanian Legal Practice Course (TLPC) is a post graduate professional legal training program whose graduates are eligible to apply for admission as legal practitioners. Once admitted, you are eligible to apply for admission in other states or territories, either directly or to appear under the Mutual Recognition Scheme.

In addition, graduates are awarded a Graduate Diploma in Legal Practice from the University of Tasmania. The Course is currently conducted by the Centre for Legal Studies at the UTAS Hunter Street campus.

## WHY COMPLETE A PRACTICAL LEGAL TRAINING PROGRAM?

The TLPC is a practical and challenging course that provides you with an invaluable skill set whether you intend to practice law or not. In each year trainees attend the TLPC for different reasons: some because they intend to practice law; some to help them decide if they want to practice law; some to keep their career options open should they choose to practice law in the future; some to expand their qualifications and opportunities in the job market; and others are keen to gain skills, such as advocacy and letter writing to use in other professional roles.





# WHY COMPLETE THE TLPC?

The course is recognised nationally as providing excellent quality training. It offers a unique and intense practical experience unlike any other professional legal training program and will be different to any other course that you will have studied at University.

## Studying in Hobart

Australia's second oldest city and southern most capital, Hobart is one of the great small cities of the world. It offers a wonderful blend of built and cultural heritage; environment; a vibrant art and dynamic sporting culture and a low stress lifestyle.

Nestled under Mt Wellington on the Derwent River, Hobart is renowned for its heritage buildings, beautiful parks, fine restaurants, the Salamanca markets and its festivals. Hobart is the gateway to world heritage wilderness areas, adventure pursuits and pristine beaches.

## Highlights of the TLPC include:

- A strong advocacy component with trainees appearing in the Supreme Court or Magistrates Court before Judges and Magistrates on a weekly basis;
- A client interviewing program partnered with the Hobart Community Legal Service and conducted with real clients;
- Workshop style teaching with an emphasis on learning through simulated transactional files;
- Direct instruction and support from Tasmania's Judges, Magistrates, and legal practitioners;
- Emphasis and teaching of practical drafting and letter writing skills; Three weeks of work experience in a firm or government agency (arranged for you);
- Face-to-face teaching and mentoring with minimum online learning; A networking program partnered with Hobart's Young Lawyers; A social and collegial environment; and
- Historically several employers seeking a graduate legal practitioner advertise their positions directly to trainees attending the TLPC.

## Course Information

The Course consists of six months of practical legal work in a legal office environment. There are seven compulsory units:

- Civil Litigation Practice: Supreme Court Practice and Advocacy (incl. Tribunal Practice)
- Criminal Law Practice: Magistrates Court Practice and Advocacy
- Trust and Office Accounting
- Property Law Practice (incl. Wills & Estate Practice)
- Commercial and Corporate Practice
- Family Law Practice and Procedure
- Skills, Ethics and Professional Responsibility

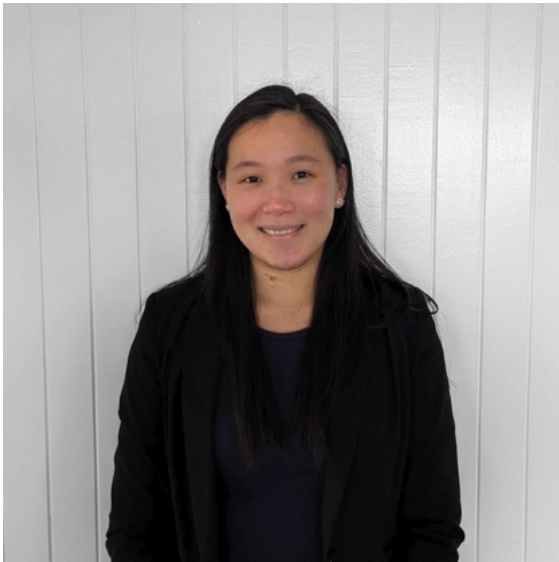
Work is assessed on a satisfactory/unsatisfactory basis and is made up of a range of different forms of 'practical' assessment, including court advocacy and legal drafting.



# GRADUATE PROFILE

Esther Chai (*Class of 2023*)

“



The Tasmanian Legal Practice Course ('TLPC') is unlike any other courses as it works closely with the Tasmanian legal profession to **provide trainees with the best learning environment**. At TLPC, we are instructed by barristers, solicitors, judges, tribunal members and magistrates. You will be **learning directly from members of the Tasmanian legal profession**. A highlight for me would be the opportunity we get to appear in front of judges and magistrates in the Supreme Court and Magistrates Court of Hobart. Although nerve-wrecking, **it has afforded me the opportunity to learn key advocacy skills that I will undoubtedly use in my legal career**.

If you are like me and are unsure what the next part of your career looks like, TLPC is uniquely positioned to help you figure that out. First, many firms and organizations send job opportunities to be directly advertised to TLPC, **making it easier for you to find job opportunities that excite you**. It is with one of the advertised opportunities that I was able to apply and secure a role at Page Seager Lawyers. Furthermore, TLPC also organises networking events like the cocktail evening that **gives its trainees the chance to socialize with different members of the legal profession**. It is through these events that I have gotten the best career advice. Lastly, TLPC also organizes tours to **help trainees discover what it might be like to work in different parts of Tasmania**. In March, I had the opportunity to go to on the North-West Coast trip. During the trip, we had the opportunity to meet with the Early Careers Lawyers and learn about what it would be to work in Devonport and Burnie. Although I ultimately choose to stay in Hobart, I am glad that I had the opportunity to find out what it would have been like before deciding otherwise. All these features of the TLPC makes it an excellent choice to help you figure out the next step of your career.

I would also highly recommend the TLPC as the course does **stimulate the working environment of a law firm**. Not only are we placed in different offices, but we also learn to create court documents and physically file them in court. This makes the transition from TLPC to a working environment seamless. We essentially gain amazing work experience, **whilst being fully supported**. So, if you are concerned about transitioning to a working environment, this is definitely the place for you.

”



# TASMANIAN LEGAL PRACTICE COURSE

REAL EXPERIENCE  
**JOB READY**

Tasmanian Legal Practice Course (TLPC) Graduates learn and practice in **real Courts** with **real Judges**, **real Magistrates** and **real Lawyers**. Our graduates get the **best experience** of **real life** practice to work in Tasmania!





# Tasmanian Legal Practice Course

*Where could it take you?*



## Applications Open Soon!

For more information, contact us today:

**Centre**  
*for*  
**Legal**  
**Studies**

(03) 6226 4396

[tas.legalpractice@utas.edu.au](mailto:tas.legalpractice@utas.edu.au)

[www.cfls.com.au](http://www.cfls.com.au)

Tasmanian Legal Practice Course - University of Tasmania



# INTERSTATE LEGAL PRACTICE

## VICTORIA

Victoria offers two different pathways to legal practice:

### **Supervised Traineeship**

The Victoria Articled Clerkship system has been replaced by the traineeship. This traineeship allows for 'on the job' legal training with a law firm but differs from a clerkship because all trainees will be taught a minimum standard of competency in various areas of law, and last 12 months. Applications for Traineeships are made to the Human Resources Personnel of each firm, and open in July. Students make applications in their final year of study for commencement in the following year.

For more information on the Traineeship system visit: <https://www.lawadmissions.vic.gov.au/qualifications-and-training/supervised-legal-training>.

### **Approved Practical Legal Training Course**

Similar to the Practical Legal Training courses outlined above, which can be completed in under six months and consists of mainly coursework (either online or on-site at the education facility), with a combination of practical work experience completed in a legal environment. Approved providers include:

- The College of Law Victoria ([www.collaw.edu.au](http://www.collaw.edu.au))
- The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))

## WESTERN AUSTRALIA

### **Practical Legal Training Course**

A standard practical legal training course—as outlined above. This is generally undertaken through the College of Law. Other approved Practical Legal Training programs include:

- The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))
- The Piddington Society Inc. ([www.piddingtonsociety.org](http://www.piddingtonsociety.org))
- Curtin University Graduate Diploma in Legal Practice: (<https://study.curtain.edu.au>)

This section is a brief, and non comprehensive overview of the admissions requirements and programs in other Australian jurisdictions.

## NEW SOUTH WALES

### **Graduate Diploma in Legal Practice**

Most graduates in New South Wales gain admission to the legal profession by completion of a Graduate Diploma in Legal Practice through the College of Law.

Other Practical Legal Training programs are offered through:

- The University of Technology, Sydney: (<http://www.uts.edu.au/about/faculty-law>),
- The University of Wollongong: (<http://lha.uow.edu.au/law/index.html>)



# INTERSTATE LEGAL PRACTICE

## SOUTH AUSTRALIA

### ***Graduate Diploma of Legal Practice***

South Australia Graduates generally undertake their Graduate Diploma of Legal Practice through the University of Adelaide. Their program is administered in conjunction with the Law Society of South Australia, and as a result, students are able to attend Continuing Professional Development (CPD) events free of charge, as well as receive complimentary Associate Membership of the Law Society of South Australia. This course may also be commenced whilst remaining an undergraduate student.

The GDLP program is run twice a year, commencing in January (summer) and July (winter), and continues for six months, though graduates can study for a period of up to three years at their own pace. Courses and assessments are largely similar to all other Practical Legal Training programs offered elsewhere, and are divided into four modules.

## AUSTRALIAN CAPITAL TERRITORY

Most graduates in the ACT gain admission to the legal profession through the ANU's GDLP program:  
<https://legalworkshop.law.anu.edu.au/gdlp>

## NORTHERN TERRITORY

Graduates in the Northern Territory generally undertake their Practical Legal Training through the College of Law or the ANU Legal Workshop program.

The Rural, Regional, Remote Practical Legal Training program permits students to undertake the 'placement' module of their PLT course in public interest legal support services for those who are disadvantaged. Officers who are willing to take such trainees in the NT include the Alice Springs Central Australia Aboriginal Family Legal Unit, the Katherine Northern Australian Aboriginal Justice Agency, and the Darwin Top End Women's Legal Service.

More information about this program is available here:<http://placements.naclc.org.au>.

## ***What if I have a gap between completing my law degree and enrolling in a PLT?***

If you decide to have a gap between completing your academic qualifications and enrolling in a PLT you should be aware that if you have completed your academic qualification more than 5 years before applying to have your academic qualification assessed for the purpose of admission, the Admitting Authority may, after assessing your academic qualifications, require you to undertake further academic studies, or pass further examinations, as the Authority may determine, or both. You should read the relevant legislation carefully if you think this may apply to you and you should be aware that this area may be subject to.

# INTERSTATE LEGAL PRACTICE

## *What if I have a gap between completing my law degree and enrolling in a PLT?*

If you decide to have a gap between completing your academic qualifications and enrolling in a PLT you should be aware that if you have completed your academic qualification more than 5 years before applying to have your academic qualification assessed for the purpose of admission, the Admitting Authority may, after assessing your academic qualifications, require you to undertake further academic studies, or pass further examinations, as the Authority may determine, or both. You should read the relevant legislation carefully if you think this may apply to you and you should be aware that this area may be subject to.

A photograph of a young man with dark curly hair, wearing a light blue button-down shirt and light-colored trousers, standing with his arms crossed and a friendly smile.

**OPPORTUNITY**  
**STARTS HERE**

With a challenger mindset, G+T is always pushing the status quo and taking a stand on things that matter. That's why we constantly seek new ideas, fresh energy and different perspectives from our clerks and graduates.

Work at the forefront of significant change in our society and economy, and open the door to experiences that will shape your career – wherever you want it to take you.

Join us, and help us build Australia's best corporate law firm.

» Visit [gtlaw.com.au/starthere](http://gtlaw.com.au/starthere)

# GRADUATE PROFILE

## Jackson Cacciatori (*Class of 2023*)

“

This year I have begun work as a Graduate Lawyer with Allens in their Sydney office. I will spend my first year in the Commercial Litigation team before rotating elsewhere for the second half of the graduate program. My cohort consists of 45 graduates, ***which has made my transition to a new city and to full time work an easy one.*** In addition to ***learning a lot and meeting a bunch of new people,*** representing Allens in a lunchtime netball roster has been a personal highlight.



I am also completing my Graduate Diploma in Legal Professional Practice with UNSW. The UNSW program has involved a 3-week intensive period before we began with Allens, and study leave entitlements to ensure we can ***balance our assignments with the demands of full-time work.***

If you are interested in a career in a commercial law firm on the mainland, I would recommend looking into their clerkship programs which are usually open to penultimate year students. A clerkship allows you to get a taste of commercial law and see if you enjoy it, and firms often hire their graduates exclusively from the clerk cohort.

