



LA TROBE LAW STUDENTS' ASSOCIATION

Clerkship Guide 2024



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ACKNOWLEDGEMENT OF COUNTRY



The La Trobe Law Students' Association acknowledges the Traditional Owners and Custodians of the lands on which we live, work and travel.

We acknowledge that the sovereignty of those lands has never been ceded.

We pay our respects to Elders past, present, and emerging and acknowledge the contribution and sacrifice Elders have made to better our communities and future.

WITH THANKS



Alanna Le - **Director of Publications**

Shani Jayasinghe, Anita Okoroji & Ruby Cleve - **Publications Officers**

Nura Mohamed - **First Year Representative (Publications)**

Bavani Gunawardana - **President**

Raymond Choo - **Vice President (Sponsorship)**

Hekmat Fahimi - **Director of Commercial Careers**

Diem-My Sandra Tran - **Director of Internal Competitions**

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The 2024 LSA Committee for their contributions

ACKNOWLEDGEMENTS



The La Trobe Law Students' Association acknowledges the following sponsors for their contribution to this Publication. We extend our thank and gratitude for their ongoing partnership and support of La Trobe Law students.

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INTRODUCTIONS

DEAN'S WELCOME

Professor Fiona Kelly
Dean
La Trobe Law School



I am delighted to welcome you to the La Trobe University LSA 2024 Clerkship Guide.

There is often a perception among law students that clerkships aren't for everyone. Perhaps you're not sure if you want to work in law or the idea of a large firm is intimidating. Feeling uncertain is normal, but you shouldn't let it deter you from pursuing a clerkship.

While it's a competitive and time-consuming process that may not result in an offer, you will come away from the clerkship process with a valuable set of skills. Preparing a CV and cover letter, gaining interview experience, and reflecting on your strengths will prepare you for whatever career you ultimately pursue.

Clerkships also provide students with important insights into the profession. You might discover an area of law you never knew existed, determine what type of workplace size and culture suits you, and increase the confidence with which you approach new and challenging circumstances. You will also learn about law "on the ground" in a way that's not always possible at university.

I commend the Law Students' Association for producing such a comprehensive Guide for students embarking upon the Clerkship process. I wish you the best of luck with your applications and look forward to hearing about your experiences.

PRESIDENT'S WELCOME

Bavani Gunawardana
President

La Trobe Law Students' Association



As the President of the La Trobe Law Students' Association, I warmly welcome you to the 2024 Clerkship Guide, outlining the options available for students' interest in exploring commercial law career opportunities. Whether you are a penultimate year student determined to undertake clerkships or a final year student contemplating post-graduation life, strap in for a one stop shop on all things commercial law application season.

This comprehensive guide is designed to help you prepare for your seasonal clerkship application by providing crucial information, including important dates, practice area insights, graduate testimonials, tailored details about the law firms you are interested in, and practical legal training requirements (necessary for becoming an Australian lawyer after completing your law degree). I highly recommend reading this guide in tandem with participating in professional mentoring and networking opportunities, such as our upcoming Careers Cocktail Night event.

I would like to extend my thanks to Alanna Le (Director of Publications), Raymond Choo (Vice President (Sponsorship)) and Hekmat Fahimi (Director of Commercial Careers), for creating and compiling this valuable resource. I would also like to extend my thanks to all of our contributors and sponsors who have supported the LSA and who have provided a wealth of knowledge to our students. On behalf of the La Trobe LSA, I wish you all the best during your clerkship journey and every success in your future career.



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COMMERCIAL CAREERS' WELCOME

Hekmat Fahimi
Director of Commercial Careers
La Trobe Law Students' Association



I am delighted to extend a warm welcome to all our ambitious law students as they embark on the journey of navigating the clerkship application process. This guide provides valuable assistance, offering invaluable insights into processes of legal clerkships, firms, practice areas, and career pathways.

The clerkship application process can seem daunting at first glance. However, it presents a remarkable opportunity for personal and professional growth. As you explore this guide, you will discover resources tailored to prepare you for the upcoming clerkship application process. From crafting compelling written applications to developing excellent interviewing skills, each step offers an opportunity to refine your skills and broaden your perspectives.

I encourage you to take advantage of every chance to connect with professionals in the industry, learn about the work that they do and explore various practice areas within commercial law firms to discover your interests and strengths.

The Commercial Careers Portfolio of the LSA is dedicated to facilitating your success in the clerkship application process. We organise events and offer opportunities to connect with legal professionals from prominent Australian law firms and gain insights into their work.



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COMMERCIAL CAREERS' WELCOME CONT.

Hekmat Fahimi
Director of Commercial Careers
La Trobe Law Students' Association



Upcoming Commercial Careers Events:

Careers Cocktail Night:

Careers Cocktail Night is your prime opportunity to connect and network with HR representatives and lawyers from top and mid-tier commercial law firms. Step into a more personalised setting, fostering meaningful interactions and forging valuable connections.

Firm Presentations

Firm Presentations encompass a series of presentations by top to mid-tier commercial firms, where students will have the opportunity to learn about the firm, including, their culture, areas of practice, firm expectations and tips regarding clerkship applications. This series aims to provide students with a solid foundation for their seasonal clerkship applications.

Clerkship Success Series

The Clerkship Success Series offers students a series of seminars led by leading Australian law firms, focusing on preparing clerkship applications. Students will receive firsthand insights from these firms on crafting effective cover letters, resume writing, navigating psychometric testing, and refining interview skills. The panel leading these seminars will include lawyers who have recently completed clerkships and Human Resource representatives responsible for application evaluations.

