

THE ADELAIDE UNIVERSITY  
LAW STUDENTS' SOCIETY

PROUDLY PRESENT

# CAREERS GUIDE

## 2018



# ACKNOWLEDGEMENTS.

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The AULSS would like to acknowledge that the land of the University of Adelaide and the Adelaide Law School is the traditional lands for the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

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## DEAN'S WELCOME

The rate of change in the law and legal professions in the age of Artificial Intelligence and Big Data is a topic of the daily news. This can present a bewildering and confusing scenario to those contemplating career choices in the Law and related areas. Many of the career paths that students of today will follow did not exist even a few years ago. And in the midst of the endless array of career possibilities, it is quite common for students not to have a clear idea of the direction they would like to take on the completion of their studies. This is one of the reasons why this Careers Guide is so very valuable. I encourage you to open yourself to the full range of possibilities it presents.

The Adelaide Law School aspires to produce graduates who have a dedication to excellence in the learning and practice of law, a deep understanding of the importance of ethics and professionalism, a commitment to the rule of law as the foundation of a just society and an awareness of the international context of the practice and profession. As part of the undergraduate law program students do not simply 'learn the law' as if it were a fixed body of knowledge to be absorbed. Rather they seek to gain a deep understanding of the fundamental principles of the law and begin to develop and to practice the skills - thinking, critical analysis, research, writing, mooting, and more - which will provide the foundation for the life-long learning that a career in law entails. I encourage you to think about the full array of talents and skills you have developed during your time at the Law School. These are qualities that will be needed for success, whichever career pathway you may choose.

In its long history, Adelaide Law School has established a fine tradition of excellence in its graduates. For inspiring careers in the law, we only need to look at the outstanding contributions our former students have made, and continue to make, to their local, national and international communities. The Law School has produced many noteworthy individuals including numerous judges and legal practitioners in South Australia and elsewhere; Federal and State politicians; academics with respected international reputations; and many others who are leaders in both the legal profession and the wider community.

Whilst many students will follow the traditional path of admission to legal practice as barristers and solicitors, others will choose to work in business, government, not-for-profit or other non-government organisations. The range of career possibilities is really only limited by your imagination and courage - and this Careers Guide is a wonderful place to start. I congratulate the Law Students' Society for the very professional approach taken in the preparation of this Careers Guide.

**Professor Melissa de Zwart**  
**Dean of Law, University of Adelaide**



## FORWARD

It is with great excitement that I present the 2018 AULSS Careers Guide!

Thinking about your future career is a daunting process for students at all stages of law school, whether you are just starting to try to figure out what you may be interested in or beginning the process of applying for your ideal job. Since its original publication, the Careers Guide has been a valuable resource for law students at all stages of this process.

We understand that law students have a diverse range of interests. The Careers Guide includes an outline of many different types of work within the legal industry, as well as other professional services which you may be interested in. Hopefully, this provides a base from which you can explore the direction which your future career may take.

Of course, we also have include information about graduate opportunities and tips and tricks in the application process. This includes advice for applying for clerkships, graduate jobs and the GDLP process.

I would like to thank the Careers & Sponsorship Representatives for their tireless effort in putting this guide together. The AULSS is also very thankful for all of the sponsors and contributors to the 2018 Careers Guide - we could not produce this resource without your help, and appreciate your assistance.

**Soraya Pradhan**  
**Director of Careers & Sponsorship**



# ABBREVIATIONS

ABBREVIATIONS	ASSOCIATED TERM OR NAME
AAT	Administrative Appeals Tribunal
ACCC	Australian Competition and Consumer Commission
ACL	Australian Consumer Law
ACTSC	Supreme Court of Australian Capital Territory
Adel L Rev	Adelaide Law Review
ADJR	Administrative Decision (Judicial Review) Act
AGLC	Australian Guide to Legal Citation
AIA	Acts Interpretation Act
AIRC	Australian Industrial Relations Commission
ALB	Aboriginal Law Bulletin
ALJR	Australian Law Journal Reports
All ER	All England Law Reports
ALR	Australian Law Reports
ASIC	Australian Securities and Investment Commission
CLR	Commonwealth Law Reports
Cth/Cwth	Commonwealth
DPP	Department of Public Prosecutions
EPLJ	Environmental & Planning Law Journal
ER	English Reports (Reprint to 1865)
Fam LR	The Law Reports, Family Division
Fam CA	Family Court of Australia
FCA	Federal Court of Australia
FCAFC	Full Court of the Federal Court of Australia
FCR	Federal Law Reports
FLC	Family Law Cases
FLR	Federal Law Reports
HCA	High Court of Australia
HR	House of Representatives (Cth)
ICJR	International Court of Justice Law Reports
IRCA	Industrial Relations Court of Australia
J	Justice/Judge
NSWLR	New South Wales Law Reports
NSWSC	Supreme Court of New South Wales
NTR	Northern Territory Reports
NTSC	Supreme Court of the Northern Territory
NZLR	New Zealand Law Reports
NZSC	Supreme Court of New Zealand
Qd R	Queensland Reports
QSC	Supreme Court of Queensland
R	Rex (King) or Regina (Queen)
Re	'In the matter of'
SASC	Supreme Court of South Australia
SASR	South Australian State Reports
Tas R	Tasmanian Reports
TASSC	Supreme Court of Tasmania
VR	Victorian Reports
VSC	Supreme Court of Victoria
WAR	Western Australian Reports
WASC	Supreme Court of Western Australia
s and ss	Section and Sections

**THE AULSS'  
GUIDE TO  
KICKSTARTING  
YOUR LEGAL  
CAREER.**

# FINDING OPPORTUNITIES.

Law students choose a range of fields, career paths and interest areas. However, one process is largely constant – the dreaded job application process. From your first casual role to The Graduate Job (and beyond), you will have to go through endless hours of researching, drafting and submitting. If you intend to engage in this process at any stage, the following tips will help you target your efforts and minimise application stress.

## What are you interested in?

It can be difficult to understand the range of career options that are available, let alone getting a sense of what opportunities may interest you. While it is by no means expected that you will be certain of your long-term goals at university, developing a sense of what sorts of career paths you find attractive allow you to know what jobs, extra-curricular or other opportunities you should look into.

## WHAT OPPORTUNITIES ARE OUT THERE?

DO YOU WANT TO PRACTICE LAW?

YES

### ARE YOU INTERESTED IN COMMERCIAL LAW?

Consider applying to commercial firms. More detail on this will be provided in the 2018 AULSS Clerkship Guide. Also start thinking about potential practice areas of interest, including employment, dispute resolution, mergers & acquisitions, insolvency, banking & finance, tax, property, intellectual property and competition.

### ARE YOU INTERESTED IN CRIMINAL LAW?

Consider applying to criminal law firms, the DPP, LSC, or work experience with criminal law barristers.

### ARE YOU INTERESTED IN FAMILY LAW?

Considering applying to family law firms or the LSC.

### ARE YOU INTERESTED IN PUBLIC LAW?

Consider applying to CSO, AAT, SACAT or OPC.

NO

### ARE YOU INTERESTED IN FINANCIAL SERVICES?

Consider applying to banks, financial advisory services and accountants.

### ARE YOU INTERESTED IN BUSINESS?

Consider applying to consulting firms and businesses.

### ARE YOU INTERESTED IN RESEARCH?

Considering entering academia.

### OTHER AREAS THAT MAY INTEREST YOU

Media, Government and Not-for-profits.



## WHAT OPPORTUNITIES WOULD SUIT ME?

### Consider what you have liked in the past.

What have been your favourite subjects? What sort of things do you like to do in your spare time? What sort of work or extra-curriculars have you liked previously, and why? The type of skills you like, or field which you are interested in can be an indicator of what sort of job you may look into in the future.

### Talk to people.

Want to know what financial advisory services are like? Try to find someone is or has worked in the area, and set up a time to talk with them about their experiences. If you do not know someone in the area, consider the testimonials in the Careers Guides or speakers at our Next Steps Seminar Series.

### Get some work experience.

Think you are interested in criminal law, but not entirely sure? See if you can get a few weeks of work experience in a criminal law firm. There is no better way to see if you would like something than actually getting involved. You would be surprised at how many places are happy to take on an interested work experience student if you ask nicely.

### Keep an eye on current job opportunities.

Even if you do not plan to be applying for a job in the near future, make sure you're keeping tabs

on job application website, the AULSS Current Opportunities Website and the Career Hub job page. This can provide a basis for the sorts of jobs that are out there, and can help clarify what you may like to apply for in future.

## HOW CAN I FIND OPPORTUNITIES?

Once you have an idea of the areas you may be interested in, the question becomes how to find opportunities that suit you. There are many ways to go about this:

### Discuss potential opportunities with people who work in areas you might be interested in.

If you do not know anyone in the field, you can always try to reach out to people you do not know. While "cold calling" is intimidating, most people will be very willing to help out interested students.

### Build skills and work experience relevant to your area of interest.

A number of firms will be happy for interested students to spend a few weeks gaining work experience if they are interested. If that is unavailable, keep an eye on volunteer positions which may overlap with your area of interest.

**Keep an eye on job sites** to see if there are any positions in the field that you may be able to apply for.

# MAKE YOUR MOVE

Life is like a game of chess

**MAKE** your **NEXT** move your **BEST** move

**APPLICATIONS OPEN**  
2 March 2018

**APPLICATIONS CLOSE**  
27 April 2018

**CLERKSHIPS COMMENCE**  
16 July 2018

Applications are invited from students in their penultimate or final year

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# MASTERING THE APPLICATION PROCESS.

## PARALEGAL POSITION

The AULSS Law Firm is a small law firm, which has been established for 150 years, specialising in Corporate, Insolvency and Personal Injury Law. Our firm prides itself on its reputation, expertise and consistent focus on our clients.

An exciting opportunity has arisen for a driven, motivated paralegal in our Corporate team. We are looking for a casual employee to work three days a week (Tuesday – Thursday preferred).

Key responsibilities include:

- preparing correspondence;
- drafting legal documents;
- legal research;
- preparation of briefs;
- file maintenance; and
- other administrative ad-hoc duties as required.

To be successful in this position you must:

- be proficient in Microsoft Word;
- have previous experience in legal administration;
- have good time management and multitasking skills;
- have good communication skills; and
- demonstrate a high level of attention to detail

The role would be suitable for a near graduate who is completing their law degree. Bilingual applicants, particularly those who speak Mandarin or Cantonese, will be preferred.

If this sounds like an opportunity for you, please send your confidential application and CV by email to [vp.cs@aulsslawfirm.com.au](mailto:vp.cs@aulsslawfirm.com.au) by Friday 16 March.

Are you looking for a job, but do not know where to start with job applications? The application process can be stressful, particularly given how competitive the job market is. We have put together some tips and tricks to help make this process easier.

## STARTING THE APPLICATION.

### Do your research.

In particular, know what the firm does, what it values, and what it looks for in employees. This will help you understand if you want to do the job, and tailor your application to the firm. This information can often be found on the website of the firm.

### Consider what the job requires.

What sorts of skills are they looking for? What previous experiences do you have that would be relevant to the job? This allows you to understand if you are interested in the job, and tailor the experiences and skills you can use to write your CV and cover letter.

### Know what you are looking for.

Understand the job specifications and if you have the capacity to satisfy them. You may be able to negotiate the days required by a day or so, but if you only have one day spare for a full time position it may be worth calling the employer to see if they are willing to accommodate you.

### Be aware of the applicant criteria.

It is important to respect what firms put down as criteria for their applicants, and that wildly deviating from the listed criteria will be a waste of your time and theirs. However, also be aware that it is important not to be deterred from a great opportunity because you do not exactly match the criteria. While this is a tough line to draw, a good rule of thumb is that slight variations are fine (a Law/Finance student applying for a general position which lists Law/Commerce, a second year student applying for a position for student “halfway through their law degree”). However, if the requirement is listed as essential or you are wildly deviating (where the advertisement lists a specific year level, or specialised knowledge) it may be worth calling to ask if you are eligible.

### Be organised.

Keep the due date in mind and, if possible, start drafting early. This gives you plenty of time to hand in the best application possible, with enough time to proofread a second time to weed out those embarrassing typos. Also pay close attention to what exactly is required in the application as some may require additional information, such as an academic transcript or writing sample.

## WRITING A CV.

A CV or Resume is a document summarising your experiences, skills and education for potential employers. A CV will be required for most if not all job applications. The purpose of a CV is to demonstrate if you have the skills necessary to be considered further for the position and to give the employer an idea of your experience and interest.

A CV is often broken up into discrete sections. Some titles include:

- Education
- Academic Achievements
- Work Experience
- Volunteering/Social Justice
- Extra-curricular Accomplishments

Your CV should be clear, easy to follow and prioritise your most relevant experience. Typically, information is presented in reverse chronological order with key sections, such as education and work experience, presented on the first page. As formatting a CV can be difficult, it may be helpful to use a template found online or from the **Careers Service website**.

Some other tips to consider include:

- Most CVs are typically between 2-4 pages, so brevity is key.
- Make sure your CV is current and update it often.
- Be sure to spell-check and proofread your CV – if possible, get someone else to look over it to confirm there are no mistakes.
- Consider the job you are applying to and if required, alter your CV to reflect the attributes most relevant to the position.

## WRITING A COVER LETTER.

A cover letter is a one page document which aims to highlight why you are qualified for, interested in and suitable for the position to which you are applying. A cover letter generally contains five discrete sections:

- An introduction, including an outline of your background and studies.
- A description of what you are interested in and what you are looking for in a career.
- An explanation of why this particular job would be ideal for you.
- An outline of what skills you can bring to the company and why you are suited for the position.
- A conclusion, containing your contact information.

Cover letters generally should not be longer than a page. To get started on writing your cover letter, consider the requirements in the job advertisement in depth. Researching the company will also be very helpful - most companies will have "About Us" or "Careers" pages on their website which outline what their culture is like, and what they look for in candidates.

## PREPARING FOR AN INTERVIEW.

Job interviews are a way for you to learn more about what the position involves and for the company to get to know you. While interviews can be daunting, it is an excellent opportunity for you to present your skills, attitude and goals in their best light. Remember, if you have made it past the application phase you more than likely have all of the relevant qualifications for the position – now, it is just up to you to make a good impression!

Preparation for interviews will generally involve an understanding of the firm, position and what you can offer. Have a more detailed look at the firm's website or other resources. What does the firm value in an employee? What are the core projects of the team you are looking to join? What are some

interesting developments occurring in the firm? An understanding of the general culture and priorities of the firm will give you an indication of the qualities they look for in employees.

Self-reflection is also very important for interviews. Review your application, resume and cover letter. Have an understanding of your relevant work experience, skills and education, and be able to speak to your experiences and what you gained from them. Firms are often interested in your long-term plan and what you would like from your careers, and how the role you are interviewing for fits into that.

In terms of preparing for specific questions, you may like to brainstorm potential interview questions and think about your response. Practising your responses out loud is also very helpful. Aim to keep responses relatively succinct, and try to illustrate responses with an example from your previous experiences where possible.

Other tips to keep in mind when interviewing are:

- Be punctual. It is very important not to be late to an interview – generally, aim to arrive around 10 minutes beforehand.
- Dress professionally. Unless you are aware that the firm you are applying for has a particularly casual style of dress, you should wear business attire.
- Think of some questions to ask the interviewers at the end of your interview that demonstrate your priorities and interest. Asking about the direction of the firm, educational opportunities and characteristics of an ideal candidate are a good place to start.
- Try to find out who will be interviewing you, and consider their careers and position.
- Be calm, be yourself, and do not be afraid to show your personality!



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27   
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 MOST INNOVATIVE   
INTERNATIONAL LAW FIRM  
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LAWYERS AWARDS 2016





## NETWORKING.

On its face, networking can appear to be a difficult and unattainable concept to grapple with. However, all that “networking” involves is building relationships with people in the industry you are interested in.

The underlying rationale behind networking is that many opportunities rely on personal connections. This extends to becoming aware of new jobs, receiving work from others once you have a job, or other professional opportunities. Broadly, your professional life can be greatly improved by having a broad network of people that you know and can approach to ask for advice, learn from or potentially be working with.