***I have loved every aspect of this opportunity so far and I would absolutely recommend others to apply for a similar role.*** Please feel free to contact the Careers Directors and ask for my contact information if you have any questions!

”



# Firm Profiles

These profiles provide a quick run-down on some of the major firms that offer clerkships. They are provided for illustrative purposes only in order to encourage you to investigate the range of firms available that may be able to suit your needs and interests. Please note that there are many other wonderful firms not mentioned below, so make sure you also do your own research to find the right firm for you!

# Ashurst

As a global law firm with a rich history spanning 200 years, we've established ourselves as a leading adviser to corporates, financial institutions and governments, on all areas of the law including finance, M&A, disputes and competition.

Our people are our greatest asset. We bring together lawyers of the highest calibre with the expertise, industry experience and regional know-how to provide the incisive advice our clients need. As a global team we have a reputation for successfully managing large and complex multi-jurisdictional transactions, disputes and projects, and for delivering outstanding outcomes for clients.

What is unique about the firm?

Our passion to be the most progressive law firm and to achieve this we offer our clients legal led consulting. Not only do we offer the best legal advice but our Risk Consulting team are able to operationalise that advice. We then use Ashurst Advance (new law) to deliver efficient, cost effective and technologically savvy solutions. Inclusion, Diversity, Belonging are an integral part of who we are as a firm and why our culture is unique. By valuing differences and creating a safe space for colleagues to be themselves and thrive in their careers, we ensure our people experience a sense of belonging.

Our practise areas

- Corporate Transactions
- Digital Economy Transactions
- Dispute Resolution
- Employment
- Competition
- Intellectual Property
- Tax
- Global Loans
- Insolvency
- Projects and Infrastructure
- Real Estate
- Planning, Access and Environment
- International Projects Group

What qualities does the firm look for in clerks?

We are looking for diverse candidates with a broad range of backgrounds, all united by a common set of strengths. A passion to develop a career in a leading global commercial law firm, outstanding communication skills, analytical ability, motivation, determination and drive. Commercial awareness, teamwork and interpersonal skills

Clerkship Program

Our clerkship is a great opportunity to work with a supervising partner, a lawyer and a buddy who'll get you involved in real work. You will have the opportunity to rotate through two different teams and we will take into consideration your preferences. You'll also attend team insights and workshops, as well as get a chance to take part in team social events. The work undertaken by clerks is varied and depends on the team you are in. Tasks include case law research, drafting legal expertise updates, note-taking during meetings and contract review. There will also be opportunities to be involved in attending court, getting involved n pro bono work and participating in interform clerk sport. At the end of your clerkship, you will be considered for a place on our graduate program.

For more information visit our website

<https://www.ashurst.com/en/careers/students-and-graduates/australia>

# Butler McIntyre & Butler

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*Lawyers  
Est. 1824*

Butler McIntyre & Butler provides expert legal advice with practical solutions tailored to client needs in the areas of Property and Commercial Transactions, Litigation and Dispute Resolution (including Criminal Law), Family and Relationship Law, Employment and Industrial Relations, Wills and Probate and Estate Planning.

**We are committed to supporting students studying at the University of Tasmania. Butler McIntyre & Butler lawyers give generously of their time at speaking events during TULS' Health Week. In 2023 the firm sponsored TULS' Diversity in Law Cocktail Night. The firm is proud of its long history of supporting the graduate legal practice course conducted at the Centre for Legal Education.**

Butler McIntyre & Butler offers work experience placements for students in late November. Successful candidates spend two weeks at the firm with the opportunity to observe client interviews, Court appearances and undertake research and tasks on client files. The firm also employs graduates from the Legal Practice Course. We strive to provide a supportive, ongoing learning environment for graduates transitioning to legal practice and throughout their legal career.

For more information on Butler McIntyre & Butler, please visit our website [www.bmbtas.com](http://www.bmbtas.com) or please contact our managing partner, Alison Wells at [awells@bmbtas.com](mailto:awells@bmbtas.com).

# CLAYTON UTZ

## About the Firm

Proudly Australian. Globally connected. As one of Australia's leading law firms, Clayton Utz gives confident, innovative and incisive legal advice.

If you're considering joining our team, we want to give you a glimpse into who we are. The basics facts are simple: we are one of Australia's oldest and largest law firms, operating across six cities, nearly 200 partners, and offering a comprehensive range of legal services catering to both large private sector companies and government entities.

We deliver advice created by lawyers with different experiences and different views, but united by an entrepreneurial spirit, a can-do attitude, confidence in each other, and pride in helping our clients achieve. Advice that isn't just a one-size-fits-all solution taken off a shelf, but reflects who our clients are, and what they need.

**Firm Practice Groups:** Banking & Financial Services, Commercial Litigation, Competition, Corporate M&A & Capital Markets, Environment & Sustainable Development, Forensic & Technology Services, IP & Technology, Major Projects & Construction, Public Sector, Real Estate, Restructuring & Insolvency, Tax, Workplace Relations Employment & Safety, Pro Bono

## What are your firm's core values?

Authenticity, Belonging, Collaboration, Diversity of thought, Entrepreneurial spirit.

## How would you describe your firm's culture?

Down-to-earth, collaborative, inclusive, energetic and entrepreneurial. We believe Clayton Utz culture reflects the type of people we attract – smart, commercially savvy, authentic, and with a strong social conscience.

## How does your firm distinguish itself from other law firms?

Not only does Clayton Utz provide legal services to governments around the country and many ASX-listed companies across all sectors, we also advise some of the world's most recognisable brands. We're particularly proud of our globally renowned Pro Bono practice. It's embedded into our culture and is a fundamental part of who we are as a firm. We were the first large Australian law firm to establish an in-house pro bono practice; the first to appoint a full-time pro bono partner; and the first to sign the National Pro Bono Target.

We have established diversity and inclusion programs that many of our people embrace, and we are proud to be the first law firm to create the role of National Mental Health Manager to better support our people.

## What are some notable awards your firm has recently received?

Clayton Utz features in GradAustralia's Top 100 Graduate Employers in 2024 and we are committed to continuously improve our ranking, which reflects the time and effort we've put in over many years to delivering a first-class graduate program.

For the ninth year running, we were also recognised as a Workplace Gender Equality Agency Employer of Choice for Gender Equality 2023.

In 2023, we were awarded Wellness Initiative of the Year in the Lawyers Weekly Awards.

The logo for Dobson Mitchell Allport is a dark blue square with the company name in white, bold, sans-serif font. The name is stacked in three lines: 'Dobson', 'Mitchell', and 'Allport.'

# Dobson Mitchell Allport.

## Proud History, Bold Future

Dobson Mitchell Allport is a prominent Tasmanian legal practice with an experienced team offering a full range of legal services to individuals, businesses, governments and not for profit organisations.

We are proud of our history as one of Tasmania's oldest legal practices – and today, as a strong, contemporary organisation, we value bold, innovative, and future-focused thinking. We pride ourselves on providing practical solutions, with an emphasis on understanding our clients' specific needs.

Our team of experts is genuinely driven to provide the best possible advice to our clients, because we believe that leading businesses and individuals need leading lawyers.

Our team has expertise across a broad range of matters in five key practice areas:

- Litigation & Dispute Resolution
- Commercial & Property
- Estate Planning & Administration
- Migration
- Family & Relationships

## Summer Clerkship Program

Dobson Mitchell Allport offers Summer Clerkship opportunities to university students entering their second last or final year of Bachelor of Laws. Ideally, our future graduate lawyers will be sourced from our Summer Clerkship program. A Clerkship is about gaining general hands-on experience, in a dynamic and contemporary legal practice, potentially identifying your areas of interest, and forging relationships with staff. The Dobson Mitchell Allport program will provide you with exposure and insight into how a top-tier, longstanding and reputable full-service Tasmanian law firm operates.

During the two-week placement you will be matched with a mentor who will lead you through the program. You will work within our various practice groups and be offered a range of learning experiences, such as attending client consultations, observing court proceedings and/or mediations, and file-related work including conducting legal research tasks, preparing correspondence and drafting court documents. You will be given the opportunity to develop technical skills and utilise current innovations and technology within a legal practice environment. You will have support from and access to a range of professionals from early-career lawyers through to Principals.

For 2024/2025 there will be two intakes for the Summer Clerkship program: 9-20 December 2024, and 13-24 January 2025. Applications are open for both December and January placements from 1-26 July 2024. If you wish to apply, please email a covering letter, your CV, and academic transcript to Robyn Morse, People and Culture Manager: [robyn.morse@doma.com.au](mailto:robyn.morse@doma.com.au) Applications will be acknowledged when received, and applicants will be shortlisted for interview in early August 2024.



Gilbert + Tobin is a leading transactions, regulatory and disputes law firm, committed to outstanding citizenship. Our clients turn to us at pivotal moments in their growth trajectory – from industry-shaping M+A deals to high-stakes disputes and regulatory work.

We challenge the status quo and think differently to do things better. As a bold and ambitious team, we work on our clients' most important projects – the ones that define their business. And through our pro bono practice, we actively make a difference. We are people who know what we stand for, and we have freedom to work in the way that suits us. Our flexible, open and welcoming culture underpins our continued success in Australian corporate law.

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

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

Our partners and lawyers include some of Australia's leading practitioners in:

- Banking + Finance
- Competition, Consumer + Market Regulation
- Corporate Advisory
- Disputes + Investigations
- Energy + Infrastructure
- Intellectual Property
- Legal Service Innovation
- Pro Bono
- Real Estate
- Technology + Digital

The only way to understand the work and culture is to experience it for yourself. Your clerkship with G+T is your chance to see if you'll thrive here. To test yourself with meaningful work from day one. And to get to know the people who will shape your career.

With a challenger mindset, G+T is always pushing the status quo and taking a stand on things that matter. That's why we constantly seek new ideas, fresh energy and different perspectives from our clerks and graduates. Work at the forefront of significant change in our society and economy, and open the door to experiences that will shape your career – wherever you want it to take you.

[www.gtlaw.com.au/starthere](http://www.gtlaw.com.au/starthere)





HERBERT  
SMITH  
FREEHILLS

Herbert Smith Freehills (HSF) is one of the world's leading international law firms with a heritage stretching back more than 100 years. With over 25 offices spanning Australia, Asia, Europe, and the Middle East, HSF is at the heart of the new global business landscape providing premium quality, full-service legal advice. The firm provides many of the world's most important organisations with access to market-leading specialist practice groups: Dispute Resolution, Finance, Competition, Regulation and Trade, Employment Pensions and Incentives, Projects, Energy and Infrastructure, Real Estate and Alternative Legal Services. As Australia's leading commercial law firm, our client base includes many of the country's top 100 listed companies alongside government organisations, major multinationals and large local corporations, who have trusted us to deliver their most ambitious and complex projects.

With over 150 Partners and 1,800 people in Australia, we recognise the power of diverse thinking in delivering results. At HSF, you'll be valued for what makes you different and accepted for who you are. Inclusivity is key to our success and our people help shape our culture to be reflective of the societies in which we live and work through internal diversity networks such as our Ability, Gender Equality and Multiculturalism networks. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work – you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways.

Careers at HSF offer the opportunity to experience being part of a truly global law firm. Working with some of the most high-profile organisations in the world, opportunities to have social impact, and learning from our world-class team every day will enable you to create solid foundations on which to build your career in law.

In 2024, HSF was ranked as Australia's Top Law Graduate Employer for the second year running in Prosple's Top 100 Graduate Employers. We offer summer and winter clerkships across our Sydney, Melbourne, Brisbane, and Perth offices. These clerkships constitute the primary means of recruitment for our graduate program as many clerks return to the firm to complete rotations across different practice areas, supported by formal development opportunities and on-the-job feedback. Join us for an immersive clerkship program, where you'll gain a great understanding of how we go about meeting the needs of our clients. Receive hands-on practical experience and actively contribute to the team you're collaborating with, as you work together to overcome some of the diverse challenges they are facing. The program includes a detailed introduction to the firm, as well as the opportunity to work with our legal Practice Groups, Digital Law, Legal Operations and Pro Bono teams on real matters.

We're proud to say that we put our people first, supporting teams to do their best work, whether that's through our agile-working policy or access to first-rate learning and development programmes. Together, our highly skilled, driven colleagues, work as a team to understand our clients' needs, objectives and the environment they're operating in.