Expert Panel Seminar

Join us for an enriching experience where students explore the diverse practice areas within commercial law firms.

Picture this: Legal experts from leading commercial firms will be right there, sharing firsthand experiences and thoughts on their practice areas. It's a golden opportunity for students seeking clerkships or graduate opportunities in commercial law firms.

Best wishes on your clerkship application journey!



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PUBLICATIONS' WELCOME

Alanna Le
Director of Publications
La Trobe Law Students' Association



The Publications team and I are delighted to announce the launch of the 2024 Clerkship Guide. Clerkship season is undoubtedly an overwhelming and daunting period for many penultimate and final law students. Therefore, this guide has been meticulously curated to serve as an informative and invaluable resource, providing comprehensive support to La Trobe law students throughout their clerkship journey.

Within these pages, you will discover detailed profiles of numerous commercial firms, offering essential information about their clerkship programs. This includes things such as, key dates, contact details, and invaluable tips on how to make a standout application to each specific firm. These profiles offer firsthand insights directly from the firms themselves, providing invaluable insights into their applicant preferences. Additionally, seasoned experts within the legal field generously share their wisdom and advice on navigating applications and interviews, equipping you with the necessary tools for success.

As you navigate through the guide, you will encounter inspiring success stories from graduates who have previously clerked. These narratives serve to inspire and illustrate the journey beyond the challenges. Our vision for this guide is to provide comprehensive support to applicants this year, as well as to educate students who are still in the early stages of their law school journey about the clerkship process.

Finally, I would like to express my heartfelt gratitude to my dedicated team, whose hard work and contributions have made this guide possible. Despite the demands of the assessment season, their unwavering commitment has been commendable. I extend my sincere thank you to Anita, Ruby, Shani, and Nura for their exceptional dedication and teamwork. I am immensely proud of each and every one of them and truly couldn't have asked for a better team!

To those embarking on their clerkship applications this season, I wish you the best of luck. Remember to believe in yourself and support one another throughout this journey. We are all in this together and understand each other's experiences better than anyone else.



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Every year, the Law Institute of Victoria (LIV) sets guidelines which provide a framework for the dates and communication protocol for the making of offers for clerkship and graduate positions by signatory law firms for the year. For 2024, the LIV has released their **2024 LIV Clerkship and Graduate Program Guidelines** ('LIV Guidelines'), to which information on this page is based on.

2024 LIV Clerkship and Graduate Program Guidelines

https://www.liv.asn.au/Web/Content/Communities---Networks/Young_Lawyers/Clerkship_and_Graduate_Program_Guidelines.aspx

Key Dates

CLERKSHIP PROGRAM

(Pursuant to Schedule 1 - Clerkship and Graduate Key Recruitment Dates in the LIV Guidelines)

Applications for Clerkships Open	No earlier than 9 am on Monday 1 July 2024
Applications for Clerkships Close	No later than 11:59 pm on Sunday 11 August 2024
Offers of Clerkships	No earlier than 10 am on Wednesday 16 October 2024

GRADUATE PROGRAM

(Pursuant to Schedule 1 - Clerkship and Graduate Key Recruitment Dates in the LIV Guidelines)

PRIORITY OFFERS	Priority Offers can be made	No earlier than 10 am on Tuesday 6 August 2024
	Priority Offers close	No later than 12 pm on Wednesday 7 August 2024
MARKET OFFERS	Applications for graduate positions open	No earlier than 10 am on Thursday 8 August 2024
	Applications for graduate positions close	No later than 11:59 pm on Wednesday 21 August 2024
	Offers for graduate positions can be made	No earlier than 10 am on Wednesday 2 October 2024

Pursuant to **Schedule 2** of the LIV Guidelines, **all the firms featured in this guide** (with the exception of PLT providers, PwC, White & Case and Thomson Geer) are **signatory firms** of the LIV Guidelines.



PREPARATIONS TIPS

Great change is here. Shape the future with Allens

Maintaining your wellbeing during the clerkship process

Navigating the clerkship process can be overwhelming and stressful, especially when you're juggling multiple applications, university assignments, work and personal commitments. While it's completely normal to feel like this, it's important to ensure you are looking after yourself first and foremost.

Here are some of our top tips for self-care during the clerkship process:

Prepare early and be organised

Start researching and gathering information on different firms as early as possible. Once you have decided which firms are of interest to you, write a list of those you will be applying to and the requirements of each application, and use a calendar to keep track of key dates (ie application deadlines, interview dates, cocktail nights).

Knowing exactly what needs to be done, and when, will allow you to manage your time effectively, and minimise unnecessary stress from the mad rush to get applications submitted or interview preparation completed. Working your way through the list and crossing off each completed task will also give you a great sense of accomplishment

Don't take on too much

To avoid burnout, try not to jam-pack your day with multiple commitments (networking/cocktail nights, interviews, part-time work etc.). Where possible, try to limit or reduce your commitments, to free up time to focus fully on the clerkship process and on yourself.

Maintain a daily routine

Creating a structured routine will help you feel organised, in control and set you up for a productive day.

Remember the basics of self-care

Get a good amount of sleep each night, eat well and make time for exercise. This will help to improve your mood, and help you manage stress and focus on the tasks that need to be completed. Healthy body, healthy mind!

Make time for you

Give yourself a break from anything clerkship related. It's important to do the things you enjoy, whether that be spending downtime with your family and friends, catching up on your favourite Netflix show or going on a hike. You have made it this far, so remember to acknowledge your hard work and efforts and reward yourself!