As a student, you will just be beginning to develop your professional network. This starts from the people you meet at university – friends, lecturers, tutors and the other people you may be introduced to. Building your network professionally can be done through the following steps:

- **Be proactive** – it can be difficult to start, but do not be afraid to make opportunities to meet new people. Whether it is approaching a panellist after a seminar to introduce yourself or sending an email to someone whose work you admire, networking as a student involves a lot of courage and willingness to put yourself out there.
- **Be interested** – as a student, networking is fundamentally about getting to know people, what they do and their experience. You may not have anything directly in common with the person you are talking to, but every conversation presents an opportunity for you to learn more about people you may not have otherwise had exposure to. Fundamentally, everyone likes to talk about themselves, so as long as you can engage with that the conversation will flow!
- **Be authentic** – you are not expected to be a suit-wearing, business-card holding, interview-machine at all times. Do not be afraid relax, be confident and be yourself.

## LINKEDIN.

LinkedIn is an excellent way to get introduced to new people, keep in touch with people you have met or be updated on developments of companies you are interested in. Most professionals will have a LinkedIn profile, and recruiters may check the profiles of candidates they are interested in. Maintaining an up-to-date LinkedIn can be a great asset in your job search.

### Create a profile

Think about the email address you will use for LinkedIn. It is best to use an email that sounds professional and easily identifies you. Note however, that your university account may not be suitable if you intend on retaining your profile after graduation.

Upload a photo of yourself for your user profile. Select a clear photo of your face, ideally in professional attire and lighting.

Upload your background work experience and educational information. As a short-cut, LinkedIn allows you to upload your CV as a word document and pre-fills the information on your profile with minimal editing required.

Claim a LinkedIn URL: specific profile. For example, if your name is John Smith it may generate /john-smith-15432a-432. Claiming a URL would allow John to claim something more simple such as /john.smith. A simple URL makes it easier for potential employees to connect with you if you have your LinkedIn URL on any applications or cover letters.

### Maintain your connections

To start off your network, consider adding peers and colleagues.

If you would like to connect with someone you do not know well, it is best to send an invitation shortly after you have interacted with them. Sending brief personalized note with the connection request is also advisable in this context.

### Keep up-to-date

LinkedIn allows you to follow companies and persons of interest. Following a company on LinkedIn allows you to keep updated with their major projects, interest areas and recruitment opportunity.

You can also alter your news to show developments in areas or industries you are interested in. This may help build your business acumen and commerciality, which many employers look for.

Make sure that you update your profile information as necessary to demonstrate your most recent qualifications and achievements.

The Adelaide University Careers Service regularly Linked-In seminars. More information can be found on their website. The AULSS also run a LinkedIn profile picture taking session once a semester. Follow our Facebook page @AdelaideUniLSS to be notified when the next session will be.

## CLERKSHIPS AND WORK EXPERIENCE.

### What is a clerkship?

A clerkship is a short-term placement in a law firm. Generally, clerks will assist with the work of solicitors in the firm as well as being able to engage in structured or on-the-job training. Most firms will hire graduate lawyers from the pool of people who have clerked.

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[allens.com.au/yourcareer](http://allens.com.au/yourcareer)

### Why should I clerk?

Clerkships are hugely beneficial opportunity for students. Doing a clerkship can allow you to:

- Figure out where you may like to work – one of the best ways to figure out what area of law, what type of law firm and what culture suits you (or even if you would like to pursue a career practising law) is to get first-hand experience in the industry.
- Develop valuable practical skills – in your clerkship you be able to get hands-on experience doing legal work alongside practising lawyers. The skills you learn will be valuable both within the legal industry and other professional jobs.
- Increase your chance of gaining graduate employment – firms will often offer ongoing work or graduate positions to students who have clerked with the firm.

### How do I apply?

Each firm has its own clerkship application process, but most will use the Uniform Clerkship Application dates in their state. If you are interested in applying for clerkships, take a look at the **2018 AULSS Clerkship Guide**, to be released in April.



## EMAIL ETIQUETTE.

It is likely that you will continue to use email as a primary means of communicating with colleagues in the future. Poor email etiquette in the workplace may frustrate, confuse or offend the recipient, and above all, is unprofessional. That's why we recommend adopting good email habits as a student.

At the outset, you should always consider whether email is the most suitable mode of communication in the context. For example, where complex or detailed information is involved, it may be best to send a brief email, and make a follow up phone call to clarify any misunderstandings. Generally, email is used to convey short messages, so you should always try to be as clear and concise as possible.

Here are 5 useful tips to good email etiquette for law students:

### Use a professional email address

- Your university email is acceptable while you are a student.
- Personal email addresses may not be the best option, especially if these accounts are linked to social media or receive a lot of spam.
- Some students set up a separate email address to deal with job applications.

### Include a relevant and concise title

The subject of your email should be both descriptive and to the point, for example 'Application for Summer Clerkship 2017'. This allows the recipient to easily identify the email and its content and reduces the chance of the email getting lost in cyberspace.

### Address the recipients correctly

- Always address the recipient correctly. In some situations, the use of Mr, Dr or Ms is encouraged, for example, emails to a prospective employer. In a less formal setting, an email addressed to Harvey Specter, may simply read 'Dear Harvey'.

- If the recipient is unknown, you may use 'To whom it may concern' or 'Dear Sir/Madam'.

### Use proper and professional style

- Do not fall into the trap of being too casual, especially when emailing employers. Avoid using conjunctions or emoticons used in informal conversation should be avoided.
- Emails should be written in a business-like style. Use clear expression, short sentences and the correct spelling, grammar and punctuation.
- Always consider the tone of your email by selecting your words carefully. Written communication will not reveal the tone of your voice, so it may be worth reading your email out loud to ensure that you do not unintentionally come across as abrupt or demanding.

### Sign off correctly

- Common sign offs include 'Kind regards', 'Yours faithfully', or 'Yours sincerely'.
- Including a signature block with your contact information at the end of each email is advised, including a link to your LinkedIn profile is another suggestion.



# UNIFORM CLERKSHIP SCHEME DATES 2018.

## SOUTH AUSTRALIA

Applications Open	9.00am, Monday 2 July
Applications Close	5.00pm, Monday 23 July
Offers Made	9.00am, Monday 27 August
Decision Deadline	9.00am, Tuesday 28 August

These are provisional dates, as at the time of publishing the uniform clerkship dates have not been finalised.

## NEW SOUTH WALES

Applications Open	Monday 18 June
Applications Close	11.59pm, Sunday 15 July
Offers Made	Wednesday 26 September
Decision Deadline	5.00pm, Friday 28 September

## VICTORIA

Applications Open	9.00am, Monday 9 July
Applications Close	11.59pm, Sunday 12 August
Offers Made	10.00am, Thursday 18 October

## QUEENSLAND

Applications Open	Monday 26 February
Applications Close	9.00am, Monday 26 March
Offers Made	Monday 14 May
Decision Deadline	5.00pm, Tuesday 15 May

## WESTERN AUSTRALIA

No uniform clerkship scheme advertised for 2018.



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# CAREER SERVICES.

## The University of Adelaide Student Life Support

### Services

Law School is an exciting time in your life and the perfect opportunity to kick-start your career development. Whether you want to practice law or utilise your degree in a different industry, it is never too early to start planning where you'll be once you graduate – or even in vacation breaks – and the Careers Service can help you.

The legal industry can be incredibly competitive, especially for graduating students. The University of Adelaide offers support via the Careers Service for students from all disciplines, including Law, to kick-start your career development. Whether you want to practice law or utilise your degree in a different industry, it is never too early to start planning where you'll be once you graduate or take on clerkships/internships. The Careers Service is located on the North Terrace campus and is open year-round, frequently hosting industry events, workshops and courses.

### How can the Careers Service help you?

#### Online Resources include:

- CareerHub is your central online job and resource database and can be accessed from any device, anytime, anywhere. Find graduate opportunities, clerkships and work experience. Access employer events, careers workshops and resources.
- Going Global is a database of international opportunities and internship listings.
- Career Readiness Courses are online resources to navigate you through lots of career topics such as resumes and interviews.
- Careers in Law Website is a University site that contains careers information and videos for students considering a career in or beyond law. Hear first-hand from students who have graduated from the University of Adelaide and are using their Law degree in their career within legal practice or other industries.

#### Workshops and Seminars

The Careers Service run a number of regular workshops to assist with all elements of sourcing and applying for jobs as well as maximising your employability. Bookings essential via CareerHub. Some examples are:

- The Resume Writing Workshop is a tutorial with a focus on cover letter and resume (CV) writing. Careers Service staff will explain step by step what to include in your documents and how to make them stand out to an employer. Bookings essential via CareerHub
- LinkedIn Profile Development Lab is a hands-on development workshop intended to maximise your LinkedIn profile.
- Interview Workshop allows you to improve your interview skills. Join us for an interactive workshop, assisting you with interview techniques and opportunities to practice your skills.

#### In Person Services include:

- Career Advice Appointments are an opportunity for you to discuss your career direction with experienced career advisers. Appointments essential through the Careers Service.
- Application Express Appointments are available to students who have undertaken the Resume Workshop. For further details, visit your CareerHub Dashboard > Build your Resume & Cover Letter.

#### Connecting you with Industry and Employers

During the academic year the Careers Service runs multiple events, offering you the chance to meet employers and industry contacts on campus and in the workplace. These include the annual Careers Expo (March), Grow Your Career Week (August), industry focused panels, mentoring programs, site visits to workplaces, sessions with industry leaders, a vacation fair and more. All events throughout the year are listed on CareerHub.

#### Contact the Careers Service

Please contact the Careers Service for information relating to appointments, career advice and employer related events and activities. Office hours are Monday to Friday, 9am to 5pm.

#### Careers Service

P: 08 8313 5123

E: [career.services@adelaide.edu.au](mailto:career.services@adelaide.edu.au)

W: [adelaide.edu.au/student.careers](http://adelaide.edu.au/student.careers)

Level 4, Hughes Building (next to the Hub)

North Terrace Campus

# TIPS FOR SECURING YOUR FIRST PROFESSIONAL JOB.

## Get Involved

Work experience or volunteering is a fantastic way to gain extra skills and stand out from the crowd. By volunteering your time to reputable organisations, you are not only helping the community, but also gathering evidence of your skills and abilities such as communication and teamwork skills. This could be with a community legal centre or a non-law related organisation.

## Take on an Internship

Contact the Adelaide Law School (or other school office if completing a double-degree) and ask about internship opportunities. It is a great way to gain industry experience and work towards your degree at the same time. Employers look very favourably upon students who have experience in the workplace. Remember, if you are doing a double degree you could look for work experience in a non-law related area.

## Attend an Employer Presentation

Look out for Employer on Campus presentations run by the Careers Service and Next Steps events coordinated by the Adelaide Law School. These are further opportunities for you to hear from employers and recent graduates who have moved into the field. They can give you insights into specific industries, the recruitment process, marketing yourself, job-searching strategies and transitioning into the workplace. Events and presentations are listed on CareerHub.

## Utilise CareerHub

Keep your eyes peeled for new job opportunities on CareerHub! As well as information on events, CareerHub also lists new jobs every day from graduate roles to vacation programs, internships, program-related part time roles and international opportunities. Consider all possibilities – your law degree will qualify you for a wide range of roles.

## Network

Think about attending events where you can establish new contacts. These might be seminars through the Law School, the Law Society of South Australia or social events attended by potential employers. Also, don't be afraid to use contacts that you already have – a friend of your parents or

an alumnus of the University who may be able to assist with your job search. Being active on LinkedIn is also a great way to compliment and monitor your network.

## Stay informed

Do your homework and research a variety of employers, industries and pathways. Follow people and organisations that you are interested in on LinkedIn or on other platforms to put your learning into context and keep up to date with trends, changes and news.

## Get involved

Most organisations, including law firms are looking for well-rounded individuals as well as strong academic performance. Employers like to hear about your achievements, awards and extra-curricular activities. This could include leadership roles such as the University's student employability development program or peer mentoring scheme, AULSS roles, community, sporting or music commitments.

## Join Professional Associations

Become a student member of a professional association in your future field or not-for-profit organisation that aligns with your values. There are many benefits to membership, including gaining insight into your field and receiving invitations to networking and social events.

## For our International Students

If you are an international student use every opportunity imaginable to practice your English skills. There are many opportunities available to help you improve your skills. Choose English electives if possible in your degree. Try to expand your social networks to gain more confidence and practice. Good English skills will set you apart from the other graduates when applying for full time employment.

## Think outside the box

Look beyond your studies to reflect on the job market and industry, and discover non-mainstream opportunities or pathways that may be available to you now or in the future!

# RESUME TIPS.

## What is a resume?

Your resume is a formal marketing document that presents an employer with the most positive and relevant information about you and your experiences. It is a standalone document and is often the first impression that an employer will have of you so it is important to present your information in a clear and neat format that is free of errors. Your resume must be tailored for each specific job you that apply for, therefore it may need minor adjustments frequently.

## What are you trying to achieve?

Writing your resume is the first step towards getting a job. The purpose of a resume is to entice an employer to offer you an interview. An employer may spend 1-3 minutes scanning your resume and only 10 seconds to make a first impression. This means that the content must be clear, concise and targeted to the job or occupational field for which you are applying.

## How should you start?

Starting with a blank page can be very difficult. Looking at a resume example can make the process easier and there are examples on CareerHub. Just be aware that other students can also access these templates so make your resume a little different from the template.

A useful starting point is to make a list of all your skills, experiences and achievements. This process will help you think about the information you want to include in your resume and will increase your awareness of the qualities and experiences that you can talk about at the interview stage. When you are thinking about the sort of information that should be included in your resume consider your audience (the employer) and the type of skills and experience that they are looking for. Refer to the job advertisement to ensure that you meet their requirements.

## How should your resume be presented?

Your resume should present your information in a way that allows your strengths and most relevant experiences to emerge in order of most to least important. Consider the information and categories that are most important and make sure that this information is on the first page of your resume. The information on a resume is presented in reverse chronological order, allowing the most recent and relevant information to be displayed first.

## Formatting Tips

- Most graduate resumes will be 2-3 pages long.
- Choose a clear and consistent font for your document such as Arial, Calibri or Times.
- Each heading should be presented in a size 14-16 font.
- Text in the body of your resume should be size 11-12 font.
- It is wise to footnote each page, to include your name, contact details and page numbers.
- Ensure your document is free of grammatical and spelling errors.
- Format your document consistently. For example, if you use dot-points, make sure all points across the document are lined up to the same mark.
- Ensure that the most relevant experience appears first in your employment history.

## Extra Note: Referees

Referees are people who are willing to testify to an employer on your behalf. A current or previous manager is your ideal referee but a co-worker, lecturer, academic supervisor or colleague in an association or volunteer organisation are all possible referees. Friends and family members are unacceptable referees. Two to four referees are ideal but remember: quality is better than quantity! Ask the Careers Service team about our resume resources.

# WRITING A COVER LETTER.

## What is a cover letter?

A cover letter is a link between you, your resume and a job advertisement. The document is a personal statement on your own behalf to seek a job interview with a particular organisation.

Your letter highlights the achievements, qualifications and experience listed in your resume and pinpoints the aspects of your life that have particular relevance to a particular job. Most employers will say they want good communication skills in their staff - the letter gives you the opportunity to demonstrate those skills. A cover letter's style, accuracy and quality will be the most powerful evidence you can produce in support of your own suitability.

## How should you start?

Your cover letter should be different for every new job application. While your resume may only require minor alterations for different positions, the letter must be tailored completely to the requirements of the job and organisation you want to join. In a competitive market, employers will look for reasons to reject applications and a poor-quality letter will attract unfavourable notice and be unlikely to lead to an interview. Do not fall into the trap of writing a 'form letter' where you only change the name and address of the target. As a general rule, never send the same letter twice, although you might reuse particular elements many times over.

## Important things to remember

- Unless specified in the job advertisement, never send a resume without a covering letter.
- Before you begin, do some research about the company or organisation on their website.
- If you want to be considered for a position, you must follow the employer's instructions exactly. Your letter should mention job requirements in the advertisement. If you are required to answer particular selection criteria (common for university or government positions) or fill in an application form then you must do this. In these cases you need to point out in the letter that you have provided and attached the requested information.
- There may be some requirements that you do not possess. Make sure that you demonstrate

your understanding of the requirement and your ability and intention to remedy the omission.

- Where possible, the letter should be personalised to a particular individual. This may involve telephoning the organisation to ask reception for hiring manager's name and title. Be sure to use the correct title and spell the name correctly.
- Many organisations and professions have their own particular language or jargon to describe their procedures, particulars of equipment and other important components. Effective and credible use of this terminology in your letter will identify you with the group you are hoping to join. Make sure you understand the terminology first and only use it where you are sure the reader will have a similar understanding.