We believe that today, there's a real opportunity to do things differently and raise our ambition for our clients and for you. When you work with us, we make your personal and professional growth our business. Wherever you are in your career, wherever you are in the world, you can grow and help the firm grow with you.

# KING & WOOD MALLESONS 金杜律师事务所

A PLACE WHERE  
TOGETHER WE LEARN,  
TOGETHER WE MASTER,  
TOGETHER WE LEAD

We're King & Wood Mallesons. The top tier international law firm, from Asia, for the world. We are driven by a simple purpose – to use our mastery of the law for the lasting prosperity of our clients, people and communities.

We create an environment where you can thrive and meet your aspirations and goals. Innovation is in our DNA. We equip you with the skills to partner with our clients and bring pioneering solutions which help them adapt, reinvent and evolve. We know innovation comes from giving you room to grow. At KWM, you can shape your own career path, supported every step of the way with world-class training, coaching and hands-on experience.

Diversity of thought, perspective and experience is critical to our culture. We provide a broad, inclusive and open environment in which you are encouraged to bring your whole self. We are not about a one size fits all careers model. We offer multiple opportunities for you to gain experience and thrive. At KWM we help you Learn. Master. Lead.

## Seasonal Clerkship Program

Applications open: Monday, 1 July 2024

Applications close: Sunday, 11 August 2024

Apply via our online application system at: [kwm.com/careers](https://kwm.com/careers)

We offer seasonal clerkships that give you insight into what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we work, our culture, practice areas, clients and more.

What will you 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 is special – working within your team, you'll be encouraged to get actively involved in the many activities and events that help create our unique culture.
- Our people are here to support you – you'll find that people from every part of the business will help you by sharing their knowledge and walking beside you through the early stages of your career and beyond.





Leo Cussen’s Practical Legal Training helps you be the Whole Lawyer. Our PLT program is designed to teach you the skills and develop your professional capabilities, so you enter the legal profession as a confident lawyer with technical capability, human skills, character and adaptability.

One Course. Three Learning Modes.

What is your learning style? There are currently three formats available for law grads.

### **Blended Learning (BL)**

*Mostly self-paced online, plus 10 days of immersive face-to-face learning onsite.*

Get the best of both worlds. Enjoy the flexibility of online training, with some face-to-face learning where you’ll receive instant, in-person feedback from your instructors and socialise with other PLT trainees.

The 10 days of interactive face-to-face learning are mandatory and held on specific dates onsite. To find the attendance dates, check out the [course dates](#).

### **Online Learning (OL)**

*Mostly self-paced online, plus 10 days of immersive sessions held via video conferencing.*

Giving you the flexibility to work at your own place, online PLT can be completed from any location.

The 10 days of interactive face-to-face learning are mandatory and held on specific dates via Zoom. To find the attendance dates, check out the [course dates](#).

### **Onsite Learning**

*Two days per week of onsite structured learning and three days per week of self-paced online, plus 10 days of immersive learning.*

**Location:** 15 William St, Melbourne VIC 3000

Make the most of the opportunity to engage in our simulated legal practice. Attend 10 days of Immersive learning onsite at our Melbourne office, and then continue working collaboratively with other grads, mentors and supervising lawyers on Tuesdays and Thursdays throughout the program.

Find out more about [Practical Legal Training](#) at Leo Cussen.

# MinterEllison.

## MinterEllison

MinterEllison is one of Australia's largest law firms, with nearly 200 years of business history. We're known for our legal and consulting expertise – and for our inclusive culture and authentic character.

We've changed to keep up with our client's expectations. Today we offer legal and consulting services under one roof. Clients rely on our expertise and insights to solve their most complex business challenges. They value our responsive, commercial approach.

We are curious by nature, diverse in our disciplines and authentic in our relationships.

### Office locations

Adelaide, Brisbane, Canberra, Darwin, Gold Coast, Melbourne, Perth, Sydney, Beijing, Hong Kong, Shanghai, Auckland, Wellington, London.

### Key areas of practice

Banking and Finance, Capital Markets, Class Actions, Competition Regulation and Trade, Corporate, Dispute Resolution, Environment and Planning, Infrastructure Construction Property, Insurance, Mergers & Acquisitions, Real Estate, Restructuring and Insolvency, Sustainability & climate change, Tax and Superannuation, TMT, Workplace/Employment.

### Clerkship Program

Our clerkships offer you real-life work experience. A comprehensive orientation program and learning on the job will help you build your legal skills.

You will work closely with Partners and lawyers on active matters, help meet deadlines and produce quality work. You will be allocated a senior supervisor for day to day support and a buddy for extra insight and advice.

Our Clerkship Programs run over the summer and/or winter holidays depending on the location.

### Graduate Program

Most of our Graduates join MinterEllison after completing a clerkship with us, but that isn't the only pathway. Our Graduate Program provides you with the on-the-job skills and learning you need to succeed as a lawyer. Our program includes a tailored orientation and learning program, completion of your Practical Legal Training funded by the firm, and support with your admission process. You have the opportunity to experience three 6 month rotations across different practice groups where you will be exposed to different clients, teams, and matters of all kinds.

# PAGE SEAGER

## LAWYERS



Page Seager is Tasmania's largest law firm led by exceptional lawyers who genuinely care and value their people. We are a commercially focused firm with groups working in multi-disciplinary teams. Our primary areas of practice include Corporate & Commercial, Dispute Resolution, Employment & Safety, Property & Planning, and Insurance.

We offer top quality work and are the trusted advisor to many publicly listed and private Australian companies, Government Business Enterprises, National and International Insurers and State-owned Corporations. We offer genuinely flexible and alternative work arrangements, coupled with a great workplace culture.

Our staff are our greatest resource and joining Page Seager means becoming part of a team where you are supported, guided and encouraged to grow throughout your career.

Working at Page Seager is very different to many other law firms. We offer benefits such:

- Truly flexible working arrangements where many of our staff don't work normal working hours and regularly working from home is the norm.
- Realistic expectations in relation to workloads and financial performance.
- Highly competitive remuneration and access to a performance bonus scheme.
- A merit-based promotions policy with clear guidelines and criteria to help you aim for your next promotion.
- A paid parental leave policy that is practical, flexible, and tailored to ensure the smoothest possible transition into parental leave and then back to work at the end of the leave period.
- A true open-door policy, whether it be with Principals or other senior staff – guidance and support are always available.
- Having day-to-day ownership over files but also the necessary level of support so that there is the right balance between gaining practical experience and oversight. We won't let you drown.
- Socially, we have morning teas, Friday night drinks, casual dress days and you can be a member of our social club that runs a number of fun activities throughout the year.

Page Seager has been proud to offer a Summer Clerkship program to university students in their penultimate or final year during the summer break for many years now. A Clerkship position gives participants a glimpse of practicing law in a large commercial law firm by spending two weeks rotating through each area of expertise, gaining insight into the areas of law practiced. Graduate positions are often offered to Summer Clerkship participants but are also recruited outside of this program.

Further information, dates and application information for the Summer Clerkship program and employment at Page Seager can be found on the Careers tab on our website or contact:

Ms Deirdre Boxall  
Human Resources Coordinator  
Page Seager Lawyers  
E: [recruitment@pageseager.com.au](mailto:recruitment@pageseager.com.au)

[www.pageseager.com.au/careers](http://www.pageseager.com.au/careers)



Simmons Wolfhagen is a truly state-wide legal firm with offices in Hobart, Launceston, Kingston, Smithton and Scottsdale. We support Tasmanians with expert legal advice, client focused solutions and local knowledge.

Simmons Wolfhagen offers a wide range of legal services with a focus on civil law matters. Law graduates benefit from the opportunity to work alongside established leaders in their area of law. Our leaders are committed to empower and share their insights, knowledge and learnings in an inclusive, work-life balance focused environment.

Simmons Wolfhagen legal expertise **includes:**

- Personal injury law
- Conveyancing
- Family and de facto relationship law
- Employment and industrial relations law
- Wills, estate planning and administration of estates law
- Commercial litigation, general litigation and dispute resolution law
- Company and commercial law, business acquisitions, partnerships law
- Building, construction and engineering law
- Property development, easements and subdivisions law
- Bankruptcy, insolvency and securities enforcement law
- Local government, environment and planning law
- Agribusiness law

**Annual Clerkship Intake:**

Simmons Wolfhagen runs a small **clerkship program** usually for two students each year. Please contact your closest office directly for more information.



# WHITE & CASE

White and Case is a global law firm with longstanding offices in the markets that matter today. Our on-the-ground experience, cross-border integration and our breadth of internationally qualified lawyers help our clients work with confidence in any one market or across many.

Over the past 100 years, we've built an unrivalled network of 44 offices in 30 countries. This investment is the foundation for White & Case's client work in 200 countries today.

Our innovative approaches create original solutions to our clients' & most complex domestic and multijurisdictional deals and disputes. We believe global exposure is an integral part of becoming a great lawyer, and our graduates are encouraged to take up overseas secondment opportunities, either as a part of the graduate program or early in their careers.

## Vacation Clerkships

We offer a summer and winter vacation clerkship in Melbourne and a winter clerkship in Sydney.

As a part of our four-week programs, you'll be welcomed into our team, where you'll undertake a number of meaningful and challenging tasks. Through your clerkship, you'll have the opportunity to:

- Do real client work: draft memorandums; write clients alert; research areas of the law and attend meetings or court hearings.
- Engage on pro bono matters and work on community projects.
- Learn directly from our lawyers about the Firm and our practice areas in Australia and the wider Asia-Pacific region.
- Learn about our graduate program, including our overseas opportunities.
- Meet our Business Development team and gain insight to how commercial law works.
- Have continual support and feedback from your allocated supervisor, mentor and buddy.
- Join in social events, network and get to know our people.

Wherever your career takes you, we guarantee that you'll build skills and experience that will last.

## Australia Practices:

- Antitrust/Competition.
- Corporate M&A and private equity.
- Debt finance.
- Disputes and international arbitration.
- Financial restructuring and insolvency.
- Land, environment and planning.
- Project development.
- Project finance.
- Tax.

## Graduate Program

We structure our Graduate Program to meet both your short-term career goals and long-term aspirations. You will work through three six-month rotations, taking into account your preferences, to fully equip you with the necessary skills to become a skilled, globally commercial lawyer. We also offer a guaranteed overseas seat as one of your rotations, in our Asia-Pacific or Middle East offices.

From day one, you will join our diverse teams and work on fast-paced, cutting edge and complex multijurisdictional projects, experiencing the operational realities of cross-border law. You will gain client exposure early on, as you handle substantive matters with first-rate guidance and supervision from leaders in their field.

As a truly global law firm, we provide our graduates with unique opportunities to work on international matters—both commercial and pro bono—with teams across our large global network of offices. Our associates develop a global mentality, plus top legal skills, and build a network that will last a lifetime.

Are you ready to make your mark?

# INTERNATIONAL OPPORTUNITIES

There is no reason why you can't let your degree take you anywhere in the world, and UTAS Graduates are lucky enough to have a large range of exciting opportunities available to take them abroad. This section is not, and should not be considered, a comprehensive summary of these opportunities, and is instead a small overview of the possible options available to you.

## CLERKSHIP AND GRADUATE PROGRAMS WITH INTERNATIONAL OPPORTUNITIES

Many clerkship or graduate programs with large, multinational firms offer international secondment opportunities, or the ability for successful graduates to travel to overseas offices.

Check your individual firm's website for information regarding these opportunities, however, of the firms outlined in the previous section, the following firms advertise international practice opportunities. Most of these opportunities are offered throughout Asia, especially in Hong Kong:

- *Baker McKenzie*
- *Allens*
- *Herbert Smith Freehills*
- *King & Wood Mallesons*
- *Gilbert + Tobin*

## OVERSEAS CLERKSHIPS

Alternatively, students may wish to pursue a clerkship entirely based overseas. There are an exceptionally diverse number of firms, across all continents, offering students clerkship opportunities.

***There are two major ways to secure such an opportunity:***

### **1) Apply directly to a multinational firm's overseas office.**

Many firms with offices across the world take clerks in each of their individual offices. Instead of applying, for example, to one of the firms outlined in the previous section and hoping to secure an international secondment, students may wish to apply directly to an overseas office to enquire about clerkships, graduate programs and other opportunities.

# INTERNATIONAL OPPORTUNITIES

## 2) Apply with a foreign firm

Foreign firms often offer opportunities for clerks, graduates, or interns in their local offices across the world.