Find a good support system

Social connection is important and so is finding the right people to talk to. Create a small network of those who can relate to your experience, who you can exchange tips and do practice interviews with, and who you can confide in throughout the process. Take the opportunity to build meaningful relationships and avoid interacting with those who have a negative impact on your thought processes.

Be mindful

Being present helps us to view things with more clarity, not be overwhelmed and make more informed decisions. Identify what makes you feel calm – whether that be meditation, or getting outside to clear your head and listen to a podcast – and acknowledge your feelings and thoughts. Being conscious of your thoughts (especially when they are negative) is a great way for your brain to stop and refocus.

Rejection is inevitable

While it is easier said than done, try not to be disheartened by rejection. The reality is that each firm has a limited number of spots available, which means not everyone will receive an offer of a clerkship. Remember, rejection does not define you as a law student, nor is it necessarily indicative of your capabilities or your suitability for a career in commercial law. Be kind to yourself!

Enjoy the process

Try to enjoy these months and use them as a learning mechanism. You will find out so much about yourself, your career aspirations, which type of work environments and cultures might suit you, and whether or not commercial law is the appropriate career path for you.

At Allens, we are here to support you!

You will be assigned a junior lawyer, who will act as a buddy throughout the recruitment process. Our junior lawyers have been in your shoes, and your buddy will be a great source of comfort and knowledge as you make your way through. They will be there to answer any questions or discuss concerns you may have, keep you on track, help you to grow and, quite simply, be there if you just need a chat.



Daniel Smith

Final Year Bachelor of Laws
(Honours) & Bachelor of
Commerce Student

Hi La Trobe law students,

My name is Daniel Smith, and these are my personal views on the clerkship experience and process.

Firstly, I will acknowledge that this is a very stressful period in your life. I had wanted to work in a top-tier firm since starting my degree, so I placed tremendous pressure on myself to secure clerkships. Stress is normal, and it means you care, but remember to take care of yourself throughout the process; it is ultimately an internship.

I received eight offers from the following firms:

1. KWM (Summer 1)
2. Allens (Summer 2)
3. HSF
4. Corrs
5. White & Case (Winter)
6. Thomson Geer
7. Clayton Utz
8. Norton Rose Fulbright.

STEP 5 - SUBMIT

After nailing your resume, cover letters and application questions, you must submit your applications. I submitted mine in the first two weeks that applications opened as I wanted to enjoy my winter break. However, for those who have left writing their cover letters and firm questions till later, submitting them later in the application period is fine!

STEP 6 - INTERVIEW DOCUMENT

After submitting my applications, I began working on a document with 20-25 of the most common interview questions. I wrote dot-point responses and practised answering them as if I were in the interview. At the time, this felt like an optional step, but given my experience in the interviews where many questions came up that I already knew how to answer, it filled me with confidence and allowed me to enjoy the experience.

First-Hand Insights

STEP 1 - WHERE TO APPLY?

Many believe they will only apply to a handful of firms as they fit into that culture or because the work interests them. This was not my view. I played the numbers game. I applied to 15-20 firms.

My main reasons for this are:

1. My grades were strong but not outstanding.
2. I had no idea what the actual culture and work are like in any of the firms (and the best place to learn this is from actually interviewing with firms).
3. Even if I didn't want to work somewhere, interviewing and practising my interview skills allowed me to nail the clerkship interviews that mattered most to me.

I recommend applying to as many places as possible (presuming you can maintain the quality of your applications)..

STEP 2 - RESUME

The resume is important as you are advertising yourself. Ensure grammar and spelling are perfect. However, if the information is clear and digestible, I would not worry much about your layout.

STEP 3 - COVER LETTERS

Some students complain about the cover letters and application questions the firms require, but remember, on your clerkship, you are doing tasks that experienced lawyers can do in way less time and to a much higher quality level than you. They are not using you to complete some work they need to do. The firm is investing in you for the future; be worth the investment! Show them that you care in your application responses and cover letter.

The cover letters for the firm are part of the application process, which I spent the most time on. I wrote one fantastic cover letter and then used that as the base for my other ones. Here is where I read everything I could about the firm and tried to make links between my experience and the work the firm was doing. Cover letters ultimately demonstrate that you are interested in the workplace and have spent the time doing your homework.

After you have drafted your base cover letter, edit, edit, edit! Make sure it is perfect, and ensure that anything you mention in your cover letter is something you will be happy to discuss in your interviews. More questions I had in interviews came from the cover letter than my resume!

Once you complete your base model for one firm, I will research another firm and edit that document accordingly. When doing this research, have a document to jot down everything you find interesting. That way, when you interview, you already have a document with all the relevant materials, so you do not need to research the firms again.

I recommend starting cover letters as early as possible, which will take much longer than expected. It likely takes a few days for your first cover letter and then 5-8 hours per firm from there.

STEP 4 - FIRM SPECIFIC QUESTIONS

On top of requiring a resume and cover letter, many firms will also have firm-specific questions requiring a 100-500-word response per question.

These questions also take a lot of time, so I recommend that your cover letters are essentially complete by the time applications open. That way, once the questions become available, you only need to focus on these, not questions and a cover letter.

These questions are not designed to trick you; they are designed so the firm can get an idea of who you are as a person. Some of them ask law-related questions, and some are more personal.

Ensure you spend time on them (at least 3-5 hours) per question to ensure they are engaging and correct. For KWM, where I now work as a paralegal, I wrote about my passion for golf, which was discussed in the interview as the Partner I had was a golfer! Again, keep a document of all your responses; if firms have similar questions, you can utilise previous responses.