## Formatting Tips

- The letter must be written in formal style.
- Cover letters are usually no longer than one page but it is more important to mention vital aspects of the position than to keep the length of the letter to one page.
- Choose a clear and consistent font for your document that matches the font in your resume (e.g. Arial, Calibri or Times).
- Text in your cover letter should be size 11-12 font.
- Ensure the document is free of grammatical and spelling errors.

## Extra Note: Selection Criteria

For government positions and many other applications, a formal address of Selection Criteria may also be required to accompany your resume and cover letter. Selection Criteria refers to personal attributes deemed to be essential or desirable for an applicant to successfully undertake the duties involved in the role. You will need to support your application with specific examples of how you successfully used the knowledge/skill/attribute listed or obtained the relevant experience. Ask the Careers Service about our cover letter and selection criteria resources.

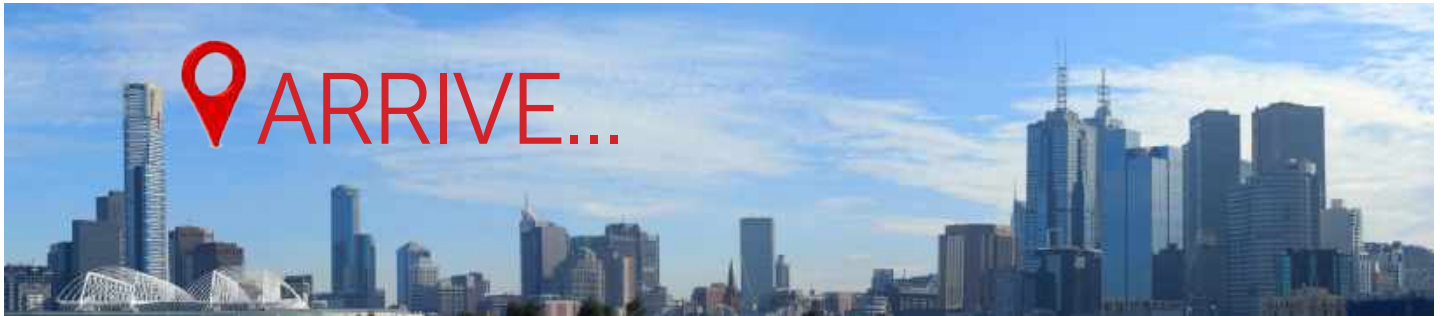


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We will dedicate time to your development as an up and coming lawyer in our team: an investment in you is an investment in our future, and the future of our valued clients.

You will find that our partners and staff are approachable and happy to share their knowledge and experience with you. We encourage our clerks, graduates and trainees to get as much exposure to different practice areas and ways of working as they can – this is a reflection of how we work as a wider organisation; a fully integrated, cohesive, national team.

## OUR CLERKSHIP & GRADUATE PROGRAM

We are looking for law students who have excelled academically, are client focused, commercially minded, and work well in a team environment. We are especially keen to talk to students who have an additional technical degree!

Our structured four week program helps clerks learn through a combination of hands-on experience, training, coaching and observation.

Students who complete a clerkship are eligible to be considered for a position in our next graduate program. This program runs for 12 months and includes rotation among different practice areas to help determine the area of law which best suits you.

## APPLICATIONS

If your ambition is to develop a career in commercial law and you possess the drive to make your ambitions a reality, we want to hear from you. If you also have a desire to work interstate one day, let us know! We welcome the opportunity to assist our team members with personal career development.

Applications are welcome from both penultimate and final year students, and open from 2 July 2018 via cvMail or our website.



## Local Presence

Lipman Karas is a specialist legal practice representing corporate, government and private clients.

With offices in Adelaide, Hong Kong and London, our team has an exceptional track record of consistently outstanding results in some of the most challenging, complex and high profile commercial litigation in the Asia Pacific region and internationally.

## Global Opportunities

A career at Lipman Karas provides opportunities and experiences that are unrivalled in South Australia.

Lipman Karas offers lawyers commencing their careers a chance to work with recognised leaders in their field on litigation projects, investigations and inquiries that are unique in both magnitude, complexity and geographic reach.

Clerkship applications are accepted from law students in their penultimate or final year of law.

Clerkship applications close Monday, 16 April 2018. For information on the application process please visit [www.lipmankaras.com](http://www.lipmankaras.com).



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## Insight from an LK Senior Associate

I started at Lipman Karas as a summer clerk in 2008. Many years later I am still with the firm as a Senior Associate, having spent a year as an associate to a Supreme Court Judge and four years working in Hong Kong.

Working at Lipman Karas has been extremely rewarding, providing me with the opportunity to work on significant litigation projects and to broaden my experience internationally whilst learning from a diverse and talented group of lawyers.

### Early experience and impressions

Commencing as a clerk I thought that my work might be relatively mundane, but my experience was the opposite. I immediately assisted in an appeal and conducted legal research for written submissions. After years at university, it felt like “real” law. The work was interesting and challenging. After my clerkship I was fortunate to be offered an ongoing role as a clerk while I finished my university degree.

In my first few years as a clerk and then an Associate I assisted in significant, large-scale litigation, including litigation arising from one of the biggest corporate collapses in Hong Kong’s history, the Akai group. I also had the opportunity to work on an appeal to the Court of Appeal of Western Australia in *Westpac Banking Corporation v The Bell Group Ltd*, which is one of the longest running cases in Australian history.

Looking back, one of the greatest influences for me has been the amount I have learnt and continue to learn from my colleagues. Lipman Karas’ lawyers come from a diverse range of backgrounds and have experience across a number of jurisdictions, including Hong Kong and the United Kingdom. This collective pooling of knowledge and talent is an invaluable resource to a young lawyer and being able to access and share some of that knowledge has definitely helped to advance my career and understanding of the law.

### Work at Lipman Karas

Lipman Karas’ matters are often complex and require in-depth research and the analysis of large amounts of information with a high degree of attention to detail.

The work is also truly international and clerks are exposed to a range of different jurisdictions. I have mainly worked on Australian and Hong Kong cases but clerks may find themselves researching law in other common law jurisdictions, for example, the United Kingdom, Canada and offshore jurisdictions.

Much of my work relates to commercial fraud occurring in the Asia Pacific region and I have worked on a range of investigations and claims against directors, auditors and third parties arising out of corporate insolvency, as well as a substantial international arbitration.

### Opportunities

Lipman Karas provides its lawyers with a number of opportunities to advance their own qualifications and experience, including a strong training program and actively encouraging professional development. A number of colleagues have undertaken further study with the support of the firm.

Personally, with the support of the firm, I managed to secure a one-year associateship with the Honourable Justice Kelly in the Supreme Court of South Australia in 2010. It was a great experience and I was lucky enough to be offered a role returning to Lipman Karas at the end of that year.

In 2013 I moved to Hong Kong and joined the firm’s office there. The firm supported me in studying for the Overseas Lawyers Qualifying Exams and I was admitted as a Hong Kong solicitor in 2015. I thoroughly enjoyed my four years in Hong Kong, which was a period of great development in my career.

I am now based in Adelaide, but continue to work on both Hong Kong and Australian matters. In my time at the firm Lipman Karas has grown substantially, including the opening of the Hong Kong and London offices, but remains true to the values I found when I first joined the firm.

**Rowan Tape**  
Senior Associate

**ADMISSION TO  
PRACTICE AND  
THE GDLP.**

# THE GDLP AND PROVIDERS.

Finishing your law degree is a milestone and a great achievement, but unfortunately it is not the only thing you need before you start practising as a lawyer. The Graduate Diploma of Legal Practice (GDLP) is a compulsory requirement to be admitted as a barrister and solicitor in South Australia. The GDLP is designed to provide students with the practical skills needed to work as a lawyer, and accordingly, students will gain exposure to the profession through legal placement during the program. Students will develop new legal knowledge through a range of compulsory and elective subjects, and new skills in areas such as legal drafting, file management and advocacy.

There are several providers of this postgraduate training.

## College of Law

The College of Law offers a 15 week (full-time) or 30 week (part-time) course, offered at multiple start dates throughout the year. If the online option is selected, five days of onsite attendance in the Adelaide CBD is required at the beginning of the course. The program consists of coursework, work experience, and continuing professional education. In regards to work experience, students have a choice between completing 75 days of placement, or 25 days plus a clinical experience module.

## Leo Cussen Centre for Law

The Leo Cussen Centre for Law offers both full and part-time courses for students completing the GDLP, which can be taken onsite or online. The full-time course takes place over 24 weeks, and includes three weeks of professional placement. However, students should note that the online course requires 13 days of intensive face-to-face training in Melbourne or Perth. There are two intakes for the full-time course in January and July, and one intake in January for those completing the program part-time.

## Adelaide University/Law Society of South Australia

The University of Adelaide offers the GDLP in conjunction with the Law Society of South Australia. Depending on preference, this program can be completed in as little as six months or up to three years. In 2018, there will be four different intakes, in February, April, July and October. The program consists of five compulsory courses and two elective courses, and includes up to six weeks (225 hours) of professional placement. Students will also complete five hours of Continuing Professional Development (CPD).

## GETTING ADMITTED

When you have successfully completed a tertiary study of law and the GDLP, you will have satisfied both the academic and practical requirements for admission to practice. However, applicants must then satisfy the Board of Examiners that they are of good character, which requires full disclosure. They must also ensure that their documents have been submitted to the Law Society by the date prescribed for their chosen admission hearing.

Once the Board has given their approval, applicants are able to be admitted to practice, and will need an admitted practitioner to move their admission. The final step is to obtain a Practising Certificate, which is required before one commences practising law in South Australia. Once admitted in South Australia, one can apply for a Practising Certificate in other states and territories via mutual recognition.



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At Leo Cussen our trainees learn how to practise law in a very professional, yet friendly and engaging environment. In our online blended learning program, you work predominantly online but with 13 days of face-to-face instruction to give you a more personalised mentoring program. Alternatively, you can undertake our full-time onsite course from Melbourne's CBD, where we find your professional placement for you.

We believe that practical legal training should be just that, practical. That's why both our onsite and online training programs incorporate small group training, comprehensive and personalised mentoring and feedback, to provide the finest practical training experience.

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# LEGAL CAREER PATHS.



# ASSOCIATESHIPS.

An associate is an assistant to a Judge of the Court, who undertakes legal research and administrative tasks such as organising the Court diary and liaising with Court staff and counsel. An associateship typically lasts for one year, and is often undertaken the first few years following graduation. In South Australia there are opportunities in the Magistrates Court, District Court, Supreme Court, Federal Court, Federal Circuit Court and Family Court. Applications can also be made to other jurisdictions interstate, as well as the High Court of Australia.

To learn more about associateships, the AULSS caught up with Katie Warner, Associate for Justice Parker in the Supreme Court of South Australia.

## **What tasks have you undertaken in your role as an associate?**

The role of an associate varies greatly on any given day. Broadly speaking, my job is to organise my Judge's hearings in Court and the publication of his judgments. There are many (somewhat less glamorous) tasks that are incidental to that broader role, which include inter alia listing matters, setting up Court rooms, liaising with counsel, organising video links, calling prisons, drafting orders and managing Court files.

Since starting at the Supreme Court, I have attended a two week civil trial, numerous Court of Criminal Appeal and Full Court hearings, Magistrates appeals, appeals from Masters of the Supreme Court, bail hearings, interlocutory applications and applications for judicial review. Generally speaking we will sit in Court at least 4-5 times a week (although this depends on the month and how well I have organised the calendar). During my time at the Courts I have also assisted in the drafting and proofing of judgments, undertaken legal research and drafted the headnotes for my Judge's published judgments.

## **What have been some of the highlights or most interesting moments in your time as an associate?**

This is a difficult question. I particularly enjoyed sitting in a civil trial and watching counsel cross-examine witnesses. It has also been fantastic to see high quality advocates in Full Court and Court of Criminal Appeal hearings. An associateship is a great opportunity for young lawyers who are

thinking of going to the Bar – in practice there is rarely time or opportunity to see advocates in action.

I suppose the most interesting part of being an associate is the variety of different matters you are exposed to. For example, since starting at the Courts I have sat in on matters that concern defamation, administrative law, tax law, contracts, property law, negligence, sentencing, bail and criminal offences including violent assaults, sexual offences, drug possession, drink driving and murder (just to name a few).

## **What can students do to better place themselves for an associate position?**

No surprises here – extensive work experience, high grades, volunteering and a strong work ethic will put you in good stead. I suppose the best advice (beyond the obvious “get good grades” rhetoric) is to start preparing your CV early in your law degree. I would encourage students to network, take up work experience (even unpaid work experience), volunteer at community legal centres and embrace any opportunities that come your way.

## **How would you recommend interested students apply for an associate position?**

It is important that students in their final and penultimate years start preparing their applications early. Most Judges hire one or more years in advance. In terms of the form of your application, you should email and/or post a cover letter, CV and academic transcript to the relevant Judge's chambers. There are no hard and fast rules with respect to the content of these documents. I will note one point – your cover letter should be aimed at the Judge you are applying for. Generic letters will not get you very far. Read the transcript of the relevant Judge's Swearing in Ceremony. This will give you some insight into the type of matters the Judge specialises in and details about their career prior to their appointment to the Bench.

## WORKING AT THE BAR.

Barristers are professional advocates with a specific skill set which focuses on dispute resolution, trial strategy and evidence law. They spend a great deal of time in court but must also interview witnesses, negotiate potential resolutions and liaison with solicitors. Barristers do not receive work from clients directly but instead rely on solicitors to refer opportunities to them. A solicitor who advises a client on a matter which involves a complex or high-stakes trial will often refer the client to a barrister to handle the advocacy portion of the work. This means that barristers are reliant on solicitors for work and must maintain a good reputation and a solid professional network. This reliance on establishing and maintaining such a network is part of the reason that most aspiring barristers begin their careers as solicitors.

After completing their GDLP, students may be admitted to practice law as both a solicitor and barrister. However, to be recognized as a barrister by the South Australian Bar Association, lawyers must also undertake the Bar Readers course under the supervision of an experienced barrister.

Many aspiring barristers begin their careers with a role which involves a significant amount of in-court work. This may include undertaking an associateship, then joining a dispute resolution team. After gaining some valuable experience (and beginning to grow their network and reputation within the legal community), young lawyers can then begin working as a solicitor in their chosen area of law. After spending time in this role and developing practical legal skills, the lawyer can then consider taking the Bar Readers course and beginning the next stage of their careers as barristers.

This is a high pressure but rewarding career path. After years of hard work, barristers may eventually obtain the prestigious title of Senior Counsel. Further, it is common for judges to work as barristers before joining the bench.

Important core courses for this career pathway include Criminal Law (LAW 2599), Dispute Resolution and Ethics (LAW 3501) and Evidence and Advocacy (LAW 3502). Suggested electives include Moot Court (LAW 2518), Sentencing and Criminal Justice (LAW 3520), Law Reform (LAW 3534) and Miscarriages of Justice (LAW 3546)

## PRIVATE PRACTICE.

Private practice refers to practising law within a firm. This is the most established path for law students finishing university, as firms will hire clerks through their clerkship scheme or undertake graduate recruitment.

The benefits of working in a private firm are that you are likely to be working in a large firm with many different teams, allowing you to have some choice as to what areas of law you are exposed to. You will eventually be placed in a team, which gives you a structured environment and the ability to learn from more senior lawyers.

While most lawyers start their career in private practice, it is common for lawyers to leave the profession or elect to transition to a different role after a few years. This is partially because the skills you will gain in private practice are transferable to a number of different areas and are recognised as such by most organisations. If you choose to stay in private practice, the typical career progression is from graduate to lawyer to senior associate, and eventually to partner. This process may take between 10 to 15 years.

If you are interested in pursuing a career in private practice, consider the clerkship scheme and graduate recruitment options offered by firms. Work experience at a firm may also be of great benefit.

## IN-HOUSE COUNSEL.

Large companies are increasingly employing lawyers as permanent members of their staff rather than outsourcing their legal work to firms. In-house counsel must possess a broad range of legal expertise with an emphasis on intellectual property, tax, equity, corporate governance and compliance law. A key part of their role is to inform the decision-making process within the business. As such, they must not only have a sound knowledge of the law but also a keen awareness of the commercial realities faced by the company.

In-house counsel typically work within large corporations, such as banking, accounting, and mining corporations. Some of these companies have graduate programs for lawyers who have just completed their studies. However, in-house counsel are more commonly experienced lawyers who already possess a broad range of skills which will benefit the business. Ultimately, in-house counsel must have a comprehensive understanding of the business and industry as a whole. As such, students which are passionate about an industry outside of the law may be suited to this career path.