These are largely untapped resources and may prove highly rewarding – information for these will rarely be provided outside the local market, so head directly to the firm’s website, or find the website of a local university’s student law society for possible opportunities.

A potential employer is likely to see language skills, and familiarity with the legal frameworks in the relevant jurisdiction as valuable attributes, as these clerkships are likely to be highly competitive. The individual websites of each firm are likely to be your best resource and a good starting point for future reference regarding these opportunities, application dates and other similar information.

Similarly, foreign courts may offer UTAS Graduates the opportunity to undertake Associateships or other similar work in those jurisdictions





# IN-HOUSE LEGAL CAREERS

Many large companies employ law graduates as 'in-house counsel', a lawyer employed to provide advice directly to one particular company. This has been a huge growth area for lawyers over the past few years as companies are increasingly recognising the benefits (both in terms of cost efficiencies and deeply tailored and commercially sensitive advice) that can come from having a strong in-house team as opposed to spending money on external lawyers.

In-house legal work comes in all shapes and sizes. Medium-sized companies may have a sole general counsel, or a handful of lawyers. Larger firms (especially in legally complex businesses) will have larger teams that may compare in size to a medium sized private firm. Increasingly general counsel are seen as a key part of a corporate leadership team. The size and standard of the work performed in-house have increased over time to the point that in-house teams compete for legal talent with top tier commercial firms. The advantages of in-house work include a (usually) better work-life balance and the chance to contribute long-term and in-depth to a business.

Unfortunately for law students, most Australian (and international) in-house teams still recruit laterally at the 2-5 year post admissions mark rather than hiring graduates directly. This is beginning to change (especially amongst large multinational corporations based in the US) but the best way into in-house work today is probably still to start in a commercial firm. That being said, some smart networking and passion may see you able find an entry level job in-house.

To explore this area more, please visit the website of the Australian Corporate Lawyers' Association at <http://www.acla.com.au/> (They also have free studentmemberships).

## *HP Summer Legal Internship*

HP is unique amongst companies operating in Australia as they offer a formal, structured legal internship of a similar kind to that offered by private commercial law firms. HP is one of the world's largest technology companies with hundreds of lawyers worldwide.

Part of a global initiative, interns work as part of the Office of the General Counsel for four weeks over the summer in HP's offices in Sydney.

A combination of formal teaching sessions and real legal work make this a brilliant opportunity if you are interested in getting a taste of life as an in-house counsel. Students from the University of Tasmania have been selected in the program for the past two years. Opportunities are advertised directly by HP to universities each year, usually around July.

## *UTAS Legal Services*

The University of Tasmania has an in-house legal service, which provides a range of corporate legal services to the administrative and academic divisions of UTAS. The services most in demand include contracts, intellectual property, administrative legal matters (including natural justice/procedural fairness, freedom of information & privacy) in which the University is involved.



# NON-LEGAL CAREERS

## ACADEMIA

Jumping straight into a job isn't necessarily for everyone, and an increasing number of employers desire those with postgraduate qualifications as this can show a high level of expertise in a particular field of law. The majority of law schools around Australia offer postgraduate qualifications in law, and as a result, opportunities are endless to find your specialisation and the right university for you to pursue it. The UTAS Law School offers several programs for postgraduate study in law:

### *Masters of Law (LLM)*

Usually one–two years in length, with 50–60,000 word thesis.

### *Doctor of Philosophy (PhD)*

Usually three–four years, with a 80–100,000 word thesis.

### *Master of Environmental Governance (Oceans, Polar and Climate)*

Research and coursework, one–three years in length;

### *Graduate Certificate in Workplace Conflict Management*

Online coursework, one–two years in length and designed for part–time study alongside work.

Students in these positions also have potential to be employed as tutors for subjects or as research assistants. Specific areas of expertise within the UTAS Faculty of Law include, but are not limited to:

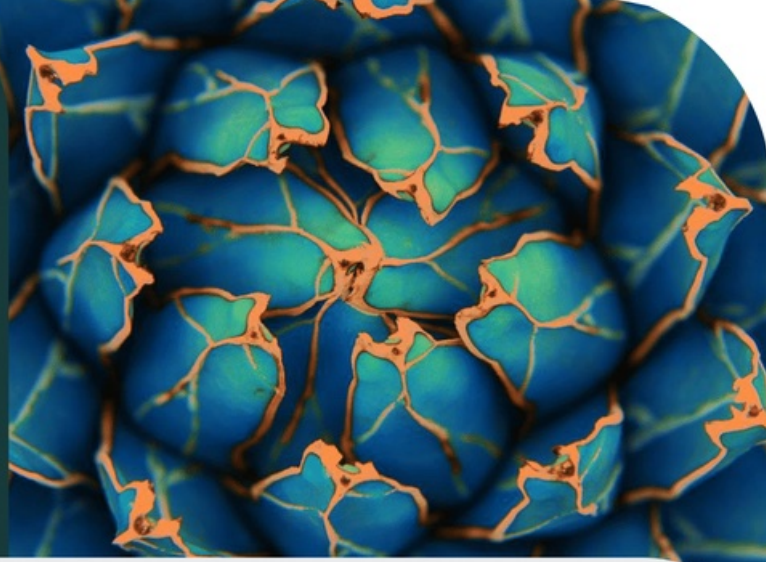
- Biotechnology & the Law
- Constitutional Law
- Contract Law
- Criminology & Criminal Justice • Equity & Trusts
- Legal and Social Implications of Human Genetics
- Intellectual Property Law
- Law & Ethics of Health Care/Medical Law
- Media Law

Admission to postgraduate study in law is based upon your undergraduate academic performance, your specific topic area chosen and the availability of suitable supervision and resources within the faculty.

All domestic students accepted into the Law Faculty's postgraduate programs are normally eligible for the 'Research Training Scheme', and thus exempted from HECS or other tuition charges. A range of scholarships are available, including those offered directly by the UTAS Faculty of Law itself.

The UTAS Law School has an active research program, with an excellent national reputation for the quality of our research. This is supported by the presence of two leading centres of legal scholarship:

# Imagine your tomorrow



Sometimes it's hard enough to know where you will be tomorrow, let alone in ten years. Who knows what the world will look like then.

But you know you want to be ready for it. You want to help create it.

That means building up your legal skills, industry knowledge and networks. Doing work that stretches you and shapes society. Learning more about yourself and the world. Forging connections in Australia and overseas. Making friends.

We get that. It's what we do every day.



Here's what one  
CU graduate  
lawyer learnt  
along the way.



**Emma Covacevich**  
Chief Executive Partner

## Ready to imagine?

You'll find more  
information about  
early careers at Clayton  
Utz on our site.



# NON-LEGAL CAREERS

## ***The Centre for Law and Genetics***

The Centre for Law and Genetics' main aim is to investigate bio-ethical matters and legal implications arising from the use of new technologies. The Centre is at the forefront of research into issues such as legal standards in the commercialisation of human-genetic technology. More information:  
<http://www.utas.edu.au/law-and-genetics>

## ***The Tasmanian Law Reform Institute***

The Tasmanian Law Reform Institute was established in July 2001 with a mission to undertake law reform work and research on topics proposed by the State Government, the community, the University and the Institute itself.

Recent activity has included projects looking at a Charter of Rights for Tasmania, protection of the anonymity of victims of sexual crimes, sexual offences against young people, non-therapeutic male circumcision, arrest laws, racial vilification, easements, drug courts, physical punishment of children and same-sex adoption laws.

Current members of the UTAS Faculty of Law on the TLRI board include Dr Brendan Gogerty (Director) and Dr Jeremy Prichard.

More information can be found at: <http://www.utas.edu.au/law-reform/> For further information on Postgraduate opportunities with the UTAS Faculty of Law, please visit:  
<http://www.utas.edu.au/law/postgraduate-study> or contact the Graduate Research Coordinator Dr Hannah Stark ([Hannah.stark@utas.edu.au](mailto:Hannah.stark@utas.edu.au)).

## LEGAL EDITING AND PUBLISHING

Did you combine English, Linguistics, or Media and Communication with your Law degree? Perhaps a career in legal editing or publishing is for you. These positions usually require a post-graduate degree in Publishing and Editing, however, positions are frequently available within many companies, including the following:

### **LexisNexis Australia**

LexisNexis Australia is a large corporation specialising in computer-assisted legal research services (and you're likely familiar with their databases), as well as legal publishing. They also maintain a large number of overseas databases, with offices across the world. LexisNexis also offers a range of diverse opportunities for their employees, including volunteer leave, gym memberships, and over 2500 online training programs from a range of diverse, leading institutions.

The LexisNexis Careers Portal is available here: <https://www.lexisnexis.com.au/en>



# NON-LEGAL CAREERS

**Ashurst**

## Create your story



With 32 offices across the world and a rich history spanning over 200 years, we've established ourselves as a leading adviser in all areas of the law.

We offer the reach and insight of a global network combined with deep local market knowledge, to help our clients navigate a complex and constantly changing global landscape.

Our people are our greatest asset. Explore our history, our people, and be inspired to create your story at Ashurst.



Begin your story now at  
[ashurst.com/careers](https://ashurst.com/careers)



**Outpacing change**

## LEGAL EDITING AND PUBLISHING

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# NON-LEGAL CAREERS

## Thomson Reuters

Thomson Reuters publishes a comprehensive range of texts and information across the legal, tax and accounting fields, as well as operating in the healthcare, science and media fields. They are also responsible for the maintenance of a number of (invaluable) services, including the Westlaw AU database and FirstPoint.

Thomson Reuters employs over 550 people in offices in Sydney, Melbourne, Auckland, Wellington, Adelaide, Brisbane, Canberra and Perth, with over 55,000 employees across the world. Information for Thomson Reuters careers, including their Graduate Career Programs, is available on their comprehensive careers mini-site at <http://careers.thomsonreuters.com/>

More information can be found at: <http://www.thomsonreuters.com.au/>  
<http://careers.thomsonreuters.com/>





HERBERT  
SMITH  
FREEHILLS

YOUR  
GROWTH.  
OUR  
AMBITION.



## Ready to shape the future?

We're Herbert Smith Freehills, one of the world's leading international law firms. Join us and you'll be at the centre of high-profile cases, high impact deals and you'll grow from new experiences every day.

### About us

With over 24 offices spanning Asia, Europe, Australasia, and the Middle East, careers at Herbert Smith Freehills offer our graduates the opportunity to experience being part of a truly global law firm. Working with some of the most significant organisations in the world, opportunities to have social impact, and learning from our world-class team every day will enable you to create solid foundations on which to build your career in law.

We're proud to say that we put people first. Our firm is built on a diverse culture, reflective of the societies in which we live and work. That's why inclusivity is key to our success. At Herbert Smith Freehills, you'll be valued for what makes you different and accepted for who you are. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work - you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways.

### We welcome different

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. So, what exactly are we looking for?

There's no single path to becoming an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes.

In line with our 10 Actions for Change we are proud to use the Rare Contextual Recruitment System (CRS). The CRS allows us to understand each applicant's achievements in the context that they have been gained. We understand that not every candidate's achievements look the same on paper - and we want to recruit the best people, from every background.

### Clerkship program

We select many of our graduates through our vacation clerkships. During this immersive experience, you'll receive hands-on practical experience, as you work on some of the diverse challenges facing the team you're collaborating with.

You will gain a deeper understanding of life at the firm and what your future could look like if you join us. Some key features include the opportunity to:

- Sit within a specific team, delivering real work for key clients
- Before you join, submit a preference for a team to tailor your experience
- Navigate the first step of your career with partner and graduate mentoring support

- Attend workshops and presentations covering all our practice areas
- Contribute to our pro bono practice
- Work with cutting edge technology through our innovation projects
- Networking opportunities to meet people across the firm

### Joining us

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: [careers.herbertsmithfreehills.com/au/grads/vacation-clerkships](https://careers.herbertsmithfreehills.com/au/grads/vacation-clerkships) or contact one of our graduate recruitment consultants.

### Key Dates & Deadlines

SYDNEY	
Positions	35-40
Clerkship programs	1 Summer
Applications for all 2023/24 programs open	Mon 10 June 2024
Applications for all 2023/24 programs close	Sun 14 July 2024
Offers made	Wed 11 Sept 2024

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

### Contacts



**Naomi Fearnett**  
Graduate Recruitment Manager  
[GraduatesSydney@hsf.com](mailto:GraduatesSydney@hsf.com)

# PUBLIC SECTOR CAREERS

## LEGAL AID

Legal Aid is in every jurisdiction in Australia and provides legal advice and support to economically and socially disadvantaged. Please note that these programs are small and competitive.