First-Hand Insights, cont.

STEP 7 - PSYCHOMETRIC TESTING

Phew, you've gotten some responses from firms requiring you to do psychometric testing. Congrats! This is promising, as it means you are in consideration for an interview.

I found psychometric testing relaxed. I did a few tests online to familiarise myself with what they were like, which made me confident of what to expect when I went in. However there are books and courses you can take – but I honestly think these are not worth it. Ensure you have coffee, a good internet connection, a quiet room, and have a crack!

STEP 8 – INTERVIEW STAGES

Yay, you got an interview. What a relief; you should be proud of yourself for getting one!

From here, you will have many events that the firms put on to try and win you over (enjoy these – they are not interviews; have fun and ask questions you want the answer to. Nobody likes people who ask questions to seem smart.)

You will likely be assigned a buddy from each firm who is invaluable for asking questions about the Partners and firm culture.

The interviews (some firms have multiple stages) will be with at least one Partner. When you find out who you will interview, I recommend learning about their practice and career through research and LinkedIn. The day or so before an interview, go through your cover letter, resume, and firm-specific interview questions documents to ensure you know everything that might come up.

The interviews themselves, at least for me, were delightful! Partners want to see people who care and are interested in the firm. Don't be afraid to be vulnerable. People enjoy talking to actual people, so whenever you can ask the Partners about their careers and goals to make it more conversational.

If, in the interview, you don't know the answer to something or get rattled, it's OK to acknowledge it and move on and reset!

Clerkships are a two-way street; the firm must impress you as much as you need to impress them, so everyone is generally lovely. Ultimately, the interviews will go well if you have fun and are curious.

Daniel Smith

Final Year Bachelor of Laws
(Honours) & Bachelor of
Commerce Student



STEP 9 – PREFERENCES

After my interviews, my views on what firms I wanted to clerk at changed. I ranked each firm, so I knew on offer day which firms I would accept if I received offers.

STEP 10 – OFFER DAY

Offer day is hectic – my offers opened at 10 am. I recommend going for a walk and getting a coffee to distract yourself. I was lucky to receive emails and calls from every firm I interviewed with, meaning it was a busy morning. Please take all the calls, find out what dates they offer and whether these are flexible, and thank the firms for their offers and state you will call them back ASAP with your decision (do not commit to anything on the phone). As most firms call at the same time, you will miss calls. Call them back as soon as you can. After you have taken stock of your offers, call back and accept your top 3 preferences. Then contact all the firms you decided to reject and thank them. You do not need to explain why – thank you so much for the offer, but I have accepted my three offers and wish them all the best.




PRACTICAL LEGAL TRAINING (PLT)

THE **PLT** THAT OPENS DOORS

Delivered by the Australian College of Applied Professions and developed in partnership with the Law Institute of Victoria, this PLT offers industry-led learning and genuinely connects students with the legal profession by providing valuable networking, mentoring and career opportunities.

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Online

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



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About ACAP

This Practical Legal Training is brought to you by the Australian College of Applied Professions (ACAP) in partnership with the Law Institute of Victoria (LIV), Victoria's peak body for the legal profession. Combining ACAP's expertise in delivering professional tertiary education and LIV's leadership within the legal profession, we are setting a new benchmark by offering graduate lawyers the perfect pairing of industry-led, applied learning and genuine connection with the profession through complimentary LIV Graduate membership.

ACAP's Key Values

The Australian College of Applied Professions (ACAP) is a nationally registered training organisation and institute of higher education with over 40 years in experience in delivering courses that specialise in facilitating real world experiences and imparting the practical and human skills needed for a successful career.

At ACAP, we build knowledge that's useful, usable and applicable to real-life solutions and real-world change. Education beyond the classroom is our mission as we shape the specialists the future needs. Our deep understanding of people and our human-centred teaching philosophy helps develop the enterprise skills that students require in the real world to ensure a healthy career and ongoing career success.

ACAP's Culture

At ACAP, we work to ensure all our people feel comfortable bringing their whole selves to our College.

- We welcome and celebrate diversity, uniqueness and a respect for difference, acknowledging that all our community benefits from a wide breadth of perspectives across College life.
- We are committed to creating and maintaining a diverse and inclusive learning environment and ensuring all our community is treated equally so they can enjoy everything ACAP has to offer.
- We apply this in every aspect of our operations, it's in our DNA and we encourage our students and staff to feedback suggestions that help with its on-going evolution.

What distinguishes ACAP from other PLT providers?

ACAP nurtures sought-after graduates to be ready for the workforce and prepared to succeed whilst offering a fresh, immersive online experience so you will graduate as quickly as possible.

Open doors to the profession through a genuine life-long connection with the legal profession starting on day one, with your complimentary Graduate membership with the LIV for the duration of your PLT until the end of that financial year, and all of the networking, workplace, career, and mentoring opportunities it offers.

Industry lead learning: Our partnership opens doors to a combined 200 years of legal sector and global tertiary education experience – ensuring you will graduate equipped with all the practical and relevant skills and connections you'll need to succeed as a practising lawyer.

Experts in Applied Learning: Over **almost** 40 years, ACAP has helped over 20,000 graduates launch impactful careers – we've designed the ACAP PLT with real-world projects and assessment tasks to provide students with the industry-relevant skills and practical knowledge to succeed in any legal environment, in any practice area

A life-long relationship with the profession: Graduate membership with the LIV opens doors to an expansive professional network, the opportunity to participate in legal policy development, events, and a career-long relationship that will help you gain experience and access to an extensive network of leaders in the profession.