Students considering a career as an in-house counsel should consider completing a double degree (ideally in economics, finance or commerce). While at university, it may be advantageous to participate in both legal clerkships as well as business internships to provide a broad foundation of business experience. After graduating, they may pursue an in-house graduate program. Alternatively, they may spend time working as a solicitor within a law firm, with a view to eventually transitioning to in-house legal work.

Important core courses for this career pathway include Commercial Transactions (LAW 1509), Contract Law (LAW 1510) and Corporate Law (LAW 2598). Suggested electives include Competition Law (LAW 2565), Business Tax and GST Law (LAW 2569), Commercial Equity (LAW 3511), Financial Transactions (LAW 3513), Corporate Disclosure Obligations (LAW 3520) and Corporate Gatekeepers: Regulatory Perspectives (LAW 3543).

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**PRACTICE  
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# ALTERNATE DISPUTE RESOLUTION.

Alternative Dispute Resolution (ADR) is a term that encompasses the variety of ways which disputes may be resolved outside of the court system. Resolving disputes through the courts is increasingly a costly, inconvenient and slow process. As such, ADR is an important component of the law as it enables parties to avoid the process of litigation and can lead to more amicable outcomes.

The main processes of ADR include:

## Mediation

The parties negotiate with the assistance of a neutral, third party mediator. The mediator does not give advice or decide upon the outcome.

## Arbitration

A third-party arbitrator will hear the issues as presented by both parties. The arbitrator will make a binding determinative ruling at the end of the process.

## Conciliation

Conciliators will help the parties identify issues, discuss options and try to reach an agreement. While conciliators are actively involved in proceedings, they cannot make binding determinations.

An ADR lawyer must have a variety of different skill sets, including an understanding of the particular area of law, strong interpersonal skills and the ability to communicate with the client or other parties. Students interested in alternative dispute resolution will facilitate these skills in the compulsory course of LAW 3501 – Dispute Resolution and Ethics. Competitions run by the AULSS, such as the Negotiation Competition and Mediation Competition, will also be very helpful for preparing for a career in ADR.

To learn more about ADR, the AULSS caught up with Alison Shaw, Mediator at SHAW Dispute Resolution.

### **What drew you to this particular field?**

I had my lightbulb moment in 2011 when I learnt a completely new way for people and businesses to resolve their disputes without courts.

### **What are the challenges of alternative dispute resolution?**

As a partner in a law firm it was impossible to offer mediation services from within a law firm. People came to me to represent them not to resolve their dispute by mediation. So that's when I set up SHAW DR. Other challenges include the profession being comfortable with the status quo of litigation and not embracing mediation and arbitration.

### **What are the highlight and/or interesting aspects of ADR?**

Since mediating, my belief in people and their ability to reasonably resolve their own disputes themselves without Courts has increased dramatically. The best mediators ask questions and listen without judgement.

### **What skills do you think are important to your role?**

The important skills in mediation are being comfortable with being uncomfortable about the potential outcome and having the emotional intelligence and empathy to read the body language, the tone, and the mood to help people make decisions for themselves with the discipline not to offer advice or opinion.

### **What advice would you give to students wishing to pursue a similar career path?**

Irrespective of whether you want to be the mediator or the legal representative at the mediation, it is now just as important to learn the mediation process as it is civil procedure and make sure you know how you can add value to the process.

## BANKING AND FINANCE.

Banks and financial institutions are subject to a complex framework of laws. Banking and finance lawyers assist their clients to navigate these regulations on a domestic and global scale.

Banking and finance lawyers often advise the major banks or financial institution. Some of this work may include negotiating financial agreements, advising on mergers and acquisitions, changes to capital structure or liquidations, and liaising with regulators such as the Australian Prudential Regulatory Authority, Australian Competition and Consumer Commission, Australian Securities Exchange and Australian Securities and Investments Commission to ensure compliance.

Skills relevant to banking and finance include the ability to understand complex issues quickly, commerciality, an aptitude for working under pressure and strong communication skills. While you can learn on the job, students with a double degree in commerce, finance or economics may be more suited to this area. Work experience in the financial sector will also greatly advantage you for a career as a banking and finance lawyer. Most large commercial firms will have banking and finance teams, so if you are interested in this area consider applying for a clerkship at a commercial firm.

## CORPORATE ADVISORY.

Corporate advisory is a general term that encompasses advice clients on issues arising in business or trade. This process may include many of the practice areas in this section, such as banking and finance, tax, litigation, alternative dispute resolution and intellectual property. However, some of the most significant issues in corporate advisory include mergers and acquisitions, corporate restructures, capital raisings or insolvency.

A career in corporate advisory can be challenging, as high-stakes transactions often involve quick deadlines and the management of many different teams (sometimes from different firms) simultaneously. However, a career in corporate advisory can also be very rewarding. Corporate advisory is broad, and lawyers can choose to specialise in an area of interest. Further, junior lawyers in corporate teams are often given significant responsibility and client-facing roles early on in their career.

Corporate advisors managing transactions need to have a clear interest and understanding of the nature of the business undertaking the transaction. Strong problem-solving skills are necessary, and attention-to-detail is paramount. The corporate teams of most large commercial firms will focus on corporate advisory, so interested students should consider a clerkship with a commercial firm. Interested students should also consider commercially focused electives, or completing a double degree in finance, commerce or economics.

# CRIMINAL LAW.

To learn more about Criminal Law, the AULSS caught up with Tina Halikias, an associate at the Magistrates Court.

## **What is your experience working with criminal law?**

I am currently an associate at the Magistrates court, which involves dealing with many criminal cases (and also some civil cases). Working in criminal law was a fantastic and rewarding experience. I worked in the summary prosecutions unit of the Department of Planning, Transport and Infrastructure in my last year of university and during my GDLP. I very quickly I discovered that files moved very quickly, so good communication skills and the ability to quickly identify the issues were key. More often than not, I was required to take a file and appear in court at the last minute without having had any prior conduct of the matter, and so it was important I could identify the key points a Magistrate was interested in at that particular hearing – this became so much easier with time.

## **What are the benefits of working on criminal cases?**

The benefits on working on criminal cases, especially as you begin your career and finish your studies, is that you very quickly begin to pick up advocacy skills, the basics of having conduct of a file and thinking on your feet. These are things that university doesn't always give you the opportunity to do. For me, I really enjoyed driving out to suburban and country Magistrates Courts, where I could meet new people and appear before different Magistrates. To work in criminal law, you have to be able to deal with all walks of life, including clients that may have drug or alcohol-related issues. It can be difficult at times but I find it very interesting.

## **What would you recommend for students interested in criminal law?**

I would recommend that students interested in the criminal law take advantage of as many practical opportunities as possible, such as completing work experience at the Director or Public Prosecutions or shadowing a barrister working on criminal matter. I understand that 'getting a foot in the door' these days is incredibly difficult, so it might even be helpful considering taking up opportunities on the periphery like in policy and legislation, or working

for community organisations to continually develop your skills, which are things that I did.

Looking for work at the Duty Solicitor Service (Legal Services Commission of South Australia) is a really good place to start as they often employ quite a few junior solicitors, often taken straight from university, and train them. Listening to pleas and committal hearings is also very useful thing to do if you want to get your head around criminal law.

# EMPLOYMENT LAW.

Lawyers who work in employment law deal primarily with the relationship between employees and employers. This is a constantly changing area of law which requires practitioners with a strong knowledge of contract law as well as the statutory framework which guides employment conditions in Australia. It is a people-focused area which aims to balance the (often competing) interests of employees with the commercial goals of their employers. Employment lawyers usually work closely with human resources departments to provide employment conditions which benefit both businesses and employees whilst ensuring that the company complies with its obligations under the broader employment law framework.

Most large commercial firms have teams specialising in employment law. Employment law teams often work on specific issues arising in the employment context, or advise on the employment law perspective of larger transactions such as the sale or acquisition of the company. As such, students interested in employment law should consider applying for clerkships at commercial firms as they near the end of their degrees. It may be helpful for students interested in employment law to work in an office environment while they study to get a sense of what the day-to-day interactions between employers and employees is really like.

Important core courses for this career pathway include Contract Law (LAW 1510) and Administrative Law (LAW 2504). Suggested electives include Law of Work (LAW 3517), Contract Law: Selected Issues (LAW 3531) and Anti-discrimination and Equality Law (LAW 3509).



## ENVIRONMENT AND PLANNING.

If you enjoyed Property Law and have a passion for protecting South Australia's natural scenery and wildlife, then environmental and planning law may be for you! This area of law concerns the rules and procedures which must be followed by individuals and businesses wishing to commence building activities in South Australia (and the consequences which arise when the procedure is not followed). Planning law is largely governed by statute and disputes are usually heard in the Environment, Development and Resources Court. The law is designed to strike a balance between the need to promote legitimate and prosperous development projects, whilst protecting the environment and maintaining Australia's naturally beautiful scenery and wildlife.

Aspiring environmental and planning lawyers should have an understanding of the underlying social, political and economic issues behind resource allocation and development. This will help them to develop an understanding of how natural resources can be used in a sustainable, yet productive, manner. This may also open up additional employment opportunities outside of the traditional lawyer role (for example, you might consider a position at the Department of Environment and Energy or the Department of Agriculture and Water Resources). You may also consider applying for clerkship positions within environment and planning practice groups in order to gain an understanding of how this area of law operates in practice.

Important core courses for this career pathway include Property Law (LAW 1511) and Administrative Law (LAW 2504). Suggested electives include Environmental Law (LAW 2511), Minerals and Energy Laws (LAW 2517), Biodiversity, Planning and Regional Australia Study Tour (LAW 2567) and Climate Change Law (LAW 2568).

## FAMILY LAW.

To learn more family law, the AULSS caught up with Cathy Nelson from Nelson & Co Solicitors.

What has been your experience with family law? I am currently a partner of the Family Law Firm Nelson & Co Solicitors. I started off in criminal law, then did a bit of mixed practice for a while. More and more family law clients started coming my way and I built up an expertise in the area. I would say that it's harder to do a bit of everything these days, that is why people specialise more often than not. Most people that do family law stick with it as it lends itself more to specialisation because the law is quite complex and it covers a lot of areas, not just property settlement and children's issues, but also a bit of corporate and business law (and even a few other bits and pieces).

### What are the benefits of family law?

There is quite a large variety of areas covered in family law, so the job isn't mundane or too repetitive and it keeps you on your toes. It can be emotionally draining and intense as you are dealing with people who are often going through the worst stages in their lives, but at the same time it's highly rewarding when you can help them and ease that stress they're going through. It's particularly rewarding when you are able to help children that are going through a rough time because some of the things you see when working on kid-related cases is really heavy.

### What would you recommend for students interested in family law?

My first piece of advice would be, before you getting into the field, make sure you have good people skills, are able to empathise with people, be sensible and pragmatic, but at the same time have a good sense of humour. Clients are usually distressed and angry and sometimes take that out on their lawyer! If you believe you are an appropriate fit for family law, then you should try to get work experiences in family law practices whilst studying to see what's involved, then if you think it suits you, apply to work in family law firms. The way you sell yourself is to do family law and other allied law subjects, particularly child-related subjects if they still exist. However, in an interview, it will come down to personality and whether you have the right traits to be able to cope with the climate of a family law firm.



# INTERNATIONAL AND HUMAN RIGHTS LAW.

The scope of international law opens a variety of different career opportunities. Within this diverse field, two notable areas are International Humanitarian Law and International Human Rights Law.

International Humanitarian Law (IHL) deals with the law of armed conflict. Careers in the field can range from working as a legal officer with the Australian Defence Force to working with the International Committee for the Red Cross. IHL is touched on while studying the International Law course, however if you have a keen interest in IHL, there is also an IHL and Advocacy elective available to study.

In the field of Human Rights Law, a great way to get involved is the Human Rights Internship Program. This is a 3-unit elective, in which students intern with a human rights organisation for a period of 6 weeks, including a research task. The human rights organisation can work nationally or internationally. The aim of the course is to solidify your understanding of human rights by showing its practical application. For more information on the course, visit the university website or get in touch with the course coordinator.

To learn more about human rights law, we caught up with Sarah Dowd who is a solicitor at Ward Keller.

## **What work have you done for Human Rights Law? Have you done any experience internationally?**

I'm currently working for the largest and oldest firm in the Northern Territory, Ward Keller. Ward Keller is primarily a commercial firm, however it has a strong migration team and I have had the opportunity to work on a number of migration law cases that involve human rights breaches. As one example, last year we worked on defending the rights of a 5 year old asylum seeker who was being held in a Darwin detention centre. As a five year old she was suffering from PTSD and had been prescribed antidepressants. The Iranian girl drew stick figure people with their lips sewn shut and displayed a number of inappropriate sexual behaviours because of her experiences whilst in detention in Nauru.

We sought court action against the Department of Immigration to prevent her return to Nauru and eventually reached a settlement with the Department.

## **What did you get out of this work? What are the benefits?**

This type of work allows you to see first-hand the power of a law degree and the life changing impact you can have as a lawyer. I found that the work can sometimes be emotionally taxing, particularly when circumstances such as those outlined above are involved, but when you are able to provide the client with results and a brighter future, the sense of achievement is incredible. To be able to significantly change the course of someone's life for the better is a real privilege and makes the long nights and weekends worthwhile.

## **What would you recommend for law students who are passionate about pursuing jobs in human rights law? Do you have any tips for applying internationally?**

Look at opportunities in your own community! Whilst there are some very worthy and I'm sure fulfilling opportunities internationally, I am a big believer in making a difference in your own backyard. I believe as law students attending a prestigious university such as Adelaide, it is very easy to forget that there are many people much less fortunate than us in our own community. So I would recommend volunteering with legal aid organisations and look to opportunities in Northern Australia. Not only are these organisations desperate for volunteers, you will gain some incredible experience that looks great on a CV. Northern Australia offers great challenges for those interested in the human rights of Indigenous Australians and Migration clients thanks to our location. I've had friends who in their first year out of university have held significant posts on both sides of the Royal Commission into the Protection and Detention of Children in the Northern Territory. The opportunities for those willing to travel to remote areas domestically are incredibly rewarding.

# INTELLECTUAL PROPERTY LAW.

Intellectual property (IP) is a category of property that surrounds the ownership of intangible creations of human intellect, including copyright, patents, trademarks, designs, secret processes and formulae. IP law is designed to encourage innovation, and to protect businesses and their competitive advantage. As IP law centers on new ideas and technology, it is a dynamic and exciting field to work in.

To learn more about IP, the AULSS caught up with Paul Gordon, Senior Associate at NDA Law. Paul specialises in IP, technology, social media and privacy law.

## **What does a day working in IP involve?**

The beauty of IP is that the field is very diverse and every day can be different. On a given day you could be working on a trade mark application and submissions to IP Australia, or on an assignment of a patent, or you could be in court for a dispute concerning copyright infringement. I have worked with artists and authors in relation to their copyright, through to patents as diverse as hair extensions and mining equipment. It can also involve social media and technology law, with clients including social media agencies or IT start-ups. There is some overlap between IP and general commercial practice as well.

## **How did you find yourself in IP?**

My background is law, commerce and IT, so intellectual property was a natural fit. During university I did a lot of clerking and rotations in different areas. IP was the area that worked best for me. What I like about it is the fact that it is ever-changing and therefore it never gets boring, as you are always learning about something new.

## **What are the key challenges in IP?**

IP lawyers have to keep up to date with new technology. At the moment there is a lot of chatter about blockchain. Having to skill up on new things and learn about new technology as it arises is a key challenge in this field. Developing an understanding of the underlying technology itself is very important to advise clients well. However, there are only so many hours in the day, so you might find yourself specialising in a specific area, for example the wine industry, and foregoing other areas of expertise.

## **What is the importance of IP in the future?**

IP is only going to become more important as we move to a more technology-based economy. The future of work with automation and global competition mean that, as a society, we are going to struggle if we do not invest in new technology. Especially in Australia, where our comparative advantage is in high value sectors like innovation and technology, IP is and will remain particularly important to our economy.

## **Do you have any advice for students interested in IP?**

Firstly, read widely to increase your knowledge in a variety of technology and arts areas. Second, get as much work experience as you can. It is essentially a numbers game, so volunteer and apply to as many clerkships as possible. Even if it does not turn into a job at one particular place, your experience will be valuable to other potential employers.

# LITIGATION.

In order to learn more about litigation, the AULSS caught up with Hannah Doyle, Senior Associate at Illes Selley Lawyers.