- There is a national legal aid that provides additional information about legal aid across Australia: <https://www.nationallegalaid.org/>
- Tasmania: <https://www.legalaid.tas.gov.au/about-us/jobs-at-lact/>
- Victoria: <https://www.legalaid.vic.gov.au/careers>
- New South Wales: <https://www.legalaid.nsw.gov.au/about-us/working-at-legal-aid/job-vacancies>.
- South Australia: [https://lsc.sa.gov.au/cb\\_pages/vacancies.php](https://lsc.sa.gov.au/cb_pages/vacancies.php)
- Western Australia: <https://www.legalaid.wa.gov.au/about-us/careers>
- Australian Capital Territory: <https://www.legalaidact.org.au/aboutus/working-at-legal-aid>
- Northern Territory: <https://www.legalaid.nt.gov.au/aboutntlac/employment-and-placements/employment/>
- Queensland: <https://www.legalaid.qld.gov.au/About-us/Work-for-us>





# PUBLIC SECTOR CAREERS

## Community Legal Centres

Community Legal Centres (CLC) are legal organisations that give legal advice and support to those who are marginalised due to factors including gender, socio-economic status, disability, geography or culture. Most Community Legal Centres take volunteers and offer other opportunities for students to gain experience – see the Social Justice Guide for these details here:  
<https://www.tuls.com.au/social justice>

The Environmental Defenders Office is a public-interest CLC, designed to assist with legal advice, education, and research on issues including urban planning and subdivisions, pollution, endangered species protection, wilderness preservation, forestry, and marine farming. More information can be found at: <http://www.edotas.org.au/>



The Tenants' Union of Tasmania is a not-for-profit community organisation offering free advice for public and private residential tenants in relation to issues arising from their tenancy. More information can be found at <http://tutas.org.au/>



Women's Legal Service is a free legal advice and referral service, assisting women with issues including family law, separation and divorce, property settlements, family violence, child support, discrimination and sexual harassment, civil and criminal law, estates and property law.



Worker Assist Tasmania is a free service for injured workers in Tasmania, providing information, service and assistance regarding workers' compensation, return to work and rehabilitation, and the Asbestos Related Diseases Compensation Fund. This is a service operated by Unions Tasmania.



Community legal centres are independent community organisations providing free legal services to the public. Community legal centres provide free legal advice, information and representation to around 5000 Tasmanians each year. Our focus is on providing legal services to the socially and financially disadvantaged who in many cases are unable to access other legal services.

# GRADUATE PROFILE

Zack Stephenson (*Class of 2023*)



My name is Zack and I graduated from the University of Tasmania with a Bachelor of Laws with Honours in 2023, so many of you will know me! In 2024, I began **a legal Graduate Program with a large Australian Government department** in Canberra.

Graduates begin with an induction rotation and then move through the Department's three legal practice areas; legislation, litigation and advice. **As you can imagine, this is a great way to get exposure to the variety of legal work available in the Government.** I am currently undertaking my first rotation which happened to be in legislation, which is an area that really interests me. While studying law, I was always looking at legislation but never imagined what it would be like to work in an area that influences how bills are drafted. In particular, I work in Legislation Governance, which involves looking at the instruments that delegate ministerial or secretarial powers to other Government officers and ensuring these powers are exercised lawfully. However, I am also looking forward to rotating through new areas in litigation and advice.

The Graduate Program also involves Practical Legal Training ('PLT') for law graduates through the College of Law. I am currently undertaking a week of in person classes, and the program will then move online to be completed flexibly until October. I knew I wanted to be admitted as a lawyer, so the inclusion of PLT was a major draw for me. As an added bonus, most Departments will pay for a significant amount of your training!

**I would highly recommend graduate programs in the Australian Government as they are a great way to begin your legal career.** You can work in many areas of law in a short time and **learn foundational skills that you will use for decades.**





# JUDGE ASSOCIATESHIPS AND COURT STAFF OPPORTUNITIES

## ASSOCIATESHIPS

An Associateship represents an exciting alternative to a graduate program for law-minded students who may not wish to pursue corporate law work. Associateships are particularly useful for those thinking of eventually ending up at the bar as a barrister.

Associate positions are highly prestigious and competitive, and are available across Australia, in State and Federal Courts (including both the Federal and High Court). Associates provide secretarial, academic, and other personal assistance to a specific Judge to enable them to undertake their job effectively, and are employed for a fixed period (usually 12 months). Associates undertake slightly different duties in each jurisdiction around Australia.

The best advice for pursuing an associateship can be found in the guides produced by ALSA. More information on the process can be found on: <http://www.alsa.asn.au/publications/>

## LEGAL RESEARCH OFFICERS AND OTHER COURT STAFF

Most courts offer a range of other legal work, including legal research officers, positions in the court registry, duty lawyers, court librarians and similar positions.

These vacancies are usually advertised either through the court's own website, or through the government jobs portal for the relevant jurisdiction. Court Research Officers provide another form of court work for those interested individuals, undertaking discrete tasks at the direction of the Judges.

### **High Court of Australia**

The High Court of Australia appoints Research Officers each year for a 12-month period.

### **Supreme Court of Victoria**

Research Associates are appointed in both the Court's Trial Division and the Court of Appeal, and are advertised on the Supreme Court's website when vacancies occur: <http://www.supremecourt.vic.gov.au>

### **Supreme Court of NSW**

The Office of the Chief Justice in the Supreme Court of NSW accepts applications on an ongoing basis for a Judicial Clerk/Research Director position. Applications are made in a similar manner to those of associateships, outlined below:

[http://www.supremecourt.justice.nsw.gov.au/Pages/sco2\\_aboutus/sco2\\_careers.aspx](http://www.supremecourt.justice.nsw.gov.au/Pages/sco2_aboutus/sco2_careers.aspx)

### **Supreme Court of ACT**

The Supreme Court of the ACT appoints a Research Associate to the Chief Justice, from a list of applications received in the past 12 months. For more information, visit:

<https://www.courts.act.gov.au/magistrates/about-the-courts/corporate-information/working-as-an-associate-or-research-assist-to-a-magistrate>

# You know law. We know super.

Welcome to the legal profession and a new phase in life; Navigating super can be daunting, but at legalsuper, we help to manage your super from day one. As the superannuation service provider for the legal industry, we provide career-advancing training and well-being programs. While you concentrate on your career, we're here to help get your super off to a great start.

## Why choose legalsuper:



### Strong returns

Our Mysuper Balanced option consistently outperforms the SuperRatings<sup>[1]</sup> median across 3, 5, and 10 years.\*



### Responsible Investment

We apply industry exclusions with an ESG focus while supporting initiatives tackling social and environmental challenges.



### Mental Health First Aid Support

Backing Mental Health First Aid training courses tailored specifically for the legal profession.

Get your super off to a great start

☎ 1800 060 312

🌐 [legalsuper.com.au](https://legalsuper.com.au)

 **legalsuper**



[1] SuperRatings is an independent research provider for the super industry which issues a survey of the performance of 'Balanced' investment options based on criteria formulated by SuperRatings.

\*MySuper Balanced return to 30/06/2023, net of tax and all fees except the \$1.30 Administration fee.

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# GRADUATE PROFILE

Alice Riseley (*Class of 2022*)

“

I began my role as Associate to the Honourable Justice Brett in August 2023 after completing the Tasmanian Legal Practice Course. I was working as a secretary at Tasmania Legal Aid at the time and was still unsure about what area of law I wanted to practice.

As an Associate I am responsible for managing his Honour’s calendar, listing matters for hearing, preparing files and liaising with lawyers. I provide immediate administrative support to his Honour and work closely with other court staff, the Tasmania Prison Service and counsel for the DPP. His Honour may also require me to do legal research and prepare catchwords for judgements. In addition to my role in chambers, I perform tasks in the court room including operating the recording system, calling on the matters, making comprehensive notes and assisting his Honour with any administrative tasks. This is an incredibly rewarding aspect of the role as it allows me to observe the court formalities and a wide range of advocacy.

***The position has enabled me to deepen my practical knowledge of both civil and criminal procedure. I have a greater understanding of the process by which a matter comes before the Court,*** and the steps that lead to its finalisation. This includes the documents required, the preparation for trials or hearings, the types of orders made, and the possible outcomes.



An Associate has the unique and invaluable opportunity to observe a Supreme Court Judge as they prepare their decisions and apply their knowledge and legal reasoning to a matter. The role offers me an insight into what a Judge considers to be good advocacy and legal practice.

In my opinion, the ***experience of being a Judge’s Associate is unparalleled*** and ***will equip you with skills and knowledge that you will utilise throughout your legal career.*** It is an honour to be chosen by a Judge to be their Associate and ***I encourage all budding lawyers to apply.***

”



# PARALEGAL OPPORTUNITIES

Paralegals are individuals specifically trained to assist lawyers in delivering legal services to clients, working alongside and assisting attorneys. They often engage in tasks of a clerical and administrative nature, frequently involving legal research. Paralegals are often employed by in-house legal departments, in private firms and in government departments.

Paralegals possess a strong understanding of legal principles, procedures, and documentation. They conduct extensive research, gathering relevant information and evidence to support cases. They play a crucial role in document preparation, drafting legal documents such as contracts, briefs, and pleadings. Paralegals also assist in organising and managing case files, maintaining a systematic approach to ensure easy retrieval of information when needed.

Furthermore, paralegals often interact with clients, scheduling appointments, and conducting interviews to gather case details. They may also be responsible for assisting in trial preparations, coordinating with witnesses, and organizing trial exhibits.

The role of paralegals extends beyond law firms. They find employment in various settings, including corporate legal departments, government agencies, non-profit organizations, and even in private practice alongside independent attorneys. Their expertise allows them to contribute to diverse areas of law, such as criminal law, family law, real estate law, and intellectual property law.

Requirements and procedures for appointing paralegals differ throughout Australia, and positions are advertised through traditional job search mechanisms, such as Seek.com.au – please see <https://www.seek.com.au/law-clerk-jobs>.



# PARALEGAL PROFILE

Lucy Milne (*Class of 2023*)

“ I have been fortunate to have been working as a Paralegal with Butler, McIntyre and Butler since January 2024. As a paralegal, I get to work on a variety of tasks in several different areas. I mostly work with the commercial law team on property law matters and wills and estate planning (which is where I've found my passion). However, I do sometimes work with the litigation team, but mostly on tasks which have cross over into commercial law (e.g. estate litigation and company law matters)



A large portion of my role is research. I am often tasked with researching case law, secondary commentary and statutory interpretation. As a recent graduate, I still have a lot of research skills which have been honed at uni, that lawyers that have been working in the profession for a while have lost because it's not their day to day. This makes me feel like an invaluable member of the team because I am providing much needed assistance to the lawyers. One thing that I have had to get my head around in my transition from university to practice **is that there isn't always an answer**. At uni, essays and assignments are being set and the lecturers know the answer. In practice, an answer might not exist and that's okay. It's okay to go back to the Partner, Senior Associate or whichever lawyer set you the task and say, "I looked at x,y,z and I couldn't come up with a solution." As long as you explain where you looked, it's okay not to come up with anything.

I've found my passion in the Wills and Estates team because I love how client focussed it is. **I went into law to make a change** and by dealing with mums and dads clients, assisting them sort out their affairs, I can see the change that I'm making for them. I am doing some broader work with the commercial team to ensure that I develop a broad practice early on, but I'm enjoying everything I'm doing so far.

BMB offers a two week internship each year in December where you spend one week in litigation and the other in commercial. I highly recommend this opportunity to all penultimate and final year students as you get a taste for private practice in Tasmania and ultimately get a foot in the door. My fellow paralegal, Ben McTaggart, and I completed the internship in 2022 and it helped cement our areas of interest and gain valuable connections in the legal profession.

If anyone has **absolutely any questions**, please do not hesitate to get in touch with me on [lmilne@bmbtas.com](mailto:lmilne@bmbtas.com)

”



# PARALEGAL PROFILE

Madeleine Webster

“

I have been working at Dobson Mitchell Allport (“DMA”) since September 2023 as a paralegal in the commercial litigation and insurance litigation teams. My days are **varied, enriching, and rewarding**, with the acquiring of new skills and the acceptance of new challenges. I assist my supervisors in reviewing and drafting documents, undertaking legal research, drafting articles on recent developments in the law and high-level legal support across the practice.