AI and the legal profession: the changing face of legal practice

Have you played around with Artificial Intelligence (AI) tools? The amount of interesting questions that you can place in a chatbot or AI software or app has become a popular and fun pastime for many of us.

There are also abundant articles about the effect that this technology will have on the future of work and our everyday lives. Some of these articles forecast a revolution of artificial intelligence, some suggest not much will change, some suggest a combination of both.

What's changing in today's law firms?

An interesting question that lawyers have been asking for some time now is – how might AI systems, and other technological developments such as automated online legal services, Technology Assisted Review of documents (TAR) and Electronic Document Management Systems alter legal practice?

In fact, the future is now as all of these developments are currently occurring in legal practice to some degree. About a third of legal firms in Australia use AI at least for triaging the initial contact with clients.

So, what will this do to the job of lawyers? Will the robots take over the world?



The future of law through a crystal ball

The influential legal profession writer Richard Susskind (*The End of Lawyers, Tomorrow's Lawyers*) has suggested that some components of lawyering are being gradually replaced by 'increasingly capable machines' and technological legal services creating a challenge to the legal profession. He sees a regulation of the profession and a merging of professions, lawyers as project managers who must be adaptable to changing technology, computing, and systems analysis. Lawyers will also increasingly be using the efficiencies they gain from technology to take a larger advisory role and creating the opportunity to offer additional value to their clients.

Other writers have suggested that skills of future lawyers "will depend upon the irreducible value of human beings to the law and legal processes". Tasks that require creativity, complex reasoning or social intelligence (such as the ability to negotiate complex social relationships effectively) will remain the province of human beings". The more that technology is able to assist the core skillset of lawyers, the more lawyers will be increasingly expected to use their human skills to create positive outcomes for their clients.

Meet the lawyer of the future

Understanding how these skills are viewed in the wider technological change impacting the profession are key for young lawyers to future proof their careers, even before they enter the workforce. But what are these important skills that lawyers should have? What are the likely skillsets that make an employment-ready lawyer?

There are few challenges to the core skillset for lawyers. These capabilities, skills, values and knowledge need to be client focussed, open and adaptable. Lawyers need to be effective and empathetic communicators, drafters, negotiators and advocates. Drafting legal documents and letters has become more of a checking of the technology rather than manually drafting from scratch. Judgement and interpretation also still tend to be better done by humans.

Being ethical, of good character, socially responsible, acting fairly with honesty and integrity, equitably holding the injustice of others to account. These are important qualities for the arbiters of justice, important for equitable community outcomes. Can an AI bot be programmed to ethical?

The 'most human' skillsets are those often referred to as interpersonal and teamwork: effective interpersonal skills including emotional and social intelligence, adaptable, reflective and being an open-minded team player. These are the general employability skills of the present and the future for most professions and industry. Lawyers are no exception.

Many legal employers are keen for their staff to understand service and business. Not just the ability to value add ('would you like some succession planning with your will?') but a broader sense of service: lawyers who uphold the administration of justice and serve clients with commitment and virtue, create value, and are adaptable, entrepreneurial and creative.

Since rolling covid lockdowns, many legal employers are now realising that the best employee is a resilient legal professional who effectively self-manages their own wellbeing and promotes and encourages improved approaches to wellbeing in the workplace.

Navigation of the law and legal practice

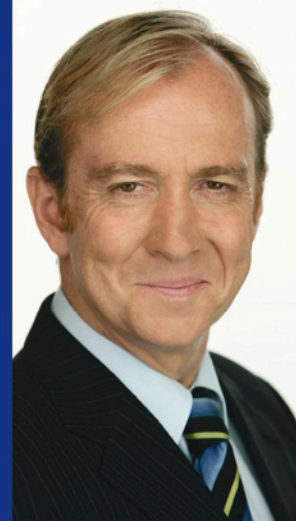
These are the skillsets of now and the future. Explaining the law to clients, helping them understand their obligations and responsibilities, helping them at difficult times, guiding them through the law, being objective and assertive advocates for clients and trusted advisors to them. This is the human face of the law that commentators are telling us is more important for legal practice than ever.

While AI and other technological developments will help us process more promptly and effectively, and some areas of service delivery and expertise will be replaced, it is clear that the lawyer of now and the future is one with human skills, a convergent and divergent creative thinker with a well-developed ethical skillset who has empathy and can communicate well in a range of different scenarios. The more lawyers we have like this, the better it might be for the community and for the administration of justice.

Find out more about ACAP's PLT and how it can offer you the practical skills to success in the changing legal landscape. acap.edu.au/PLT.

About Adam May

As the course leader of ACAP's Graduate Diploma of Legal Practice, Adam is a passionate educator and lawyer who is an active participant in the positive transformation of justice, the legal profession, and the broader community through his demonstrated track record of continuing dedication to quality education.



**THE PLT THAT
OPENS DOORS**



acap.edu.au/PLT

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Damon Laffin
Litigation Lawyer, Stonegate Legal





CONTACT DETAILS



www.collaw.edu.au/



03 8689 8600



Level 1, 555 Bourke Street
Melbourne VIC 3000



VIC, NSW, ACT, WA, SA, NT, QLD, Online

SOCIAL MEDIA

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Facebook

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Twitter / X

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About the College of Law

The College of Law in the Australian legal profession is a name well known. Not only because we've been at the forefront of practice based legal education since 1974, but also that our mission has never faltered. A mission to break with convention, to deliver innovative, flexible education and training to create a career in the legal services industry that lasts.