## **Can you tell us a bit about litigation and your role?**

Generally speaking, litigation is an action brought by a party to enforce a legal right. It involves advising clients on legal rights in relations to disputes and the appropriate actions, whether that be a form of alternate resolution such as mediation, or formal litigation through the court system. I work as a solicitor in a litigation practice, which means that I spend a lot of my time advising clients about litigation that they might wish to pursue or that they might need to defend. I have a role in every stage of litigation. Before litigation commences, I work closely with clients advising them about their rights and legal options open to them. Once litigation is underway, I work closely with clients and with barristers in preparing the matter so that it is ready for trial. During a trial, I either attend Court alone to argue the case for my client or retain a barrister to argue the case on behalf of my client.

## **What are some of the challenges of working in litigation?**

Litigation is very challenging. Often there are very tight deadlines that need to be met. This can involve a lot of pressure to work quickly and competently. As a solicitor working in litigation, you have the important responsibility of explaining the litigation process to your client regularly and continually and helping them understand what is going on (and its legal ramifications), as well as completing the substantive work required of you and responding to any demands that the barrister with whom you are working might have. It can be quite challenging to manage all these competing demands on your time!

## **What would you consider are the highlights/interesting aspects of litigation?**

Every piece of litigation is different and presents new issues and challenges for consideration. For my part, a highlight of litigation is getting the opportunity to become very familiar with a particular area of the law and to become a

“master” (even if only temporarily!) of a particular issue or area of law. Another key highlight for me is the ability to help a client who might otherwise not know how to manage litigation or to exercise their legal rights. Being able to help someone in trouble is a real privilege and a responsibility that we do not take lightly. The satisfaction of knowing at the end of litigation that you have done everything you possibly can to help someone is very real and provides motivation to continue helping people into the future.

## **What skills could a student develop to better place themselves for a career in litigation?**

There are several skills that will help a student better place themselves for a career in litigation. The ability to read and understand materials very quickly is a great skill. Very good organisational skills are also helpful, particularly if you are involved in big litigation involving lots of documents. You need good time management skills to structure your workload in order to meet deadlines set by the Court. The ability to conduct legal research is also extremely important. Communication skills are quite important in that you need to be able to communicate clearly with clients and with opponents, verbally and in writing. Likewise, learning to write letters in a formal style using appropriate tone and language is important. Learning how to cite legislation and legal authorities is essential.

In terms of the substance of the law, to my mind some of the most important skills are: learning how to read and navigate legislation and how to trace back through legislative history to follow amendments to legislation; learning how to interpret cases and to apply case law to fact scenarios and learning how to construct legal arguments or submissions. It is important to bring an open mind to constructing legal arguments so that you can come up with the best possible arguments in support of your client’s case but also so that you can anticipate what arguments your opponent might raise (and, ideally, pre-empt those arguments with responding points). Participating in debating or mooted or even actively participating in tutorials or workshops whilst at Uni ought to help develop some of these skills.

## PROPERTY LAW.

Property law relates to assisting clients navigate their rights and obligations in dealing real property. In the commercial context, property lawyers may advise on transactions such as leases, development and the acquisitions or disposals of land. Often property lawyers will work with other teams on large commercial transactions.

Property law involves preparing contracts, collating documents, researching specific issues and working with elements of tax and regulatory law. This covers a broad range of fields within the law, such as contracts, equity, dispute resolution, environment and planning and construction law.

LAW 1511 – Property Law is a good starting point for students interested in property law. Other relevant compulsory subjects include LAW 1507 – Tort Law, LAW 1510 – Contract Law and LAW 2502 – Equity. Most large corporate law firms contain property or real estate teams, so interested students should consider applying for a commercial clerkship. There are also a number of small firms that specialise in property law that you may consider contacting directly.

## NATIVE TITLE.

Native title is a subset of property law, which deals with the management of rights granted under the native title regime. Native title rights may be granted to Indigenous people in order to recognise the existence and importance of their traditional law and customs. However, obtaining native title rights in practice can be difficult to the complexity of the legal regime, negotiation with corporations and government and associated court processes. Working in the native title field can be immensely satisfying, as it is an intersection between law, social justice and Indigenous affairs.

Students interested in native title may consider programs such as the Aurora Project, which matches students to organisations dealing with native title or other issues relating to Indigenous Australians. Undertaking a native title internship through the Aurora Project may also be recognised for course credit through LAW 2519 – Native Title Internship Programme.

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# PERSONAL INJURY.

Personal injury law refers to matters which involve physical or psychiatric injury to a person, as distinct from injury to property. A personal injury lawyer may provide legal representation to those who claim to have been injured in such a way, or conversely, to those who would be found liable if the action were successful. The work of a personal injury lawyer will typically involve gathering the evidence necessary to prove the case and negotiating a settlement, as most claims are resolved by way of mediation or an informal settlement conference. If settlement cannot be reached through these methods, the work of a personal injury lawyer will also include preparing the matter for trial.

These are often tort cases, but also include no fault or strict liability schemes such as Workers' Compensation. Personal injury claims can arise from many kinds of events, such as workplace incidents, accidents in a public place or on someone's property, medical treatment, assault claims and motor vehicle accidents. Many practitioners choose to specialise their practise in one or more of these areas, as they are largely distinct areas of law. For instance, Workers' Compensation matters involve a host of rules which govern eligibility for certain types of compensation.

This area of law can be challenging and rewarding, particularly when acting for victims whose lives have been profoundly impacted by an injury. These matters affect real people, and can take a toll on these individuals physically, psychologically and financially. Most clients will be having their first and only experience with personal injury law, and so it is important for a personal injury lawyer to guide their clients through the relevant legal processes and explain the law, as well as to represent their clients' interests. Given the sometimes traumatic nature of personal injury, personal injury lawyers must also be able to empathise with their clients. By contrast, when defending a claim for personal injury, a client will wish to avoid or minimise the amount of compensation payable. Therefore, negotiation skills are imperative.

Those interested in personal injury law should develop skills in dealing with people and have a solid understanding of different personality types. Students should be prepared to be flexible both in their approach to and method of problem solving. LAW 1507 - Tort Law, is a first-year compulsory subject which will give students an introduction to the legal issues often relevant in personal injury law. LAW 3510 - Clinical Legal Education is a beneficial elective for older students interested in personal injury law.



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## PUBLIC LAW.

To learn more about public law, the AULSS caught up with Eliza Harvey. Eliza has worked at the Director of Public Prosecutions and the Department of Environment, Water and Natural Resources.

### **What has been your experience with working in public law?**

Public law can be exceptionally difficult but also extremely rewarding. I have worked in a public law role at both private firms and in government. You can never anticipate what the next matter that comes across your desk will be. It could be anything from dealing with council rates of thing or major constitutional issues which need deciding that may progress all the way to the High Court. At the end of the day, you are seeing public needs which can be more rewarding than corporate law and less violent than family or crime.

### **What have you gotten out of your work in public law?**

I have gained an understanding about how government runs and how legislation through different interpretation (and sometimes amendment) turns into policy, and policy then turns into projects and actions which change the way our country is run. I also understand far more about international laws and interstate laws and their influence over us than I did during private law placements. You can be a public lawyer for government or for a private firm as a liaison with public bodies or sue public bodies on behalf of private clients. I prefer working in government because it gives me the chance to feel like I'm contributing to the state. Also working within public law is incredibly diverse so you get used to jumping from one thing to another and between completely different areas of law. You get really good at statutory interpretation and thinking laterally about how something such as a new piece of legislation will affect all the different sectors in the state.

### **What do you recommend for law students wishing to work in this field?**

I would recommend doing internships in government - they are a sure and stable way to get that experience. Private firms can also be beneficial, but you may end up getting placed where they need the work rather than where you want to go. I started my public law career by working at the Department of Environment, Water and Natural Resources, which is where I started as an intern through the uni public law internship elective. So I'd advise people to consider internships and to take

their public law, administrative and constitutional studies seriously because it inevitably comes back in the career of a public lawyer! I would encourage them to subscribe to things like the Australian Constitutional Law Journal and attend public law open sessions.

If you are interested in public law, you may consider applying to the following organisations:

#### **Administrative Appeals Tribunal**

The AAT provides an independent merits review of administrative decisions. The AAT most commonly deals with areas of welfare, child support, migration, taxation, workers compensation and veterans' affairs.

- [Vacancies Listed on Website](#)

#### **Attorney-General's Department**

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and strengthen national security and emergency management.

- [Annual Graduate Intake](#)
- [Summer Internship Program](#)

#### **Australian Communications and Media Authority**

The ACMA ensures that Australia's media and communication legislation and regulations are upheld in the public's interest. It seeks to develop a diverse and enthusiastic work force, and create an environment that contributes to professional growth.

[Vacancies Listed on Website](#)

#### **Australian Criminal Intelligence Commission**

The ACIC aims to reduce the impact of serious and organised crime in Australia. It does this by understanding the criminal environment and determining how Australian law enforcement can respond. It is governed by its central values of integrity, accountability, innovation, courage and empowerment.

- [Vacancies Listed on Website](#)

#### **Australian Defence Force**

The ADF consists of the Navy, Army and Air Force. All sectors of the ADF offer positions as Legal Officers, who advise commanding officers. These positions involve many areas of law, which can include criminal, civil, international, constitutional, commercial, environmental, employment and privacy laws.

- [Annual Graduate Intake](#)



### **Australian Government Solicitor**

The Australian Government Solicitor provides legal advice to the Commonwealth Government. It functions as a commercial law firm and employs over 400 lawyers.

- Annual Graduate Intake

### **Australian Law Reform Commission**

The Australian Law Reform Commission is a federal agency that reviews Australia's laws to ensure they provide improved access to justice for all Australians by making laws and related processes more equitable, modern, fair and efficient.

- Undergraduate Internship

### **Australian Prudential Regulation Authority**

APRA is the regulator of the Australian financial industry. APRA predominately regulates banks, insurance and superannuation industries. Positions are open to those in a range of professions, including law, accounting, economics and finance.

- Annual Graduate Intake

### **Australian Securities and Investment Commission**

ASIC regulates Australia's corporate and financial services. They help to ensure Australia's economic wellbeing by regulating relations between businesses, investors and consumers.

- Annual Graduate Intake

### **Australian Security Intelligence Organisation**

ASIO's main responsibility is to respond to threats to Australia's security, specifically in relation to politically motivated violence and acts of foreign interference. This primarily involves the collection and analysis of data.

- Annual Graduate Intake

### **Australian Secret Intelligence Service**

ASIS is Australia's national foreign intelligence agency. ASIS aims to protect Australia from individuals or organisations outside of Australia by collecting and analysing secret intelligence.

- Annual Graduate Intake

### **Australian Tax Office**

The ATO is Australia's principal revenue collection facility. It oversees taxation and superannuation, ensuring that the community fulfils their obligations in these areas in full confidence.

- Annual Graduate Intake

### **Crown Solicitors Office SA**

The CSO, through the Attorney-General, provides legal services to government Ministers, agencies and departments, including legal advice, representation before courts and tribunals, negotiating of commercial contracts, drafting and production of legal documents, counsel for the

conduct of summary prosecutions and Magistrate's appeal, native title claims management, land conveyancing, and investigation services.

- Annual Graduate Intake
- Practical Legal Training Placements
- Undergraduate Clerkship

Commonwealth Director of Public Prosecutions

The Commonwealth Director of Public Prosecutions is responsible for prosecuting alleged offences against Commonwealth law, and depriving offenders of the proceeds and benefits of criminal activity, providing an effective national criminal prosecution service to the Australian community.

- Vacancies Listed on Website

Department of Foreign Affairs and Trade

DFAT aims to advance the interests of Australia and Australians internationally. It provides foreign and trade policy advice to the government and work with other government agencies to coordinate Australia's pursuit of its global, regional and bilateral interests.

- Annual Graduate Intake

Department of Prime Minister & Cabinet

DPMC is a central Commonwealth agency. Its role is to provide advice to the Prime Minister and the Cabinet about the main issues regarding public and government administration in Australia.

- Annual Graduate Intake

Director of Public Prosecutions SA

The DPP is a statutory office which initiates and conducts criminal prosecutions in the Magistrates, District and Supreme Courts of South Australia.

- Annual Graduate Intake
- Practical Legal Training Placements
- Undergraduate Clerkship

Reserve Bank of Australia

The RBA is the Central Bank of Australia. It aims to maintain the country's economic stability and executes monetary policy. Its objective is to contribute to currency stability, full employment and the economic welfare of the people.

- Annual Graduate Intake
- Undergraduate Internship Program

The South Australian Civil and Administrative Tribunal

SACAT is a state tribunal that helps people in South Australia to resolve issues within specific areas of law, either through agreement at a conference, conciliation or mediation, or through a decision of the Tribunal at hearing. SACAT also conducts reviews of Government decisions.

- Annual Graduate Intake

## SPORTS LAW.

Sports, be it professional or recreational, play a fundamental role in the Australian community and lifestyle. Sports law practitioners deal with a variety of areas of law, including contracts law, intellectual property law, torts law, and employment law. As a substantial amount of money is found in this field of law, the need for legal boundaries and clarifications become vital to promote the growth of the industry.

Pursuing a career in sports law can mean working anywhere from a sporting club, advising in a boutique law firm, to representing matters in court. Predominantly, the scope of a sports lawyer's duties, regardless of the setting, will deal with the interpretation or drafting of commercial contracts. This may include assisting players entering into contracts, and advising on the operation of existing contracts or sporting codes when clubs are restructured, reorganised or in times of conflict. Another commonly covered area is intellectual property law, regarding sponsorships and the use of trademarks. Finally, sports-related injury claims and legal liability disputes are issues which often tackled by sports law practitioners.

Students interested in kick starting their career in sports law should consider electives such as Sports Law (LAW 3533), Intellectual Property Law (LAW 2514), and Law of Work (3517).

## TAXATION LAW.

Taxation law primarily relates to determining and maximising the tax liabilities imposed by state, federal or international taxes. This may include income tax, superannuation, capital gains tax, fringe benefits tax, payroll tax and stamp duty. Tax is an area of law that is highly technical and constantly changing, particularly given the political climate and changing policy considerations.

Tax lawyers often advise clients on compliance with the complex laws and regulations, either in their general day-to-day affairs or in the context of a large business transaction such as acquisition or restructuring. This often involves close cooperation with other teams within firms and the client themselves. Tax lawyers also assist with managing auditing or tax litigation.

Strong research skills are essential for a career in tax, given the technical nature of the field. Analytical and critical thinking skills are also highly valued as it is intellectually rigorous. Further, clear written communication skills are necessary in order to provide advice to clients.

A career in tax may provide students with opportunity to work with a range of different clients in a range of different areas. Most large commercial firms have tax teams, so interested students should consider a commercial clerkship.

**ALTERNATE  
CAREERS.**

## ACADEMIA.

A career in academia presents a unique opportunity to impact upon our legal system and theoretical understanding of the law. If you have a keen interest in legal theory, there are many opportunities available to further your understanding of different areas and aspects of the law through study. Prior to completion of your degree, there are opportunities to contribute to the Adelaide Law Review. Further study in a specific field allows you to contribute to the common law, while also augmenting your employability. Higher level study may also open a career path in academia, allowing you a different experience to legal practice. While the practice of law can be a deeply rewarding experience, what drives a practitioner is obtaining the best result for your clients; work is dictated by your client's needs.

The ordinary practice of law is different to teaching, researching and writing at university. As a legal practitioner you deal with clients, other practitioners, the courts and the associated demands and deadlines on a daily basis. Practicing law generally requires you in the office 9 to 5 or often longer. Academia is still a field which encourages a diligent work ethic but it promotes a greater degree of flexibility and autonomy surrounding when and where you work. Pursuing academia can make a significant contribution to the legal literature in specific fields and this in turn aims to create enough of an impact to effect change in the real world. For students wanting to pursue a career in academia, a PhD is now often a requirement.

Students interested in academia can involve themselves in academic writing and teaching at university. Not only does this provide a good opportunity to begin academic activities but it is also instrumental in deciding if the path of academia is for you. Teaching can be rewarding as you can inspire students to develop an enthusiasm and passion for the literature of law. The subject LAW 3599 - Law Research Dissertation involves writing a 12,000 research essay which is supervised and fosters the skills essential for a path in academia. Undergraduate Honours degrees also provide subjects which encourage analytical and critical thinking necessary to develop academic thought. These include Adelaide Law Review (LAW 3506A/B) and Law Reform (LAW 3534A/B).