Working at Dobson Mitchell Allport has given me an extremely **encouraging environment to put the knowledge I gain at law school to practical use**. From refining my legal research skills to drafting advice for clients and engaging in business development, Dobson Mitchell Allport does it all! In addition to the experience, I get to work with a team that is incredibly nurturing, and always take the time to answer any questions I have, no matter how basic they are. **I also have ample opportunity to seek feedback, which will only (hopefully) make me a better lawyer!**



We also give back to the community, which I find really important in setting a positive workplace culture. With initiatives to donate to organisations like Dress for Success and the Red Cross, DMA really values its place in the community, and in turn value their employees. I would recommend working here to anyone and everyone, it has been an incredible start to my legal career in Australia!

”

# WORK IN ADMINISTRATIVE LAW

## TRIBUNALS

Although different to courts, administrative tribunals also employ, in some cases substantial, staff to assist in their operations. Potential opportunities for employment exist in, including:

VCAT, one of the oldest civil and administrative tribunals in Australia, an amalgamation of 15 boards and tribunals, and is deemed 'Australia's Busiest' tribunal. The Tribunal's work is split across three major areas of work – the Civil Division (consumer matters, domestic building, tenancy disputes, real property et cetera), Administrative Division (land valuation and planning permits, taxation, business licenses and registration, and Freedom of Information) and Human Rights Division (guardianship and administration, discrimination, vilification, health and information privacy, and Mental Health Reviews).

Positions in the VCAT Registry, and other administrative positions within VCAT, are advertised with approximately 5–6 positions per month becoming available. Applications are advertised through the Victorian Government's Careers Portal: <http://careers.vic.gov.au/>.

These opportunities represent some of the largest or most well-known tribunals in Tasmania and other jurisdictions. A plethora of similar opportunities exist in other tribunals, and we strongly encourage you to investigate your preferred tribunal, or jurisdiction, to consider other opportunities that might exist.

The AAT provides independent review of a wide range of administrative decisions made by the Australian Government. Although members of the tribunal are statutory officers appointed by the Governor-General, the Tribunal also appoints individuals with specific professional skills or expertise in a diverse range of fields – including aviation, actuarial studies, social work, medicine and other sciences.

The AAT also employs staff, in all states and territories, to perform a range of duties, including managing the Tribunal's registries, conducting conferences, legal research and supporting clients. The AAT also appoints Legal Administrative Assistants directly through universities, either during or immediately following their final year of study – similar to a judicial Associateship.

Vacancies are advertised on the AAT's website: (<https://aat.bigredsky.com/page.php?pageID=106>), or on the Australian Public Service's Jobs Gazette: (<https://www.apsjobs.gov.au/>).



# WORK IN ADMINISTRATIVE LAW

## TRIBUNALS

The Resource Management and Planning Appeals Tribunal is an administrative body which hears appeals regarding the sustainable development and use of public resources in Tasmania. Positions are advertised through the Tasmanian Government's jobs portal, at <http://www.jobs.tas.gov.au/>.

Opportunities exist for employment or work experience with the Ombudsman Australia wide. The functions of the Tasmanian Ombudsman include:

- Receiving and investigating complaints regarding administrative action undertaken by government, government departments, and other public authorities, to ensure their actions are 'lawful, reasonable and fair'
- Acting as the Health Complaints Commissioner and Energy Ombudsman
- Overseeing the implementation of the Right to Information Act 2009 (Tas), Public Interest Disclosures Act 2002 (Tas), and the Official Visitor schemes for the State's prisons and mental health institutions.

The Office of the Ombudsman in Tasmania runs an internship program each year, information for which is usually released directly to students in November.

For more information on these internships, and opportunities with the Ombudsman in other jurisdictions, please see the Social Justice Guide. The Tasmanian Ombudsman's website also provides further information and is available at [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au).



# K&L GATES

# DISCOVER. DEVELOP. THRIVE. THE K&L GATES EXPERIENCE.

K&L Gates is a fully integrated global law firm with lawyers located across five continents. In Australia we have four offices in Brisbane, Melbourne, Perth and Sydney.

## FULLY INTEGRATED

We are a fully integrated network of lawyers and legal professionals who believe that clients need more than technical legal skills; they need insightful and practical advice on the diverse issues that affect their businesses, delivered with unparalleled client service. Our combination of practice strength, global platform, and unsurpassed client service is a true differentiator in the legal services marketplace.

## HANDS-ON EXPERIENCE

We have nine core practice areas across Australia. As part of your clerkship you will complete rotations within two of these. In your graduate year, you will experience multiple areas across three rotations. You will be embedded into the practice areas and be involved in real legal work right from the start, giving you an in-depth experience and providing a real insight into life as a commercial lawyer at K&L Gates.

## CLIENT FOCUSED

In all we do, our objective is to provide nothing short of the utmost value to our clients by providing solutions to their legal and business needs. Our client-first approach is manifested firmwide—from matter management and pricing practices, to the technology and innovations we apply, to our deep industry and sector-specific knowledge across the key industries in which our clients operate—our clients' best interests are at the forefront of the decisions and investments we make.

## OUR PRESENCE

With a strong presence in key capital cities and world commercial and financial centres, we represent a broad array of ASX, Global 500, Fortune 100, and FTSE 100 corporations in nearly every major industry, including energy, financial services, health care, infrastructure, life sciences, manufacturing, sustainable development, technology, telecommunications and transportation amongst others.

## FORMAL TRAINING PROGRAM

In conjunction with on-the-job experience, we provide formal training. On day one, you will receive an in-depth induction to the firm as well as training on relevant IT systems, followed by sessions over the course of the clerkship and graduate programs. These sessions have been designed to develop your legal knowledge and business skills, as well as to give you a broader insight into the various areas of law in which we practise.

## PRO BONO AND COMMUNITY OUTREACH

We actively encourage our lawyers to provide pro bono legal representation and to participate in other charitable, community, educational and professional activities. Our annual Global Day of Service program helps to foster and strengthen connections across the firm's global platform and promote, recognise and celebrate our commitment to community service around the world.

## INNOVATION

We define innovation as change that adds value, making innovation everyone's business.

No matter the innovation, a human-centred approach focuses our efforts on our clients and our people. We produce tailored solutions that consider the outcomes that meet human needs.

Our Australian Innovation Committee cultivates our innovative culture.

## COLLABORATIVE CULTURE

We truly believe that working together is better. Your supervisor and buddy will help you settle into the office and you will work closely with the partners, special counsel, senior associates and lawyers in your team. You will be provided with opportunities to build strong relationships, both within your team and the wider firm network. We provide and encourage a collaborative environment in which you can grow and develop.

## DIVERSITY & INCLUSION

We are committed to creating a diverse and inclusive working environment. Our firm wide Diversity and Inclusion Committee focuses on increasing the representation of women in leadership roles, increasing the representation of Asian Australian lawyers and raising LGBTQ+ awareness and inclusion in the workplace. We are proud members of the Diversity Council of Australia, Pride in Diversity, Asian Australian Lawyers Association and Victorian Women Lawyers.

Learn what makes our global law firm different:

Check out our Facebook page: [/klgatesgraduate recruiting au](#)

Check out our videos on YouTube: [/klgateslaw](#)

Visit our Careers page at [www.klgates.com](http://www.klgates.com) for application details.

We accept graduate and clerkship applications in line with law society guidelines in the relevant state. Please check our website for application dates by office location.

Contact details

[Tania Brierley, Recruitment Consultant](#)

P +61 3 9640 4214 W [www.klgates.com](http://www.klgates.com)

# GOVERNMENTAL WORK

## WORK IN PARLIAMENT

### Commonwealth

The Commonwealth Parliament operates four departments to assist in the administration of its work – the Departments of the Senate, the House of Representatives, Parliamentary Services and the Parliamentary Budget Office. All of these departments, except that of Parliamentary Services, offer graduate programs, with placements for three to six months in each of these departments.

However, graduate positions are only available to those already participating in existing graduate programs with other Australian Government departments or agencies, who endorse the placement. Information about employment within these departments of the Commonwealth Parliament, and the Commonwealth Parliament Graduate Program, is available here: [http://www.apph.gov.au/About\\_Parliament/Employment](http://www.apph.gov.au/About_Parliament/Employment).

The Commonwealth Office of Parliamentary Counsel advertises their vacancies on their own website, at <https://opc.gov.au/employment/index.htm> The Commonwealth Office of Parliamentary Counsel also maintains a register of legal drafting positions advertised across the country by the Commonwealth Association of Legislative available at <http://www.calc.ngo/employment>.

For more information on parliamentary work please see the Non-Legal & Extra Curricular Opportunities section.



### Tasmania

In Tasmania, the Office of Parliamentary Counsel is a division of the Department of Premier and Cabinet, and is contactable at OPC. Enquiries@dpac.tas.gov.au or call 1300 135 513.

Positions within the Tasmanian Parliament, or with the Office of Parliamentary Counsel, are offered on the Tasmanian Public Service Jobs Portal, in the Tasmanian Government Gazette: <http://www.jobs.tas.gov.au/>.



# PUBLIC SERVICE OPPORTUNITIES

Law graduates frequently apply for graduate or entry-level positions with the Commonwealth or State Public Service. The APS recruits a large number of graduates with a diverse range of skills and attributes, across all range of disciplines, for their graduate programs.

APS Graduate Programs are structured, on- the-job programs designed as introductions to the APS, typically lasting between 1-2 years and including a number of rotations through the different departments. This section is designed to provide a cursory overview of the options available within the APS.

Australian Government agencies usually advertise graduate employment opportunities between February and June each year – information on these, and the graduate programs offered, is available here:<http://australia.gov.au/topics/employment-and-workplace/australian-government-jobs/graduate-programs>

## Possible departments of particular relevance to law graduates include:

**The Attorney-General's Department** advises Government on the maintenance, development and improvement of Australia's legal frameworks in a large number of areas.

More information can be found at:

<http://www.ag.gov.au/About/Careers/Graduateprogram/Pages/default.aspx>



**Australian Government**

**Attorney-General's Department**

The **Department of Prime Minister & Cabinet** provides policy advice on a range of areas including economics, social policy, national security, foreign affairs, domestic governance, legal and freedom of information and cultural issues.

More information can be found at:

<https://www.dpmc.gov.au/work-for-us/graduate-careers>



**Australian Government**

**Department of the  
Prime Minister and Cabinet**

# PUBLIC SERVICE

## ***The Department of Foreign Affairs and Trade (DFAT)***

aims to advance Australia's diplomatic, political and economic interests internationally, and is responsible for providing advice regarding international organisations, foreign policy and trade to the Government.

More information can be found at:

<http://www.dfat.gov.au/jobs/>



**Australian Government**

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**Department of Foreign Affairs and Trade**

***The Department of Social Services*** recruits graduate lawyers, but they also take on generalist graduates. There are many other public bodies, government departments and not-for-profit organisations which have roles that are not necessarily 'law specific' yet often seek applicants with legal backgrounds to fill those roles.



**Australian Government**

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**Department of Social Services**

Examples of roles include:

- Australian Federal Police
- Australian National Audit Office
- Department of Defence
- Australian Secret Intelligence Service (ASIS)
- Department of Agriculture Department of Education
- Department of Finance
- Department of Immigration and Border Protection
- Department of the Environment Department of Communications
- Fair Work Ombudsman
- Australian Human Rights Commission.

More information can be found at: <https://www.dss.gov.au/>

## TASMANIA

The Tasmanian public service does not run a large graduate program, but law graduates may be qualified for various positions anyway. Check the jobs boards.

In the past, graduate programs were offered by the Departments of Premier and Cabinet, and of Health & Human Services.

Graduate positions in the Tasmanian public service are offered on the Tasmanian Government's employment portal at <http://www.jobs.tas.gov.au/>.



## **Earn while you learn**

Want to learn the practical realities of how a law firm operates whilst you progress through your law degree?

Wallace Wilkinson and Webster Lawyers (WWW) is a medium sized law firm located in the Hobart CBD and servicing the whole of Tasmania. We provide expert legal advice in a number of areas including litigation, family law, commercial & business, property, estate planning, estate disputes, employment & workplace law, and banking & finance.

WWW offers paid casual employment of one or two days per week structured around your university contact hours and our needs. The work largely involves operational tasks including conveyancing settlements, administrative tasks, reception assistance, legal research, and general assistance with file management. As you become more experienced you are encouraged to take on a more active role in the different practice areas in a paralegal position in a supported learning environment.