What else sets us apart? Well, we focus on real life in practice. Taking the theoretical into the current state of the profession, to provide true relevance and practical learning that's valuable, from day dot.

With over 45 years serving the legal profession, we occupy a special place. Most lawyers in Australia and New Zealand today start their career with us, undertaking their Practical Legal Training to prepare for admission to practice. We then support lawyers in their careers through continuing professional development and postgraduate programs such as our LLM in Applied Law. Our aim is to help people succeed as lawyers whatever role they choose to pursue.

College of Law's Key Values

Our Practical Legal Training is designed with your freedom and flexibility in mind. Whether you're looking for full-time or part-time study, online or in-person classes, daytime or evening workshops, we've got options that suit your lifestyle and preferences.

Our focus is on practical training that prepares you for real-world challenges. Forget about just learning theory – you'll be role-playing interviews, negotiations, and even courtroom scenarios. You'll also tackle tasks that mirror the work you'll do in the workplace. We want you to feel confident and prepare you for a successful legal career.

We're here to support you every step of the way. Learn from experienced lawyers who are also your lecturers, get guidance from mentors, and work with career coaches to kickstart your legal career.

What sets the College of Law apart?

What sets our Practical Legal Training apart? It's our commitment to putting you at the heart of everything we do. Imagine starting your legal career on your terms. With more start dates than anyone else, we're here to fit around your schedule. Whether you prefer a 30-week part-time option or our 15-week full-time course, we've got you covered. And when it comes to workshops, you can choose to attend during the day or in the evening – whatever works best for you.

But it's not just about flexibility. We're here to make sure you're ready for the real legal world. You'll dive into role-plays for interviews, negotiations, and courtroom scenarios, gaining the skills and confidence you need to succeed. Our tasks are designed to mirror real-world situations, so you can apply what you've learned in class directly to your work.

Learn directly from experienced lawyers who are also your lecturers, gaining insights from their real-world experience. Access mentors who will provide you with guidance and support as you navigate your legal career. And work with our career coaches who are dedicated to helping you succeed, both during your studies and after you graduate. At the College of Law Australia, it's all about you.

College of Law's Culture

Our PLT program fosters a culture of hands-on learning, support, and innovation. We create an inclusive environment where students can develop practical skills and gain real-world experience, ensuring they are well-prepared for the legal profession.

Support is at the core of our program. We provide a range of resources to help students succeed, including experienced lawyers who serve as lecturers, mentors who offer guidance and support, and dedicated career coaches who assist students in kickstarting their legal careers.

Innovation is also central to our PLT program. We recognise the impact of technology on the legal industry and offer opportunities for students to sharpen their legal tech skills. Through partnerships with leading legal tech startups, students can build their own legal bots and explore innovative tools, preparing them for the evolving legal landscape.

PLT

BUILT BY YOU. FOR YOU.

PICK YOUR PACE

Get admitted pronto. Or take it slowly to balance other commitments. You can complete your PLT in 15 or 30 weeks.

GET STARTED SOONER

Start and finish your PLT sooner with rolling intake dates throughout the year. We're ready when you are.

SELECT YOUR LEARNING STYLE

Connect with your peers in person, get comfy at home – or get the best of both worlds. Learn the way you want. The choice is yours.

STUDY AT A TIME THAT SUITS YOU

Study when you are most productive. Whether it's during your lunch break or late at night.

ONGOING CAREER SUPPORT

Be supported by a specialist career coach during your PLT – and for 365 days after graduation.

HONE YOUR LEGALTECH SKILLS

Thrive in the roles of tomorrow. Gain hands-on experience with legaltech tools like PEXA and Josef.



**COLLEGE
OF LAW**

Your Story, Your Career

Be the Whole Lawyer.

Discover Australia's
leading PLT Program



Stay connected, sign up to our mailing list.

Contact Details



<https://www.leocussen.edu.au/>



pltadmin@leocussen.edu.au



Level 16, 15 William Street, Melbourne, Victoria, 3000



VIC, NSW/ACT, WA, SA, QLD and Online

Social Media

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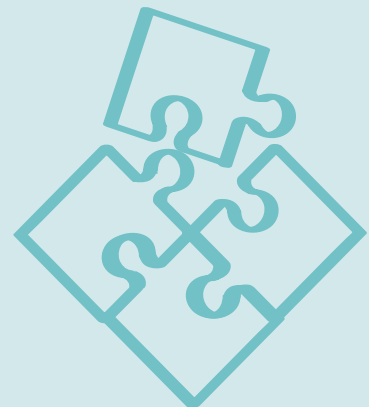
Instagram (@leocussen)



Facebook (<https://www.facebook.com/leocussencentreforlaw/>)



Twitter (@leocussen)



About Us

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

Our experienced mentors are all practicing lawyers dedicated to excellence and innovation in legal education. We are committed to providing a learning environment that combines technical knowledge with practical experience in a simulated law firm environment.

Key Values

At Leo Cussen, we are committed to:

- Always acting with integrity
- Respect for our colleagues, clients, stakeholders and all other people
- Quality and professionalism in all our education, training and professional development activities
- Supporting a competent and ethical legal profession



Points of Distinction

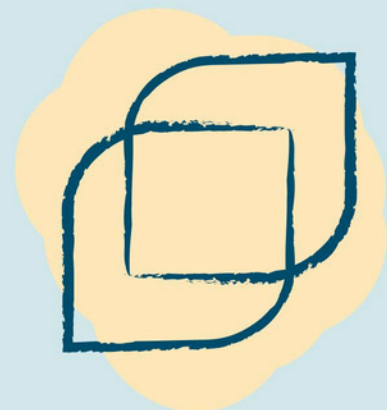
Be profession ready with PLT at Leo Cussen. You'll gain the skills employers are looking for, setting you up as a confident and capable lawyer for your desired legal career.