To learn more about a career as an academic, the AULSS caught up with Matthew Stubbs. Matthew has been teaching at the Adelaide Law School from 16 years and is currently teaching Foundations of Law, Principles of Public Law, Adelaide Law Review, International Law and International Law Moot.

### **What type of duties can students expect working at a university?**

Legal academics work across teaching, research and administration.

### **Which aspects of working at a university do you enjoy most?**

There are three fantastic aspects of being an academic. First, teaching - working with students as they learn is always really enjoyable. Second, research - the intellectual freedom to determine what I want to study (and how) is an incredible privilege. Third, the flexibility of the work makes it more attractive than other careers - academics work extremely hard, but we still have some flexibility (let's not mention the salary, though).

### **What can students wanting to pursue a career in academia do to point themselves in the right direction?**

These days, a PhD is the entry qualification to the legal academy. So, students should pursue Honours if they can (or ensure they undertake a research dissertation if they are not able to take Honours), take courses that prepare them for research work (such as Adelaide Law Review or Law Reform), and then apply for a scholarship to undertake a PhD.



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THE LAW SOCIETY  
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## NOT-FOR-PROFIT ORGANISATIONS.

There are many not-for-profit organisations which value the skills which may be provided by law graduates. The following organisations accept student volunteers, which is an excellent to learn more about not-for-profit organisations while giving back to the community.

### Roma Mitchell Community Legal Centre

The Roma Mitchell Community Legal Centre (RMCLC) provides free legal advice to those who make a booking with the service across many areas of law. The Centre has an advocacy focus, and aims to promote human rights and Aboriginal reconciliation through the Roma Mitchell Human Rights Advisory Service.

The RMCLC seeks volunteers from all different backgrounds, including law students, community members and advocacy groups. The Centre is open during the day, and runs a legal Evening Advisory Service on some weekday evenings. Common responsibilities for volunteers include administration, legal advice, research, community education and policy development.

### Women's Legal Service

The Women's Legal Service (WLS) is a specialist community legal centre with a focus on women. The WLS positions itself within a feminist political framework and provides legal services to women in need. The Service is also committed to community education and outreach to regional and remote areas.

The WLS accepts volunteers for administration work, legal advice and legal information. There are two volunteer intakes in January and July, and hours and positions can be negotiated within the organisation.

### Environmental Defenders' Office

The Environmental Defenders' Office (EDO) is a group of community legal centres across Australia that specialise in public interest environmental law. The EDO provides a free legal service for members of the community wanting to protect the places they love. The EDO's core objectives include protecting the environment through law, ensuring the community receives expert legal advice and representation in public interest environmental matters, and actively engaging in policy and law reform processes to improve environmental laws.

The South Australian EDO welcomes law student volunteers. Tasks commonly include legal research, assisting on casework and administrative responsibilities. Due to the specialised nature of the work, preference will be given to students who have completed the environmental law elective.

### Aboriginal Legal Rights Movement

The Aboriginal Legal Rights Movement (ALRM) is a not-for-profit and independent Aboriginal Community Controlled Organisation. The ALRM's object is to assist Aboriginal persons, particularly those in prison or detained in custody, to relieve their poverty, the consequences of their dispossession and social misfortunate, and to assist further in removing destitution and helplessness amongst Aboriginal people through the use of the law.

Law students are able to apply to volunteer within the ALRM. Common roles include office administration, law and research clerks, community legal education, book-keeping and financial counseling.



## GOING RURAL.

To learn more about pursuing a career outside of the city, the AULSS caught up with Katherine Nugent.

### **What is your experience working rurally?**

I moved up to the Clare Valley (a country town near Adelaide) in 2000 as I was working for a city firm that had an office in the country, which is a great way to get rural experience! I ended up loving it and moving to Clare to live, where I worked full time running the Clare office and raised my family. My office grew bigger and bigger and I eventually bought a practice after about 10 years.

### **What are the benefits of working in a rural location?**

Being the local lawyer is such a privileged role to have in a small community. You get to know your clients fairly intimately and have a high level of trust and respect that works both ways, you really feel like you're part of the community. If you like looking after people and feeling needed, you would be perfect for rural work because that's exactly how you feel. Clients are really loyal, so once you have that relationship with them, they will continue to come back for every legal issue they have, you're their one-stop-shop, a part of their lives.

As a rural lawyer, you get asked to do a lot of different things at a very high level. Sometimes when you work in the city, you tend to get pigeonholed in a certain area of law, but in the country you get so much raw general experience in all areas of the law. For example, the areas I have worked on in my time include: migration law, defamation law, criminal law, family law, commercial law, wills and estates, conveyancing, trademarking and international property to name a few. It means that the job never gets boring and you keep up to date on many different aspects of the law. It's also a really good way to test the waters and see what area you are most interested in.

### **What would you recommend for students interested in going rural?**

I would highly encourage it. It's actually much easier to get a job in the country than in the city because there is less competition and not that many people that are willing to live in the country and move their whole life to a small country town. I think it is well worth it, particularly because you don't have to stay in the country forever, once you have a few years of rural experience under your belt, you can use that to apply for a job in the city. As I said, you may even use that country experience to determine what area of law suits you best before applying in an urban law firm. If you are worried about working rurally and not being able to get a job back here, a good thing to do is find work in a city firm that has country offices, giving you the option to move back if it isn't for you. There are a lot of opportunities in the country, particularly in Port Augusta, Port Pirie and Clare.

## PRIVATE EQUITY.

Completing a law degree, especially when combined with a commerce degree, can open doors beyond common legal fields and into more specialised areas such as private equity. A career in private equity generally begins as an analyst where you assist in the management of assets through creating and analysing financial models on various projects and then presenting your findings to peers. Private equity requires an holistic understanding of many areas of the global economy such as agriculture, emerging markets, clean energy and property, as firms often have investments across all these fields. The firms themselves may be boutique or form a part of a large financial institution, so there is the ability to find a working culture that suits you.

A background in law can assist those in the private equity field because the issues facing analysts often involve complex problem solving skills and the ability to objectively analyse the facts unique to the various situations. Being able to effectively and concisely communicate a solution to superiors is also an important skill and one which law students build throughout their degree. Likewise, attention to detail is essential considering the amount of assets that firms have under management. If you enjoy problem solving and have an interest in finance, a career in this field may be suited for you.

The law school offers several courses that may be useful for someone interested in private equity such as LAW 3511 – Commercial Equity and LAW 3542 – Secured Transactions Law. Completing a double degree with Commerce will obviously be an advantage and the business school also offers many courses that cover principles of Private Equity.

## POLITICS.

The study of politics is well suited for those who enjoy policy making, are involved in current affairs, and want to represent the community. The open-ended nature of politics means that there are a diversity of jobs, including being an elected member of parliament, providing research or advice to members of parliament, or assisting in campaign management and promotion. A member of parliament can expect to deliver speeches, attend meetings, vote on legislations and negotiate. During election period, campaigning and advocating your party's policies to the community and the media are all opportunities attached to a career in politics.

Graduates hoping to pursue a career in politics will benefit from understanding aspects of parliamentary procedures in core course Foundations of Law (LAW 1501) as well as public matters in core course Principles of Law (LAW 1504). Additionally, students can choose to enroll in electives such as The Politics of Law (LAW 2561) to deepen their understanding of political theories and texts. Understanding key social issues, such as in Aliens and Citizens (LAW 2570), may also be advisable. Undertaking a double degree with a Bachelor of Arts majoring in International Studies or Politics will certainly help progress your career as a politician.

Unlike other law careers, getting your foot in the door can be a lot easier. This can be as simple as getting involved with political clubs at university and participating in student elections. It is also worth considering joining your favored political party and their associated clubs.

**INTERNATIONAL  
OPPORTUNITIES.**

# INTERNATIONAL OPPORTUNITIES.

If you are interested in working internationally, you may consider applying to the following:

## **Human Rights Watch**

Human Rights Watch is a nonprofit, nongovernmental human rights organisation. Human Rights Watch is known for its accurate fact-finding, impartial reporting, effective use of media, and targeted advocacy, often in partnership with local human rights groups. Each year, Human Rights Watch publishes more than 100 reports and briefings on human rights conditions in some 90 countries, generating extensive coverage in local and international media.

Internship Program

## **International Chamber of Commerce**

The International Chamber of Commerce is the world's largest business organisation working to promote international trade, responsible business conduct and a global approach to regulation to accelerate inclusive and sustainable growth to the benefit of all.

Internship Program

## **International Court of Justice**

The International Court of Justice is the principal judicial organ of the United Nations, based in The Hague. The Court's role is to settle, in accordance with international law, legal disputes submitted to it by States and to give advisory opinions on legal questions referred to it by authorised United Nations organs and specialised agencies.

Internship Program

## **International Criminal Court**

The International Criminal Court investigates and, where warranted, tries individuals charged with the gravest crimes of concern to the international community: genocide, war crimes, crimes against humanity and the crime of aggression.

Internship Program

## **International Monetary Fund**

The International Monetary Fund (IMF) is an organization of 189 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, promote high employment and sustainable economic growth, and reduce poverty around the world.

Internship Program

## **United Nations**

The United Nations is one of the largest global organisations with a mandate for global cooperation and development. The work of the United Nations touches every corner of the globe and focuses on a broad range of fundamental issues, like sustainable development, protection of the environment and refugees, disaster relief and mitigation, counter terrorism, as well as disarmament and non-proliferation. Organisations of the United Nations which have separate internship programs include the United Nations Development Programme, the United Nations Children's Fund, the United Nations Populations Fund, the United Nations Office for Project Services, the United Nations Refugee Agency and the United Nations Environment Programme.

Internship Program

## **Unicef**

Unicef is a global organisation that focuses on child development and protection in areas such as advocacy for children's rights, education and health. Unicef operates in more than 190 countries.

Internship Program

## **World Bank**

The World Bank Group comprises of five institutions worldwide, which together constitute is one of the world's largest sources of funding and knowledge for developing countries. Its is committed to reducing poverty, increasing shared prosperity, and promoting sustainable development.

Internship Program

## **World Trade Organisation**

The World Trade Organization (WTO) is the only global international organization dealing with the rules of trade between nations. At its heart are the WTO agreements, negotiated and signed by the bulk of the world's trading nations and ratified in their parliaments. Their goal is to ensure that trade flows as smoothly, predictably and freely as possible.

Internship Program

# QUALIFYING INTERNATIONALLY.

## United Kingdom

In the United Kingdom there are different paths to qualification.

### Qualified Australian Lawyers:

#### SOLICITORS

Qualified Australian lawyers must apply to the Solicitors Regulation Authority via the Qualified Lawyers Transfer Scheme Form (QLTS-2). You need to meet certain eligibility criteria, including:

- That you are a qualified lawyer in a recognised jurisdiction (any state in Australia);
- That you can satisfy relevant language requirements or have a degree undertaken in English;
- That you are of good character. If you satisfy this, you also need to pass the Qualified Lawyers Transfer Test.

#### BARRISTERS

Australian barristers apply to the Bar Standards Board to be assessed by the Qualifications Committee. You need to:

- Demonstrate that you are of a good character;
  - Prove that you have consistently practiced in court for at least three years;
  - Demonstrate you are in good standing and do not have a criminal record; and
  - Demonstrate proof of your qualifications and English competency.
- Depending on your experience and qualifications, you might then need to undertake additional training, or you may be exempted from certain aspects.

### Non-Qualified Australian Lawyers

#### SOLICITORS

Apply to the Solicitors Regulation Authority to have your academic qualifications assessed. If your course is not one that is exempted by the Solicitors Regulation Authority, then you need to complete it either through the Common Professional Exemption (CPE) or the Graduate Diploma of Law (GDL).

After this, you need to apply for a 12 month full-time Legal Practice Course, complete a Professional Skills Course, and undertake a two year long training contract at a law firm.

#### BARRISTERS

Ensure you have the relevant academic requirements and apply to the Bar Standings Board to have those qualifications assessed. If successful, you will then be granted a 'Certificate of Academic Standing'. As for solicitors, if your course is not exempted then you can undertake the CPE or GDL to do so.

Following this, you would then apply to undertake a 12 to 24 month full-time Bar Professional Training Course (BPTC), undertake a year of pupillage, and then obtain tenancy at Chambers.

Further information can be accessed at <https://www.lawsociety.org.uk/>

## United States

Each state in the US has its own, separate jurisdiction. Whilst this is also the case in Australia, it must be stressed that there is hardly any recognition between the different bar associations within the US, and internationally. For example, admittance to the New York Bar only allows you to practice in the state of New York.

At the moment, there are only 3 US jurisdictions in which Australian lawyers can feasibly work; New York, Washington DC and California. Most other states require particular study that can only be undertaken in that state, and therefore admittance to practice in those states requires completion of the Juris Doctor course. Whilst admission requirements are different in each US state, at the very least all will require you to sit the Bar Exam.

Students who wish to ultimately practice in the US would be best served by practicing for a few years at a top-tier firm, and to then make the move. Most American firms will not require Australian lawyers to already be qualified for the bar when they hire, but they will expect completion of the relevant Bar Exam within 12 months.

For a more detailed guide, please refer to the American Bar Association website: <http://www.americanbar.org/aba.html>

## Hong Kong

### **SOLICITORS**

Hong Kong's common law system resembles that of England and Australia, and like England and Australia the profession is split between barristers and solicitors.

If you have completed your LLB in Australia, your next step would be to receive the Post-graduate Certificate in Laws (PCLL). Applicants need to show competency in 11 core subjects: Contract, Tort, Constitutional Law, Criminal Law, Criminal Procedure, Equity.

This is in addition to three courses specific to Hong Kong Law: Hong Kong Constitutional Law, Hong Kong Land Law, Hong Kong Legal System.

You would then be required to work in a Hong Kong Law Firm for two years under a training contract. Further information can be accessed at the Law Society of Hong Kong website: [http://www.hklawsoc.org.hk/pub\\_e/default.asp](http://www.hklawsoc.org.hk/pub_e/default.asp)

### **BARRISTERS**

To be a barrister in Hong Kong, you need to either hold a PCLL or already be a solicitor in Hong Kong. You are then required to undertake one year's unpaid pupillage at chambers, and following this apply to the Bar Council for admission.

Further information can be accessed at the Hong Kong Bar Association website: <http://www.hkba.org/>

## Singapore

Individuals who are not Singapore citizens or permanent residents usually are not eligible for admission to the Singapore Bar.

However, foreign lawyers can practice in Singapore through registering as a 'Foreign Lawyer', and practicing in certain areas. This entails taking the Foreign Practitioner Examinations (FPE) or by applying for special exemption. Foreign lawyers need to be admitted overseas and have at least 3 years of legal work before they can apply to sit the FPE. Areas that a registered 'Foreign Lawyer' can practice in include banking and finance, intellectual property and intellectual property.

More information can be accessed from Singapore's Ministry of Law Website: <https://www.mlaw.gov.sg/content/minlaw/en/practising-as-a-lawyer/AdmissionRequirements.html>



# Law & Human Rights Internships Overseas

Gain new skills and a new perspective: travel with purpose.

For law students and graduates alike, an overseas internship can be not only a substantial point of difference but an opportunity to practice their skills in a human rights setting to the benefit of communities with no access to advice or representation.

Projects Abroad arranges a number of overseas legal internship opportunities, from human rights based work to more commercial placements across the emerging and developing world. The human rights work runs in countries including Ghana, Argentina, Mongolia and Tanzania.

In the longest established programme, based in Cape Town, South Africa, they run a dedicated Projects Abroad Human Rights Office (PAHRO) that works with vulnerable individuals and groups in the Cape Town area, through community initiatives and partnerships with local NGOs and grassroots organisations. With the guidance and supervision of practicing attorneys, interning in South Africa offers a practical and constructive way to support positive action amongst disadvantaged communities.

University of Western Australia intern, Alyssa Buttrum-Virco reflects on her time spent directly on cases; “overall, the level of autonomy when working on legal cases was seriously unexpected for me, as well as the calibre of task you are entrusted with. I was required to draft outlines of submissions and heads of arguments for refugee appeals cases, and unfair dismissal hearings. The opportunities you get at PAHRO to develop legal skills and gain exposure to practical client interactions was incredible.”

In addition to human rights based work, Projects Abroad also offer internships with prestigious and well established Chinese law firms in Shanghai and Chengdu. These firms largely work with western clients in areas such as taxation, mergers & acquisitions, contract law, and intellectual property law, among others.

International experience is increasingly an asset for students and an internship in China offers an opportunity to work within a different legal system and to learn through firsthand experience the culture of business relationships and legal practice in a country which will be a significant partner Australia’s future.