Unlike a summer clerkship (which offers a condensed time period to learn about the practice of law and firm culture), this position provides you with the practical experience around the operation of a firm over an extended period. You will have a fantastic opportunity to understand and be a part of our firm culture, make contacts, network, and develop core skills in client relations, practical organisation, legal practice management and research software; all aimed to enhance your practice of law when you graduate. This will provide you with a considerable advantage over other graduates without this experience. WWW currently employs lawyers who started out working in this casual role.

For more information talk to us at the Careers Fair on Wednesday 17 April 2024 or, from May, visit our new Careers Page at <https://www.wwwlawyers.com.au/>

You can also register your interest by sending an email to [recruitment@wwwlawyers.com.au](mailto:recruitment@wwwlawyers.com.au)

# PUBLIC PROSECUTION

The Office of the Director of Public Prosecutions (ODPP) is charged with the prosecution of criminal offences and may prove an exciting (although highly competitive) career path future criminal lawyers.

Various ODPPs Australia also offer a diverse number of graduate opportunities. Additionally, some offices may be able to create positions or internship opportunities for you, if offices are contacted directly.

## **Tasmania**

The Tasmanian ODPP does not run a dedicated graduate program. Any job vacancies in the office will be advertised in the Tasmanian Government Gazette, at <http://www.jobs.tas.gov.au>. This guide, under the heading 'Legal Aid Commission of Tasmania', provides instructions on how to find these specific job vacancies.

## **Victoria**

The Victorian ODPP usually offers 12-month legal traineeships to law graduates each year. Such a traineeship constitutes a method of admission to the legal Profession in Victoria and resultantly, can take the place of a Practical Legal Training program.

For more information on how to obtain these positions, please visit:

<http://www.opp.vic.gov.au/Careers-at-the-OPP>

## **New South Wales**

The NSW ODPP employs recent graduates as part of their Legal Development Programme, available on a full-time, 35 hours/week basis. This program continues for a period of twelve months.

For more information, please visit:

<http://www.odpp.nsw.gov.au/careers/legal-development-program>

## **Australian Capital Territory**

The ACT ODPP offers placements to students who wish to complete the work experience component of their Practical Legal Training/admission process.

For more information on how to obtain these positions, please visit: [www.jobs.act.gov.au](http://www.jobs.act.gov.au).

## **Western Australia**

The WA ODPP offers placements for vacation clerkships. The WA ODPP does not run a dedicated graduate program.

For more information on how to obtain these positions, please visit:

<https://www.dpp.wa.gov.au/E/employment.aspx?uid=5431-1930-5807-6635>

## **Northern Territory**

The NT ODPP does not run a dedicated graduate program. For more information on how to obtain these positions, please visit:

<http://www.dpp.nt.gov.au/about-us/Pages/Careers.aspx>

## **South Australia**

The SA ODPP offers placements for summer clerkships, practical legal training, and tertiary student work experience.

For more information on how to obtain these positions, please visit:

<https://www.dpp.sa.gov.au/about-us/careers-and-student-placement/>

# ECONOMICS AND FINANCE CAREERS

Economics and the law have a close relationship, and law graduates may find a range of rewarding career opportunities within this sector in a variety of areas, including corporate advisory work, or work with economic and financial regulators. **Here are some examples:**

## **Australian Prudential Regulation Authority (APRA)**

APRA is the 'prudential regulator' for the financial services industry. It oversees banks, credit unions, building societies, insurance companies, and the superannuation industry.

More information:

[http://www.apra.gov.au/aboutapra/workingapra/pages/graduate\\_program.aspx](http://www.apra.gov.au/aboutapra/workingapra/pages/graduate_program.aspx)

## **Australian Taxation Office**

The ATO is the government's revenue collection agency. It manages, administers, and enforces Australia's tax, excise, and superannuation systems.

More information can be found at:

<http://www.ato.gov.au/About-ATO/Careers/>

## **ASIC**

ASIC is Australia's corporate, market, and financial services regulator. It has several roles including monitoring corporate behaviour, regulating and measuring consumer behaviour, and implementing and enforcing legislative and administrative requirements regarding corporate governance, registration and licensing.

More information can be found at:

<http://www.graduates.asic.gov.au>

## **ACCC**

The 'Holy Grail' of Consumer Protection Law, the ACCC promotes competition and fair trade in the market place. The ACCC's main role is ensuring compliance with relevant competition, fair trading, and consumer protection legislation.

More information can be found at:

[http://www.accc.gov.au/about-us/careers/graduate\\_opportunities](http://www.accc.gov.au/about-us/careers/graduate_opportunities)

## **ASX**

The Australian Stock Exchange is the body responsible for overseeing Australia's share (and related products) market. As part of the broader ASX Group, a range of positions are available to economically-minded law graduates.

More information can be found at: <http://www.asx.com.au/about/careers-at-asx.htm>

## **Other Corporate Advisory Work**

Corporate advisors/analysts/consultants offer commercial companies advice on a wide variety of business transactions occurring within the company. Corporate advisors are largely found in the fields of investment banking, management, consultancy, insolvency recovery, accounting, and taxation, and are often employed specifically by large corporate firms.



# CAREER ADVICE: WHERE TO FIND SUPPORT

## INTRODUCTION

Now that you have a great idea of the range of opportunities available to you as a law graduate, and maybe have even settled on that 'perfect' job destined to be yours, you need to know how to get it, right? Applying for jobs, especially your first 'law job' can be overwhelming, and even if you've had a job for years, we hope that this final section will be somewhat useful, even just as a refresher. The art of making a good impression and landing yourself a job is exactly that – an art. This section aims to give you some useful tips to help you on your way. Your application is absolutely vital in this process, and these tips aim to help you craft an awesome application to land you an interview. There are a huge number of tips like these available from many sources, and we highly recommend you read as widely as possible to get an idea of what will work for you, your job, and your aspiring employer.

## CAREER CONNECT

The University of Tasmania's Career Connect Team is able to support TULS members with employment, volunteering and leadership development. It's never too early to start thinking about your career pathway and students are encouraged to access Career Connect – an online 'one stop' shop for all things career related.

Inside Career Connect, is 'Your Career Essentials' where you can learn about the steps you can take throughout your degree to get the career you want. Your Career Essentials lets you build your resume with work ready experiences including jobs on campus, internships, volunteering and leadership development. You can gain formal recognition for your achievements as well as build your professional networks, interact with employers at networking events and expos and find work during and after study.

Through the Career Connect team you can access individual career advice and guidance as well as talk to us about internships, student jobs and volunteering on campus and develop your leadership skills through the Vice Chancellor's Leadership Program. To find out more log into Career Connect.

You can find links to these programs below:

- Career Connect Portal: [www.utas.edu.au/careerconnect](http://www.utas.edu.au/careerconnect)
- Vice Chancellor's Leadership Program: <https://www.utas.edu.au/students/lead-achieve/vice-chancellors-leadership-program>

# CAREER ADVICE: RESUME AND CV

Resumes are a marketing tool, presenting factual information about your employment and academic history, the skills that you have developed, and also showing a potential employer why you are the best candidate for a particular position!

In Australia, there is no practical difference between a resumé and a CV – these terms are highly interchangeable. A 'CV' is generally what an employer desires regardless of what word they use.

It is good to keep the following in mind throughout your application process:

- *What is the focus of the firm and what does the firm need?*
- *What have I got to offer the organisation?*
- *What value can I add?*
- *What do I want out of the position with the firm and how can I get that?*

The contents of your resumé should be focused on the requirements of the individual employer to whom you are applying, promoting your most desirable traits. It is a good idea to have a copy with all your experience so then you can tailor it for each application.



# CAREER ADVICE: RESUME AND CV

## WHAT IMPORTANT DETAILS SHOULD I INCLUDE ON MY CV?

### Personal Details

Name, phone number, and email is essential. Ensure your email address is professional, Miss.Kittyxo@gmail.com probably isn't going to get you a job anytime soon.

### Education

You should mention your commencement date, completion date or expected completion date, institution, name of your course, GPA, and any other relevant information such as minor/majors.

It is debatable whether individual results need to be included. If you are particularly proud of some achievements, and they are relevant, mention them. Graduate and clerkship employers often request a separate academic transcript making it unnecessary to include results in your resume.

### Employment/ Work Experience

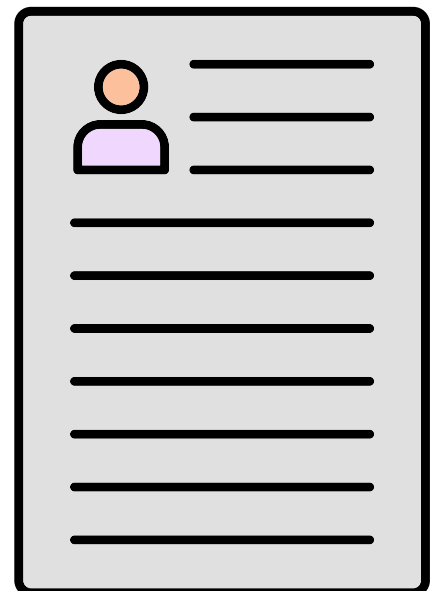
Details should include: the employer's name, the period of employment, and your role and responsibilities. List positions in chronological order, with the most recent first. Clearly identify any related legal experience which you may have as this is a highly desirable trait. You might even want to have two separate sections of 'legal experience' and 'other work experience'.

Given you are a recent graduate, nearing graduation, or in the early years of your degree, you may have no legal employment history. Interviewers will be aware of this and may even expect it. Therefore, include details of any casual, part-time, or volunteer positions you have undertaken whilst studying.

You may not think that working in a cafe since you were 14 is particularly exciting, but it will show, for example, that you are loyal to your employer, and you have the ability to work in a team, follow workplace directions, and to juggle work and study.

### Referees

List your referees with their job title, email address, and phone number. Ideally, you should be able to provide 2-3 professional or work-related referees. If possible, one referee should be your most recent supervisor.



# CAREER ADVICE: RESUME AND CV

## WHAT IMPORTANT DETAILS SHOULD I INCLUDE ON MY CV?

### Achievements / Extracurricular Activities

It is good to include non-work or study activities to demonstrate that you are a well-rounded person. You could include:

Academic, sporting, musical, or community awards

- Language skills
- Volunteer work
- Membership of professional associations
- Leadership in community organisations
- Participation in competitions
- Publications

Remember that an employer will be most interested in your current skills and experiences. Try to only include those achieved at university, as a good rule-of thumb, unless they are particularly relevant to the position.



**Dobson  
Mitchell  
Allport.**

COMMERCIAL & PROPERTY   LITIGATION & DISPUTE RESOLUTION   FAMILY   ESTATE PLANNING   MIGRATION

## Dobson Mitchell Allport

### PROUD HISTORY | BOLD FUTURE

We are a leading Tasmanian legal practice with an experienced team offering a full range of legal advisory and advocacy services to individuals, businesses, governments and not-for-profit organisations, here in Tasmania, interstate and overseas.

We are proud of our history as one of Tasmania's oldest legal practices – and today, as a strong, contemporary organisation, we value bold, innovative, and future-focused thinking.

---

**Interested in a career with us? We offer seasonal clerkships to students in their penultimate and final years of the Bachelor of Laws program. To find out more, visit our website.**

[www.doma.com.au](http://www.doma.com.au)

#### Hobart Office

59 Harrington Street, Hobart  
6210 0000

#### Devonport Office

31 Stewart Street, Devonport  
6424 7588



# SAMPLE RESUME

Your Name      Your region ie, **HOBART TASMANIA**  
M | Your mobile number      LI | your linkedin url      E | youremailaddress.com.au

## Career Summary/Objective

*An effective career profile introduces your most relevant experience, skills and personal qualities that make you a good match for the role. About 80 words – your key selling points. For example:*

Experienced in busy roles that require... My reliable and positive attitude makes me a great teammate and employee, as I enjoy working towards team goals... Proficient in *list key skills that make you unique...*

## Education

**2022 – Current**      **Masters in/Bachelor of xxxx**  
University of Tasmania, Sandy Bay Campus

## Key Skills and Achievements

*Demonstrate (provide proof of) 6-8 relevant KEY skills/achievements here, to grab the employer's attention quickly. For example:*

- *Highlight relevant academic projects/abilities...*

## Relevant Internship/Placement/Work Experience

**Jan 2022 – April 2022**      **Intern, General Business, Hobart**

*Provide short description of employer and their core business here, then list brief examples of how you you're your technical skills, knowledge and employability skills. For example:*

- Supportive team member, learning processes quickly and proactively seeking more tasks.
- With attention to detail, accurately documenting equipment stock orders.
- Quickly developing practical knowledge in... with enthusiasm to advance my skills.