Here's the Leo Cussen Difference:

- Learn through a simulated law practice
 - Be coached by mentors who are practicing lawyers
 - No tests or exams
 - Experience face-to-face skills training and networking
 - Gain access to specialist careers advisors experienced in legal recruitment
 - Get expert help to navigate the admission process
-







Firm Culture

- We treat our colleagues and our clients as individuals
- We mentor and guide
- We support continuous improvement
- We present our staff as role models for good practice
- We provide value for money
- We encourage innovation in education and training while not disregarding the sound basis of traditional learning methods
- We are an independent and not-for-profit organisation



Be profession ready

Set yourself up for a successful legal career with PLT at Leo Cussen.

- Say goodbye to tests and exams, experience real work in a supportive setting 
- Be mentored by practising lawyers 
- No placement? No worries, we can arrange it for you 
- Gain 1-on-1 access to specialist careers advisors experienced in legal recruitment 
- Receive personalised assistance to navigate the admission process 
- Placement is only 15 days (20 days in WA) without any additional or hidden costs 

Are you an international student?

We have a dedicated team to support you throughout your PLT and give you the confidence and guidance to successfully launch your legal career.

We're here to help, simply schedule a chat.





FIRM PROFILES

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Outpacing change



Tips for success

Make a great first impression

Consider your personal brand, how you want to be perceived and recognised in terms of your strengths. The best way to create a good impression is by being authentic.

A great attitude, enthusiasm for any task and the ability to quickly build rapport is an asset.

Remember, a 3.5 to 4-week clerkship is an extended interview for a graduate position in locations with multi-clerkship opportunities.

Show initiative and seek opportunities

Have a clear picture of what you want from your clerkship, what you want to learn about the firm, and the type of work you want to get involved in.

Take the initiative to get to know your team as well as other practices across the firm, meet as many people as possible and try to get involved in different types of work, projects and activities.

Communication is vital

Take on various work for different people across the team, but don't forget the importance of managing your priorities.

Clerkships involve several training sessions and activities. You will also be completing various projects for people across your team; make sure you keep your team and supervisor updated on your workload and training schedules to ensure your success.



Get feedback

A clerkship is an excellent opportunity for you to learn and develop your legal knowledge and skills, remember to request feedback after completing tasks, as acting on this feedback is a great way to demonstrate your ability to learn quickly – an essential skill for junior lawyers.

Take the time to follow up with the team members that have assigned you tasks and get their thoughts on the work you have completed - just be conscious of their workload and the timing.

Develop your networks

Speak to as many people as possible. This is your opportunity to find out if Ashurst is the place you want to begin and grow your career.

Take every opportunity to meet people from across the firm to learn about the practice groups, and if they are people you would like to work with in the future.

Lastly, take the time to get to know your fellow clerks - you may be colleagues one day!



“

Choosing Ashurst was one of the easiest decisions I have ever made. From my first day as a clerk, I had a gut feeling that this was the place I wanted to work, grow my career and begin my life in the law.

Leah, Graduate

We recruit seasonal clerks across our five offices in Australia.

Accuracy, clarity and honesty are a must. Above all, we want to know the real you. Just as importantly, we'll be looking for the qualities that will make you a good Ashurst lawyer.

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

See below for the application deadline for your chosen office. We encourage you to only make one application to one location.

Application dates in 2024

Office	Program	Applications Open	Applications Close
Sydney and Canberra	Clerkship	Monday, 10 June	Sunday, 14 July
Perth	Clerkship	Monday, 24 June	Sunday, 28 July
Melbourne	Clerkship	Monday, 1 July	Sunday, 11 August
Brisbane	Clerkship	Monday, 15 July	Friday, 9 August

Begin your story and **apply now**

CONTACT DETAILS



http://

www.ashurst.com

Students & Graduate Page



Graduate.programs@ashurst.com



Level 16, 80 Collins Street, Melbourne



Melbourne, Sydney, Canberra, Brisbane and Perth

HR Representative

Katelyn Linton

People and Culture Consultant

Katelyn.linton@ashurst.com

03 9679 3804

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

<https://www.linkedin.com/company/ashurst>



Instagram

https://www.instagram.com/ashurst_official/



Facebook

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<https://twitter.com/ashurst>





CLERKSHIP INFORMATION

Seasonal Rotations	No, one team
Seasonal Clerkship Positions (Melbourne)	64
Number of Seasonal Clerks per intake (Melbourne)	Around 20

KEY DATES

Applications Open	Monday, 1st July 2024
Applications Closed	Sunday, 11th August 2024
Interview Period	September 2024
Clerkship Periods	20th November - 13th December 2024 (Summer - 1st Period)
	29th January - 21st February 2025 (Summer - 2nd Period)
	25th June - 18th July 2025 (Winter)

About Ashurst

As a leading global law firm, we have a lot to offer you. We strive for the highest standards of client service and performance. We value diversity and inclusion. We're respectful and supportive. We encourage innovation and embrace change, and we welcome new ideas. Join Ashurst and make the difference to your career, your clients and your community.

What distinguishes Ashurst?