There are always other students on all placements, from across Europe and North America meaning that Australian students not only gain an insight into Chinese practice but do it alongside peers from around the world with whom they live and explore the city and further afield.

These internships have a minimum duration of four weeks and a maximum of 12 weeks. The start dates are very flexible and whenever students participate there will be other students on nearby placements. Accommodation is in local host families or apartments shared with other students and full time Projects Abroad staff are always on hand to ensure the placements are working well and that students are comfortable.

For more information contact Projects Abroad:

[info@projects-abroad.com.au](mailto:info@projects-abroad.com.au)

[www.projects-abroad.com.au](http://www.projects-abroad.com.au)

Ph. 1300 132 831



# ADDRESS BOOK.

# PRIVATE LEGAL

## Addisons Lawyers

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Email [Alexandra Burns \(Human Resources Administrator\)  
aburns@abl.com.au](mailto:Alexandra Burns (Human Resources Administrator) aburns@abl.com.au)

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Email [Alison Tassiou \(Graduate Resourcing Consultant\)  
atassiou@claytonutz.com](mailto:Alison Tassiou (Graduate Resourcing Consultant) atassiou@claytonutz.com)

### Corrs Chambers Westgarth

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### Fisher Jeffries

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### Gilbert + Tobin Lawyers

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### **Herbert Smith Freehills**

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graduates.melbourne@hsf.com

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Email [humanresources@huntvic.com.au](mailto:humanresources@huntvic.com.au)

### **Johnson Winter & Slattery**

Office Address Level 9 211 Victoria Square Adelaide SA 5000  
Website [www.jws.com.au](http://www.jws.com.au)  
Telephone +61 8 8239 7111  
Email [connie.herbert@jws.com.au](mailto:connie.herbert@jws.com.au)

### **K&L Gates**

Office Address Level 25, 525 Collins Street Melbourne VIC 3000  
Website <http://www.klgates.com/>  
Telephone +61 3 9205 2000

### **Kain Lawyers**

Office Address 315 Wakefield St Adelaide 5000  
Website [www.kainlawyers.com.au](http://www.kainlawyers.com.au)  
Telephone +61 8 7220 0900

### **King & Wood Mallesons**

Office Address: Level 50 Bourke Place 600 Bourke Street VIC 3000  
Website <http://www.kwm.com/en/au>  
Telephone +61 3 9643 4000  
Email Sam Garner (Graduate Careers) [sam.garner@au.kwm.com](mailto:sam.garner@au.kwm.com)

### **Lander and Rogers**

Office Address Level 12 Bourke Place 600 Bourke Street Melbourne VIC 3000  
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Email Sarah Heathcote (Human Resources Consultant)  
[sheathcote@landars.com.au](mailto:sheathcote@landars.com.au)

### **Lipman Karas**

Office Address Level 23 Grenfell Centre 25 Grenfell Street Adelaide SA 5000  
Website [www.lipmankaras.com](http://www.lipmankaras.com)  
Telephone +61 8 8239 4600  
Email Lorraine Wohling (Practice Development Manager)  
[lwohling@lipmankaras.com](mailto:lwohling@lipmankaras.com)

### **Maddocks**

Office Address Level 6, 140 William Street Melbourne VIC 3000  
Website [www.maddocks.com.au](http://www.maddocks.com.au)  
Telephone +61 3 9258 3555  
Email [info@maddocks.com.au](mailto:info@maddocks.com.au)

### **Maurice Blackburn**

Office Address Level 10, 456 Lonsdale Street Melbourne VIC 3000  
Website [www.mauriceblackburn.com.au](http://www.mauriceblackburn.com.au)  
Telephone + 61 3 9605 2700  
Email [recruitment@mauriceblackburn.com.au](mailto:recruitment@mauriceblackburn.com.au)

### **Minter Ellison**

Office Address Level 10, Grenfell Centre 25 Grenfell Street Adelaide SA 5000  
Website <https://www.minterellison.com/>  
Telephone +61 8 8233 5555  
Email Vanda Mutton (Senior Human Resources Advisor)  
[Vanda.Mutton@minterellison.com](mailto:Vanda.Mutton@minterellison.com)

### **Norman Waterhouse**

Office Address Level 15/45 Pirie Street Adelaide SA 5000  
Website [www.normans.com.au](http://www.normans.com.au)  
Telephone +61 8 8210 1200  
Email Ingrid Schwarz (People & Development Coordinator)  
[ischwarz@normans.com.au](mailto:ischwarz@normans.com.au)

### **Norton Rose Fulbright**

Office Address 44 Martin Place Sydney NSW 2000  
Website [www.nortonrosefulbright.com](http://www.nortonrosefulbright.com)  
Telephone +61 2 9330 8000  
Email: Milly Waters (Human Resources Coordinator)  
[milly.waters@nortonrosefulbright.com](mailto:milly.waters@nortonrosefulbright.com)

### **Piper Alderman**

Office Address Level 16, 70 Franklin Street Adelaide SA 5000  
Website [www.piperalderman.com.au](http://www.piperalderman.com.au)  
Telephone +61 8 8205 3333  
Email Emily Mortimer (Human Resources Advisor)  
[emortimer@piperalderman.com.au](mailto:emortimer@piperalderman.com.au)

### **Russell Kennedy**

Office Address Level 12, 469 La Trobe Street Melbourne, VIC 3000  
Website [www.rk.com.au](http://www.rk.com.au)  
Telephone +61 3 9609 1555  
Email Heidi Ulrich (Advisor – People & Culture) [hulrich@rk.com.au](mailto:hulrich@rk.com.au)

### **Slater & Gordon**

Office Address 485 La Trobe Street Melbourne, Victoria 3000  
Website <https://www.slatergordon.com.au/>  
Telephone (03) 9949 8760  
Email [Careers@slatergordon.com.au](mailto:Careers@slatergordon.com.au)

### **Thomson Geer**

Office Address Level 7, 19 Gouger Street Adelaide, SA 5000  
Website [www.tglaw.com.au](http://www.tglaw.com.au)  
Telephone +61 8 8236 1300  
Email [hr@tglaw.com.au](mailto:hr@tglaw.com.au)

### **Wallmans Lawyers**

Office Address Level 5, 400 King William St Adelaide SA 5000  
Website [www.wallmans.com.au](http://www.wallmans.com.au)  
Telephone +61 8 8235 3066



## Australian Government Solicitors

Office Address Level 5, 101 Pirie Street Adelaide SA 5000  
Website [www.ags.gov](http://www.ags.gov)  
Telephone 08 8205 4211  
Email Adrienne North [adrienne.north@ags.gov.au](mailto:adrienne.north@ags.gov.au)

## Crown Solicitors Office

Office Address Level 9, 45 Pirie Street, Adelaide SA 5000  
Website <https://www.agd.sa.gov.au/justice-system/crown-solicitors-office>  
Telephone +61 8 8463 6558  
Email [CSO-BusinessServices@sa.gov.au](mailto:CSO-BusinessServices@sa.gov.au)

## Office of the Director of Public Prosecutions

Office Address Level 7, 45 Pirie Street Adelaide SA 5000  
Website <https://www.dpp.sa.gov.au>  
Telephone (08) 8207 1529  
Email [dpp2@sa.gov.au](mailto:dpp2@sa.gov.au)

## COMMUNITY LEGAL CENTRES

### Aboriginal Legal Rights Movement

Address 321-325 King William St. Adelaide SA 5000  
Website <http://www.alrm.org.au/index.html>  
Contact [info@alrm.org.au](mailto:info@alrm.org.au)  
About ALRM aim to assist Aboriginal people, which includes preventing imprisonment.  
How to be involved To receive an application form, email [jodiem@alrm.org.au](mailto:jodiem@alrm.org.au),

### Australian Refugee Association

Address 304 Henley Beach Road, Underdale SA 5032  
Website <http://www.australianrefugee.org>  
Contact 8354 2951 or [reception@ausref.net](mailto:reception@ausref.net)  
About ARA aims to help refugees become settled in Australia and provide them with opportunities to be productive citizens. This involves assisting them with social, cultural and economic life in Australia.  
How to be involved To become involved in the ARA's volunteer programs, download an application form from <http://www.australianrefugee.org/volunteer/>.

### The Environmental Defender's Office

Address Level 1, 182 Victoria Square, Adelaide SA 5000  
Website <http://www.edosa.org.au>  
Contact [edosa@edo.org.au](mailto:edosa@edo.org.au)  
About The EDO uses legal mechanisms to protect the environment, provide community education and advocate for policy and law reform to improve environmental laws.  
How to be involved To learn more or apply, please visit [http://www.edosa.org.au/law\\_students](http://www.edosa.org.au/law_students).

### Hope Cafe

Address Corner of The Parade and Portrush Road, Beulah Park, Adelaide, South Australia 5067  
Website <http://claytonwesley.org.au/community/hopes-cafe/>  
Contact If you'd like to volunteer or have any questions, contact Uniting Communities on (08) 8331 3529 or <http://www.unitingcommunities.org/>  
About Hope Cafe is a community organisation which provides support to refugees through initiatives such as English classes, employment assistance, children's programs and outings.  
How to be involved Email Nadia at [nadia.baldassi-winderlich@student.adelaide.edu.au](mailto:nadia.baldassi-winderlich@student.adelaide.edu.au)

## JusticeNet

Website	<a href="http://www.justicenet.org.au">http://www.justicenet.org.au</a>
Contact	+61 8 8313 5005
About	JusticeNet aims to provide applicants with legal advice or representation by referring clients to member lawyers, facilitating pro bono assistance and collaborating with existing legal service providers.
How to be involved	Please send an email to <a href="mailto:admin@justicenet.org.au">admin@justicenet.org.au</a> enclosing your resume and academic transcript.

## Roma Mitchell Community Legal Centre

Address	Roma Mitchell Inc 110 The Parade, Norwood SA 5067
Website	<a href="http://www.rmhrvs.auspics.org.au">www.rmhrvs.auspics.org.au</a>
Contact	+61 8 8362 1199
About	Roma Mitchell provides legal advice and referral, e-volunteering, promotion of human rights and advocacy
How to be involved	Contact e-vol coordinator Patrick Byrt <a href="mailto:rmclc@ozemail.com.au">rmclc@ozemail.com.au</a>

## Southern Community Justice Centre

Address	40 Beach Road, Christies Beach SA 5165
Website	<a href="http://www.scjc.com.au/index.html">http://www.scjc.com.au/index.html</a>
Contact	8384 5222
About	Southern Community Justice Centre, incorporating Community Mediation Services, is committed to providing a high quality professional service which makes a difference in the lives of individuals, families and communities. They offer advice many areas of law, including criminal and family law.
How to be involved	Find information on how to be involved online

## Welfare Rights Centre (SA)

Address	Level 5 97 Pirie Street Adelaide 5000
Website	<a href="http://www.wrca.org.au">www.wrca.org.au</a>
Contact	+61 8 8223 1338 or <a href="mailto:volunteer@wrca.org.au">volunteer@wrca.org.au</a>
About	WRC assists people with Centrelink issues, including discussing with clients, advising and assisting with the appeals process.
How to be involved	Complete application form via website: <a href="http://www.wrca.org.au/page2.html">http://www.wrca.org.au/page2.html</a>

## Women's Legal Service (WLS)

Address	151 Franklin Street, Adelaide SA 5000
Website	<a href="http://www.wlssa.org.au">http://www.wlssa.org.au</a>
Contact	<a href="mailto:admin@wlssa.org.au">admin@wlssa.org.au</a>
About	WLS provide legal advice, assistance, referrals and representation to women in need.
How to be involved	Fill in the application form at <a href="http://www.wlssa.org.au/get-involved/volunteering.html">www.wlssa.org.au/get-involved/volunteering.html</a>

## Young Workers Legal Service

Address	46 Greenhill Road, Wayville SA 5034
Website	<a href="http://www.ywls.org.au">http://www.ywls.org.au</a>
Contact	<a href="mailto:ywls@saunions.org.au">ywls@saunions.org.au</a> or 8279 2233
About	YWLS provide workers under the age of 30 with free, confidential advice about work-related matters. While applications are accepted on a rolling basis, the intakes are in January and July.
How to be involved	See website for details

# NON LEGAL (PUBLIC) – COMMONWEALTH

## Australian Securities and Investment Commission (ASIC)

Website	<a href="http://asic.gov.au/about-asic/careers-at-asic/">http://asic.gov.au/about-asic/careers-at-asic/</a>
Contact	<a href="mailto:graduateprogram@asic.gov.au">graduateprogram@asic.gov.au</a> , <a href="mailto:careers@asic.gov.au">careers@asic.gov.au</a>
Graduate Positions	ASIC has a Graduate Program that offers positions in accounting, business, economics, finance, maths, statistics law and social science.
How to apply	Apply on the website

## Reserve Bank of Australia (RBA)

Website	<a href="http://www.rba.gov.au/careers/">http://www.rba.gov.au/careers/</a>
Contact	<a href="mailto:careers@rba.gov.au">careers@rba.gov.au</a> , <a href="mailto:graduates@rba.gov.au">graduates@rba.gov.au</a>
Graduate Positions	The RBA offers internships for economics and finance students and graduate options for undergraduates and postgraduates.
How to apply	Apply on the website

## Australian Taxation Office (ATO)

Website	<a href="https://www.ato.gov.au/About-ATO/Careers/">https://www.ato.gov.au/About-ATO/Careers/</a>
Contact	<a href="mailto:taxofficecareers@ato.gov.au">taxofficecareers@ato.gov.au</a> <a href="mailto:EntryLevelPrograms@ato.gov.au">EntryLevelPrograms@ato.gov.au</a>
Graduate Positions	Graduate positions with the ATO are offered for many positions, including law, commerce, business, IT, accounting and finance.
How to apply	Applications are online via <a href="http://destination.ato.gov.au">destination.ato.gov.au</a>

## Australian Crime Commission (ACC)

Website	<a href="https://crimecommission.gov.au/careers">https://crimecommission.gov.au/careers</a>
Contact	<a href="mailto:recruitment@crimecommission.gov.au">recruitment@crimecommission.gov.au</a>
Graduate Positions	The ACC offers a variety of position in policing, intelligence, academia, criminology, IT, finance and economics
How to apply	Apply on the website

## Australian Communications and Media Authority (ACMA)

Website	<a href="http://www.acma.gov.au/theACMA/About/Careers">http://www.acma.gov.au/theACMA/About/Careers</a>
Contact	<a href="mailto:info@acma.gov.au">info@acma.gov.au</a> or 1300 850 115
Graduate Positions	ACMA lists current job vacancies on their website.
How to apply	Apply online at <a href="http://www.acma.gov.au/theACMA/About/Careers">http://www.acma.gov.au/theACMA/About/Careers</a>

## Australian Security Intelligence Organisation (ASIO)

Website	<a href="http://www.asio.gov.au/Careers/Overview.html">http://www.asio.gov.au/Careers/Overview.html</a>
Contact	To enquire about recruitment, call 02 6257 4916
Graduate Positions	ASIO offers positions as an Intelligence Officer, Intelligence Analyst, or Business and Corporate Services positions.
How to apply	Online applications can be submitted at <a href="http://www.asio.gov.au/Careers/Overview.html">http://www.asio.gov.au/Careers/Overview.html</a> .

## Australian Secret Intelligence Service (ASIS)

Website	<a href="https://www.asis.gov.au/Careers/Overview.html">https://www.asis.gov.au/Careers/Overview.html</a>
Contact	For graduate recruitment, call (02) 6261 9907
Graduate Positions	ASIS have a 12 month graduate program called ACTIVATE, which involves a broad overview of the organisation.
How to apply	Apply at <a href="http://www.asis.gov.au/Careers/Roles-and-Vacancies/Graduate-Program/Overview.html">http://www.asis.gov.au/Careers/Roles-and-Vacancies/Graduate-Program/Overview.html</a> when positions open

## Administrative Appeals Tribunal (AAT)

Website	<a href="http://www.aat.gov.au/about-the-aat/working-at-the-aat">http://www.aat.gov.au/about-the-aat/working-at-the-aat</a>
Contact	The recruitment team at the AAT is contactable on (02) 9276 5547 or by email at <a href="mailto:recruitment@aat.gov.au">recruitment@aat.gov.au</a>
Graduate Positions	The AAT accept rolling applications for legal, financial, policy, human resources, administration at IT roles.
How to apply	Find current vacancies at <a href="http://www.aat.gov.au/about-the-aat/working-at-the-aat">http://www.aat.gov.au/about-the-aat/working-at-the-aat</a> .