## Other Work Experience

**Oct 2020 – Present**      **Retail Assistant, Jeans R Us, Hobart**

- Providing friendly, helpful customer service while meeting sales targets.
- Building positive relationships with team members by providing reliable and trustworthy support.
- Accurately processing customer orders, returns and complaints.

## Volunteering

**2022 Event Volunteer, Student Welcome Day, University of Tasmania**

Collaborating with a busy team of seven to assist with event set-up, communicate with attendees and pack up.

- Carefully listening to event purpose and instructions, to ensure smooth running on the day.
- Friendly and cooperative communication with co-workers and clients, especially when understanding problems and offering solutions.
- Accurately keeping record of student participation and reporting to supervisor.

**Dec 2020 – Dec 2021**      **Community Visitor, North Hobart**

Visiting an isolated older person within their home, to provide opportunity for socialising.

- Communicating in English with respect and friendliness, to develop a positive relationship.
- Reliably fulfilling requirement to visit on-time.
- Protecting participant privacy in line with organisation policies.

## Licenses and Certificates

Working with Vulnerable People TAS

Covid-19 full vaccination      Up to date

Full Tasmanian drivers licence

Barista Basics      The Hospitality School, Hobart      2020

Responsible Service of Alcohol (RSA)      Training Australia      2020

## Referees

Ref 1	Ref 2	Ref 3
Placement Supervisor	Manager	Events Coordinator
General Business	Jeans R Us	University of Tasmania
Tel +61- 04xxxxxxx	Tel +91-xxxxxxx	Tel +91-xxxxxxx
email@gmail.com	email@gmail.com	email@gmail.com

# CAREER ADVICE: COVER LETTER

A convincing cover letter accompanying your application will go a long way towards capturing an employer's attention. If deployed well, it can show off your writing skills, while illustrating your strengths and attributes. Cover letters provide a 'snapshot' of your resume linking your skills and experience to the employer's requirements. It should encourage a potential employer to consider your application and give you an interview. Writing from the perspective of 'why should we interview you?' can be a good way to start.

Cover letters should be professional and written in business style format – your details on the top right, company details on the left. Ensure that you use correct spelling and grammar and keep your letter to one page. Also make sure to use a clear, professional-looking font (e.g. Times New Roman, Calibri, Arial) in a readable size (size 11 or 12 font).

Address the cover letter to the correct person and include their correct title. You should also include a heading noting the purpose of the letter (include the correct position title and, if applicable, the reference number).

## WHAT DOES A GOOD FORMAT FOR A COVER LETTER LOOK LIKE?

### Paragraph 1: Introduction

State the position you are applying for as a heading. Use 2-3 sentences to introduce yourself. This should mention your degree, anticipated graduation date, and an overview of who you are.

### Paragraph 2: Purpose

State what interests you about the job, and why you want to work for that particular firm. You can also include values, awards or achievements of the firm here.

### Paragraph 3: Experience and Skills

Summarise what you have done in your life and why it makes you the best candidate for the role. This can include examples of your academic, employment, and voluntary experiences, as well as extracurricular interests.

This is not an opportunity to mention everything on your resumé, only mention a select few key examples. Remember, this is a chance for you to sell your skills – what can you contribute to the organisation? Give a few brief examples of how your skills and attributes link to the position.

### Paragraph 4: Closing

Reiterate your interest in the position and the organisation. Explain what you have enclosed with your cover letter (e.g. resume, selection criteria responses, academic transcript), and reiterate how they can contact you. Also, don't forget to thank them for considering you!



# CAREER ADVICE: COVER LETTER AND SELECTION CRITERIA

## TIPS FOR A SUCCESSFUL COVER LETTER

- Inject your personality, but don't go overboard – make it upbeat, compelling, and interesting.
- It's important to be assertive about your achievements, but not overconfident. It's a fine line and modesty is important.
- You should include information about why you are applying to the specific firm – what attracted you to their clerkship program over other firms. The firm's website will include references to other interesting facts and figures. If you can appropriately include these in your application, it can look very impressive.
- Ensure you have proof read your letter carefully, grammatical or spelling errors will create a negative impression with a potential employer, especially if you include the name of the wrong law firm in your letter.
- After drafting, wait a day, then read your letter over and review it meticulously. One way to do this is to read your letter out aloud. Are you tripping over words or repeating yourself? If so, change it.
- Ask someone to read it for you to ensure the text flows and has a conversational tone. Keep a copy of the letter after it as complete as a record that it's been sent, and use it to develop your future cover letters.

## WHAT IS A SELECTION CRITERIA?

Selection criteria are the elements of a job advertisement or position description that describe the essential and desirable skills, attributes, experience, and education that an organisation is looking for in a candidate. Most employers require you to address the criteria in your job application by explaining how your skills, experience and expertise match their needs.



# CAREER ADVICE: COVER LETTER AND SELECTION CRITERIA

## HOW DO I TACKLE A SELECTION CRITERIA?

### **Step 1: Analyse:**

Like breaking down an essay question, start analysing the job advertisement to identify the selection criteria. Analyse the selection criteria and link up your experience so you can address each one.

### **Step 2: Make A STAR:**

For each requirement identified in the previous section, brainstorm as many examples of how you have demonstrated this skill in the past. Then, using each selection criteria as a heading, underneath it, repeat the 'STAR' approach:

- Situation: Describe the context where you used the skill or quality.
- Task: What was your role?
- Actions: What did you do and how did you do it?
- Results: What did you achieve? How does it relate to the job you're applying for? Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.



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# CAREER ADVICE: INTERVIEWS

So, you have landed yourself an interview – **congratulations!** Now you have to get into the nitty-gritty of impressing the interviewer in person and securing your hold on the position. This is your opportunity to market yourself because the interviewer will be assessing whether you have the qualities and qualifications that they seek for the position.

The interview is also a fact-finding mission for you as you will be assessing whether you really do want the job and whether it is right for you in terms of career opportunities, areas of law, lifestyle, values, culture, and so on.

## Preparing for the Interview

Although it seems far more appealing to waltz into the interview room and work it all out on the fly, a little preparation can improve your performance and assist in calming your nerves on the day. Some tips that might be helpful include:

### *Find out about the firm:*

Talk to people you know in the industry/who have done clerkships/worked at the firm, to get an idea of the firm's culture, likely questions and things to be aware of. Explore the firm's website, especially the careers pages, to familiarise yourself with the firm, its work, and its main clients. Read newspapers and legal blogs, noting the firm's current projects. Take some time to self-assess: it's important to know your strengths and weaknesses, achievements, interests and values. Interviewers will often ask about your application, and your resume. Know them well.

Think about the questions you might be asked, especially any potential points of interest or weakness, and prepare answers for those questions. Try not to be 'staged' but be prepared. A list of some possible questions can be found below. Prepare questions for them, too! Interviewers love it if you use this unique opportunity to open up a dialogue with the firm, so think about the questions you might like to ask the interviewers.

### *Practice:*

Practice interviewing with someone who will give you honest and frank feedback. You can also practice online on InterviewStream.

## In the Interview Room

Although it sounds funny now – try to relax, be yourself, and have fun! Your interviewer is trying to see your personality more than your qualifications since your application has already shown them that. Also remember that you are interviewing them as much as they are interviewing you. You need to see whether this is the best place for you in regard to the culture, people, and type of work. Some tips that might be helpful include:

- Arrive 10–15 minutes before your interview. It may be a good idea to scope out the building a day before so you know where to go.
- Turn off your phone.
- Make eye contact with the interviewers, and avoid fidgeting. Be mindful of your body language – your posture, expression, and body position can greatly impact your mood and how the interviewers perceive you.

## After the Interview

Write down any key points from the interview, especially if you have applied to multiple firms, as this might help you make a decision if you receive an offer. Also write down any further questions you might have – it might be worth calling your interviewers to follow-up, or to ask later on, if you are offered a position. Don't beat yourself up if it went badly. You can't change the past – treat it instead as a learning experience. Remember that you have done well to get this far in the selection process, so you should be proud!

# CAREER ADVICE: INTERVIEWS

## PHONE AND VIDEO INTERVIEWS

Phone and online interviews are becoming increasingly used by firms either as a precursor to, or in place of, an in person interview. In addition to the above: Treat the phone interview just like you would an in person interview. The same level of preparation is needed if not more, as you cannot rely upon your nonverbal communication and personality to the same extent. Suiting up as if you were attending a real interview can help place you in the right mindset, and helps ensure you make a professional impression.

## PRACTICE QUESTIONS: A LIST!

It is important to remember that interviews with Partners rather than HR staff tend to be less structured. With that in mind, test yourself with some of the below questions!

- Tell me about yourself?
- What do you have to offer the firm? Why did you choose law?
- Why have you applied for this job? What are your interests?
- What challenges you? What motivates you? Are you competitive?
- How do you define personal success? How have you responded to a confronting customer/client etc at work?
- Where have you had to exercise responsibility?
- How do you perform in a team environment?
- How do you perform under pressure?
- What do you see as your long-term goals? What practice groups do you wish to work for?
- Are you flexible or tied to particular things?
- Where do you see the legal profession heading?
- Why should we employ you?
- Why do you want to come to our firm? What attracts you to a big/small size firm?
- What are the pros and cons of a legal career? Can you comment on your academic record? Can you explain your disappointing result in X subject at Uni?
- What is your greatest achievement and why?
- Did you enjoy University and why? What do you seek to gain from a Clerkship/Graduate position?
- What have you learnt most from your work experience?
- How would your friends describe you? o What are your expectations from this?
- What does team work mean to you?

# OUR IMPORTANT CAREER TIPS

## WATCH YOUR BODY LANGUAGE

You want to project confidence and an image of 'professional togetherness'. Ensure you're aware of your space, belongings, posture, and expression. Learn to nail a strong professional handshake too.

Know yourself, your strengths, goals and aims, people rarely come looking for you and if you're networking, you need to be able to provide value.

## IF YOU CAN, PREPARE BEFORE NETWORKING EVENTS

This can include researching important guests, finding some photos so you can recognise them, and learning a few points of their back story.

## ASK QUESTIONS AND BE INQUISITIVE

You never know what a person might be able to offer you, and the more you know, the more you're able to make that assessment. Don't take a rejection personally – everybody is busy and it might simply have been a bad time for your potential contact.

## CREATE A LINKEDIN PROFILE

It's a unique opportunity to advertise yourself, think of it as the 'work Facebook'. There is a wealth of information available about LinkedIn across The internet, and Google is your friend!



# NON-LEGAL CAREER TIPS

## SPECIFIC TIPS FOR APPLYING FOR PUBLIC SERVICE JOBS

Applications for positions with the Australian Public Service can be very different to the process in private sectors, often with a much greater emphasis on selection criteria. The APS are statutorily required to recruit staff solely based on merit. To do this they compare the skills, experience and abilities of each candidate using a combination of written applications, interviews and/or work- sample tests. Of these, selection criteria are the most important.

The Australian Public Service Commission has published a series of 11 fact sheets available on applying for jobs in the Australian Public Service at: <http://www.apsc.gov.au/publications-and-media/currentpublications/crackingthe-code>





# WHAT OTHER SUPPORT IS AVAILABLE?

Other avenues exist which catalogue and promote job opportunities both within and beyond the legal sector. Have a look at these any time you're looking for a position, or even after some inspiration, and they'll hopefully give you something that'll pique your interest:

- **UTAS CareerHub:** <http://careerhub.utas.edu.au/>
- **SurviveLaw:** <http://survivelaw.com/index.php/jobs> Social
- **Justice Opportunities:** <https://sjopps.net.au/looking-for-a-job/>
- **BeyondLaw:** <http://www.beyondlaw.com.au/job-hub> Public Interest
- **Graduate websites** – Graduate Opportunities & Prosple Australia Law Guide
- <https://au.prosple.com/the-law-guide-here-it-is>

Additionally, keep your eyes peeled on your UTAS email address, the TULS Facebook page, Pettifogger, and other positions throughout the law faculty, as the TULS Careers Director and the TULS team will be making a huge effort to publish as many exciting opportunities as we can throughout the year.

We'll also be running a number of networking, careers events and other interactive initiatives throughout the year so keep an eye out for these!

If you have any further careers related questions, please do not hesitate to reach out to the Careers Team.

*We wish you all the best!*