## Australian Prudential Regulation Authority (APRA)

Website	<a href="http://www.apra.gov.au/AboutAPRA/WorkingAtAPRA/Pages/Default.aspx">http://www.apra.gov.au/AboutAPRA/WorkingAtAPRA/Pages/Default.aspx</a>
Contact	Submit an enquiry at <a href="http://www.apra.gov.au/Pages/Contact-APRA.aspx">http://www.apra.gov.au/Pages/Contact-APRA.aspx</a> or call 1300 55 88 49
Graduate Positions	APRA offers a 12-month Graduate Program, which includes mentoring and rotation through divisions of APRA
How to apply	Applications can be submitted at <a href="http://www.apra.gov.au/AboutAPRA/WorkingAtAPRA/Pages/graduate-program.aspx">http://www.apra.gov.au/AboutAPRA/WorkingAtAPRA/Pages/graduate-program.aspx</a> .

## Australian Defence Force (ADF)

Website	<a href="http://www.defencejobs.gov.au">http://www.defencejobs.gov.au</a>
Contact	The Recruitment Centre can be contacted on 131901, or a form can be completed online at <a href="https://www.defencejobs.gov.au/recruitment-centre/contact-us/enquiry-form/">https://www.defencejobs.gov.au/recruitment-centre/contact-us/enquiry-form/</a> .
Graduate Positions	The Navy, Army and Air Force offer Legal Officer positions, which cover many areas of law.
How to apply	Apply online at <a href="https://www.defencejobs.gov.au/olat/workflows/olat-main/getting-started.aspx">https://www.defencejobs.gov.au/olat/workflows/olat-main/getting-started.aspx</a>

## Attorney-General Department

Website	<a href="http://www.ag.gov.au">www.ag.gov.au</a>
Graduate Positions	Graduates will work in a variety of policy areas from international law to criminal law, media law and indigenous justice.
Summer Intern	Students must have recently graduated or have no more than 2 semesters to complete in their degree.
How to apply	Via website: <a href="http://www.ag.gov.au/About/Careers/Pages/default.aspx">http://www.ag.gov.au/About/Careers/Pages/default.aspx</a>

## Australian Federal Police

Website	<a href="http://www.afp.gov.au">http://www.afp.gov.au</a>
Graduate Positions	University students with a minimum 3 year degree can apply. See website for areas you can work in: <a href="http://www.afp.gov.au/jobs/graduate-program/areas-you-can-work-in.aspx">http://www.afp.gov.au/jobs/graduate-program/areas-you-can-work-in.aspx</a>
How to apply	Apply via website at <a href="http://www.afp.gov.au/jobs/current-vacancies">http://www.afp.gov.au/jobs/current-vacancies</a>

## Australian Competition and Consumer Commission

Website	<a href="http://www.accc.gov.au">http://www.accc.gov.au</a>
Graduate Positions	Graduates must have completed a three year degree by the time the graduate program commences. Graduate areas of study could include, law, public policy, financial modeling, industrial economics and econometrics. Students in their final year can also apply for a paid summer internship.
How to apply	See website for details

## Australian Law Reform Commission

Website	<a href="http://www.alrc.gov.au">http://www.alrc.gov.au</a>
Graduate Positions	Internships provide an opportunity for students to increase their awareness of law reform issues while also allowing the ALRC to benefit from students' research and writing skills. Intern work is credited in ALRC publications.
How to apply	Apply via website at <a href="http://www.alrc.gov.au/content/apply-part-time-internship-semester-1">http://www.alrc.gov.au/content/apply-part-time-internship-semester-1</a>

## Commonwealth Ombudsman

Website	<a href="http://www.ombudsman.gov.au">http://www.ombudsman.gov.au</a>
Graduate Positions	All vacant positions will be advertised on the website. The Commonwealth Ombudsman has offices in Canberra, Sydney, Melbourne, Adelaide, Perth and Darwin. It is important to nominate your preference on application.
How to apply	Check the current vacancies on the website and email applications to <a href="mailto:recruitment@ombudsman.gov.au">recruitment@ombudsman.gov.au</a>

## Department of Defence

Website	<a href="http://www.defence.gov.au">http://www.defence.gov.au</a>
Graduate Positions	Graduate programs are offered in four pathways; the Defence Policy and Intelligence Pathway, Defence Corporate Pathway, Defence Science and Technology Pathway and Defence Capability Pathway.
How to apply	Via website at <a href="http://www.defence.gov.au/graduates/">http://www.defence.gov.au/graduates/</a>

## Department of Foreign Affairs and Trade

Website	<a href="http://dfat.gov.au/pages/default.aspx">http://dfat.gov.au/pages/default.aspx</a>
Graduate Positions	The Policy Graduate Program is for applicants from all academic backgrounds and prepares successful candidates for a career as a generalist policy officer. Policy graduates work to advance Australia's interests across a broad range of areas — from security to human rights, international trade to development and aid management, and represent Australia in a formal capacity while serving overseas.
How to apply	Via website at <a href="http://dfat.gov.au/careers/graduate-recruitment/Pages/dfat-graduate-program-2017.aspx">http://dfat.gov.au/careers/graduate-recruitment/Pages/dfat-graduate-program-2017.aspx</a>

## Department of Sustainable Environment, Water, Population & Communities

Website	<a href="https://www.environment.gov.au">https://www.environment.gov.au</a>
Graduate Positions	There are three rotations of approximately 12 weeks each in different divisions to allow you to experience a diverse range of areas. This can include Kakadu National Park in the NT, Booderee National Park in Jervis Bay or the Scientist Division in Darwin.
How to apply	Information on how to apply is found at <a href="https://www.environment.gov.au/about-us/employment/graduate-programme/how-apply">https://www.environment.gov.au/about-us/employment/graduate-programme/how-apply</a>

## Department of Immigration & Border Protection

Website	<a href="https://www.border.gov.au">https://www.border.gov.au</a>
Graduate Positions	The Graduate Program accepts applicants from a broad range of disciplines. Successful applicants will gain experience in a range of areas within the department, including refugee and humanitarian issues, legal services, policy and research, applying legislation and border enforcement.
How to apply	Information on how to apply is found at <a href="https://www.border.gov.au/about/careers-recruitment/graduate-development-programme">https://www.border.gov.au/about/careers-recruitment/graduate-development-programme</a>

## Department of Prime Minister & Cabinet

Website	<a href="https://www.dpmc.gov.au">https://www.dpmc.gov.au</a>
Graduate Positions	As a PM&C graduate you will be at the core of government decision making, working on high priority government initiatives covering contemporary issues such as economic reform, health, social policy, natural resources, the environment, national security, government and international relations. The PM&C Graduate Program runs for one year and offers challenging and rewarding experiences through work rotations across various areas of the Department.
How to apply	Information on how to apply is found at <a href="https://www.dpmc.gov.au/pmc/careers/graduate-careers">https://www.dpmc.gov.au/pmc/careers/graduate-careers</a>

## Department of Treasury

Website	<a href="http://www.treasury.gov.au">http://www.treasury.gov.au</a>
Graduate Positions	The Treasury Graduate Program offers three rotations over an 18 month programme with on-the-job training with subject matter experts. Graduates have been involved in developing the Federal Budget, Australia's involvement in the OECD, Corporate and Tax legislation and Foreign Investment and Trade Policy.
How to apply	Information on how to apply is found at <a href="http://graduates.treasury.gov.au/application-process/">http://graduates.treasury.gov.au/application-process/</a>

## NON-LEGAL (PUBLIC) – STATE

### Attorney-Generals Department

Website	<a href="http://www.agd.sa.gov.au">http://www.agd.sa.gov.au</a>
Graduate Positions	The Graduate Recruitment Program is a 12-month training and development program that provides a comprehensive and challenging induction into a South Australian Public Sector career path. The Attorney-General's Department actively seeks graduates through this program, particularly suitably qualified Aboriginal or Torres Strait Islander graduates.
How to apply	See website for details <a href="http://www.agd.sa.gov.au/government/careers-attorney-generals-department-agd">http://www.agd.sa.gov.au/government/careers-attorney-generals-department-agd</a>

### Department of Environment, Water & Natural Resources

Website	<a href="http://www.environment.sa.gov.au/Home">http://www.environment.sa.gov.au/Home</a>
Graduate Positions	DEWNR offers corporate-based graduate employment in finance/accounting, science (natural resource management, biology, geo-graphic information systems, political science), information technology, human resources, social sciences, law, arts. Graduates are also offered one or two year employment contracts with the possibility of ongoing employment.
How to apply	To be considered for a DEWNR graduate role, please register on the SA Public Sector Graduate Employment Register. All corporate-based graduate applications are sourced from this register.

### Department of Premier & Cabinet

Website	<a href="http://www.dpc.sa.gov.au">www.dpc.sa.gov.au</a>
Graduate Positions	The DPC Graduate Program provides an excellent pathway into the department, and opens up future opportunities for a career in government. The program aims to increase the capacity of the department's graduates by providing a consistent, comprehensive and logically structured program of professional development. The program involves participants gaining a wide range of skills, knowledge and experiences over a 12 month period.
How to apply	Via online application form on website: <a href="http://www.dpc.sa.gov.au/how-apply">http://www.dpc.sa.gov.au/how-apply</a>



## Department of Treasury & Finance

Website	<a href="http://www.treasury.sa.gov.au">http://www.treasury.sa.gov.au</a>
Graduate Positions	Graduates within accounting, commerce, economics and finance disciplines are recruited into the Graduate Development Program (GDP). The GDP consists of a 12 month structured training program with graduates employed by a diverse range of agencies.
How to apply	See website for details <a href="http://www.treasury.sa.gov.au/our-department/graduate-development-program/how-to-apply-for-the-gdp">http://www.treasury.sa.gov.au/our-department/graduate-development-program/how-to-apply-for-the-gdp</a>

## South Australian Government Graduate Recruitment Register

Website	<a href="https://apply.sa.gov.au/jobs/">https://apply.sa.gov.au/jobs/</a>
Graduate Positions	Students in their final year of study who wish to participate in a Graduate Program run by a South Australian Government departments should visit <a href="http://www.graduate.sa.gov.au/">http://www.graduate.sa.gov.au/</a>
How to apply	Create a profile online at <a href="http://www.graduate.sa.gov.au/">http://www.graduate.sa.gov.au/</a>

## South Australian Police

Website	<a href="https://www.police.sa.gov.au">https://www.police.sa.gov.au</a>
Graduate Positions	Depending on the discipline, you can be employed in a variety of locations for up to for 12 months and your program will focus on ethics, legislation, team work, communication, health and safety, diversity, working effectively and government protocols.
How to apply	To find out more or to register for the program visit <a href="http://www.graduate.sa.gov.au">www.graduate.sa.gov.au</a> .

## NON-LEGAL (PRIVATE)

### ANZ Banking Group

Website	<a href="http://www.anz.com/personal/">http://www.anz.com/personal/</a>
Graduate Positions	The ANZ Graduate Program allows you to pick a specialist stream out of Corporate and Commercial Banking, Global Wealth, Finance, International Banking, Retail Distribution, Risk and Technology.
Summer Intern	There are also paid eight-week Summer Intern Programs with similar specialist streams.
How to apply	The application process is found at <a href="http://www.anz.com/about-us/careers/graduate-intern-program/summer-intern-program/apply-program/">http://www.anz.com/about-us/careers/graduate-intern-program/summer-intern-program/apply-program/</a>

### BDO (Audit, Tax, Advisory)

Website	<a href="http://www.bdo.com.au/en-au/">http://www.bdo.com.au/en-au/</a>
Graduate Positions	BDO offers graduate positions to final years students or if you recently completed a degree in Accounting, Finance or Law.
How to apply	Apply online at <a href="http://fsr.cvmil.com.au/bdo/">http://fsr.cvmil.com.au/bdo/</a>

### Commonwealth Bank of Australia

Website	<a href="https://www.commbank.com.au">https://www.commbank.com.au</a>
Graduate Positions	Graduates can undertake rotations in: Global Asset Management Commlnsure Enterprise Services Financial Services, Human Resources Institutional Banking and Markets, Marketing, Agribusiness. Retail Bank Services and Risk Management.
Summer Intern	The 10-week program gives you a taste of what it's like to work with Australia's best bank. You'll be given full support and training to help you decide if Commbank is the right fit for you.
How to apply	Apply online at <a href="https://www.commbank.com.au/about-us/careers/graduate-recruitment-program/applications.html">https://www.commbank.com.au/about-us/careers/graduate-recruitment-program/applications.html</a>

## Deloitte

Website	<a href="http://www2.deloitte.com/au/en.html">http://www2.deloitte.com/au/en.html</a>
Graduate Program	Deloitte provides the right kinds of tools and training to ensure all our graduates can achieve career success through mentoring, peer support, e-learning events, online training and Deloitte's own development program called D.Academy.
Summer Intern	Students in the penultimate year of their degree can apply for the Summer Vacation Program, and students with two years left in their degree can complete the Development Program.
How to apply	Information on applying can be found at <a href="http://www2.deloitte.com/au/en/pages/careers/articles/how-to-apply-careers.html">http://www2.deloitte.com/au/en/pages/careers/articles/how-to-apply-careers.html</a>

## Ernst & Young (EY)

Website	<a href="http://www.ey.com/AU/en/home">http://www.ey.com/AU/en/home</a>
Graduate Positions	EY recruits graduates with qualifications from a number of different degrees, including law.
Summer Intern	EY's summer Vacationer Program provides client work, skills development, training and professional experiences. Not only do you learn about the organisation, you get to apply that knowledge to real client projects.
How to apply	Apply via the website at <a href="http://www.ey.com/AU/en/Careers/Students/">http://www.ey.com/AU/en/Careers/Students/</a>

## KordaMentha

Website	<a href="http://www.kordamentha.com">http://www.kordamentha.com</a>
Graduate Positions	Graduates join either the Restructuring, Forensic or Real Estate teams, giving them the opportunity to work on meaningful and often complex assignments, learning from some of the most experience professionals in their respected fields. Penultimate students can also apply for a 4-8 week Vacationer Program.
How to apply	Apply online at <a href="http://fsr.cvmail.com.au/kordamentha/main.cfm">http://fsr.cvmail.com.au/kordamentha/main.cfm</a>

## KPMG

Website	<a href="http://www.kpmg.com.au/">http://www.kpmg.com.au/</a>
Graduate Positions	With one of the country's most diverse range of projects – in advisory, tax and accounting – you will be working with the nation's most respected companies from day one. You'll work with and learn from a team of outstanding professionals, a diverse client list, and constantly challenging client engagements.
How to apply	Apply online at <a href="http://www.gobeyond.kpmg.com.au/grad/en/listing/">http://www.gobeyond.kpmg.com.au/grad/en/listing/</a>

## National Australia Bank

Website	<a href="http://www.nab.com.au">http://www.nab.com.au</a>
Graduate Positions	Graduates can undertake rotations in: NAB Wealth, Business Banking, Personal Banking, Generalist, Operations, HR, Marketing, Technology, Group Strategy & Finance, Risk, Wholesale Banking
How to apply	Information on how to apply can be found at <a href="http://www.nab.com.au/about-us/careers/graduate-careers/application-process">http://www.nab.com.au/about-us/careers/graduate-careers/application-process</a>

## Macquarie Group Australia

Website	<a href="http://www.macquarie.com/au/">http://www.macquarie.com/au/</a>
Graduate Positions	Both Graduate and Internships allow students to benefit from hands-on experience, increased exposure to the financial services sector and invaluable insight into the career opportunities offered at Macquarie.
How to apply	Apply via website at <a href="http://www.macquarie.com/au/about/careers/articles/recruitment-process#/application">http://www.macquarie.com/au/about/careers/articles/recruitment-process#/application</a>

## PricewaterhouseCoopers

Website

<http://www.pwc.com.au>

Graduate Positions

PwC has graduate programs in Assurance, Consulting, Technology, Deals, Tax & Legal and Private Clients. They also offer summer vacation and trainee programs.

How to apply

Information on how to apply can be found at <http://www.pwc.com.au/careers.html>.

## Westpac

Website

<http://www.westpac.com.au>

Graduate Positions

Graduates can take rotations in: Commercial and Retail Banking, BT Financial Group, Westpac Institutional Banking or Westpac Group Services (Finance, HR, Risk, Technology).

How to apply

Information on how to apply can be found at <http://graduates.westpacgroup.com.au/Application-toolkit>