Our passion to be the most progressive law firm and to achieve this we offer our clients legal led consulting. Not only do we offer the best legal advice but our Risk Consulting team are able to operationalise that advice. We then use Ashurst Advance (new law) to deliver efficient, cost effective and technologically savvy solutions.

Firm Culture

We have a unique diverse culture that shapes the way we work with one another: we think differently; we are supportive and inclusive; and we are passionate about quality.



Description of the Clerkship Program

Our Melbourne clerkship is a great opportunity to work with a supervising partner, a lawyer and a buddy who'll get you involved in real work. You'll also attend team insights and workshops, as well as get a chance to take part in team social events. The work undertaken by clerks is varied and depends on the team you are in. Tasks include case law research, drafting legal expertise updates, note-taking during meetings and contract review.

Type of work clerks can expect

Our clerkship is a great opportunity to work with a supervising partner, a lawyer and a buddy who'll get you involved in real work. You will have the opportunity to rotate through two different teams and we will take into consideration your preferences.

You'll also attend team insights and workshops, as well as get a chance to take part in team social events. The work undertaken by clerks is varied and depends on the team you are in. Tasks include case law research, drafting legal expertise updates, note-taking during meetings and contract review. There will also be opportunities to be involved in attending court, getting involved in pro bono work and participating in interform clerk sport.

At the end of your clerkship, you will be considered for a place on our graduate program.

Other opportunities and experiences

You will have the opportunity to get involved with Pro bono work, networks and committees, social events and coffee catch ups with lawyers from different teams



Who is eligible?

Penultimate and final year students with full working rights can apply.

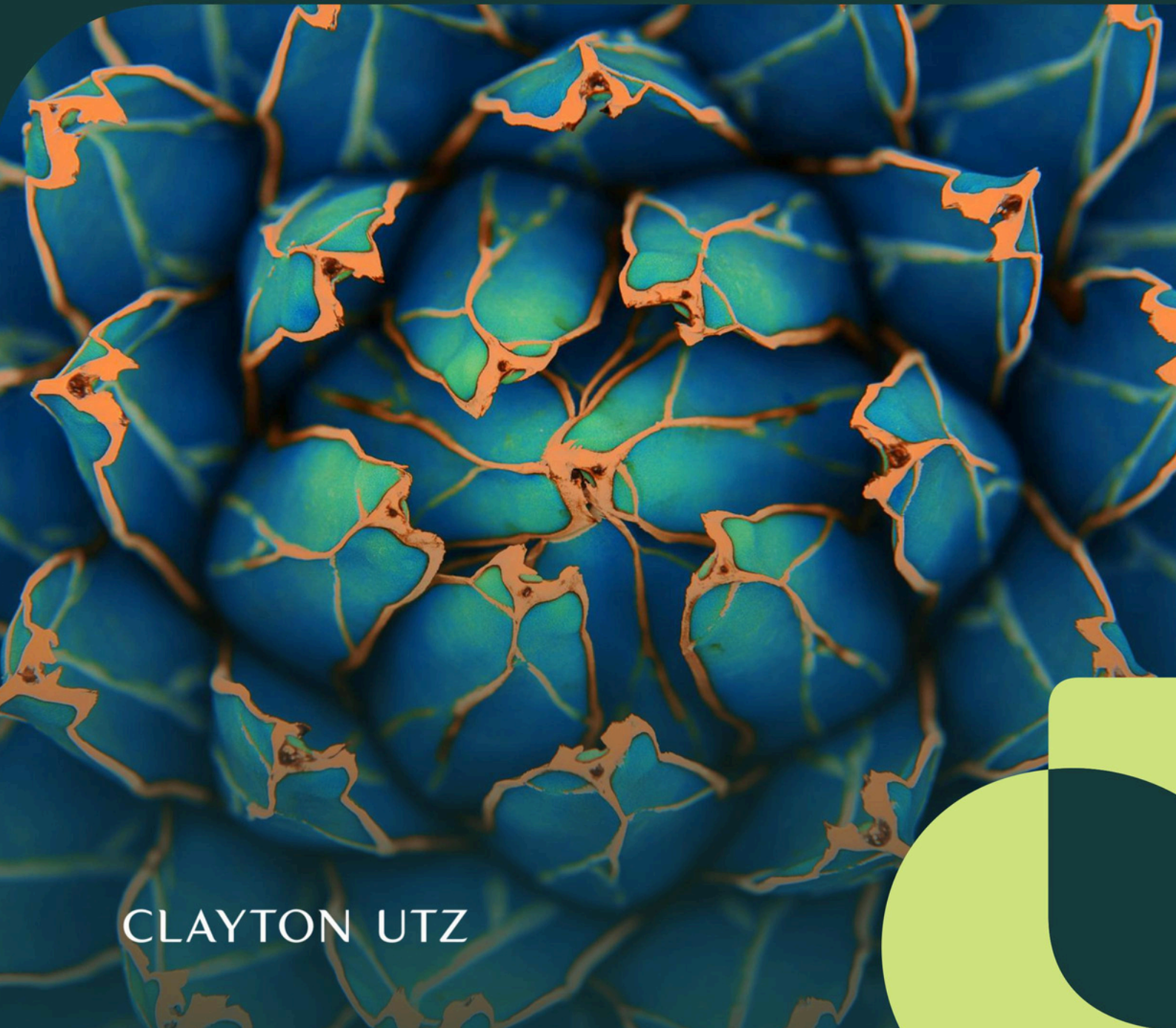
Clerkship Application Process

1	Apply via our website: https://www.ashurst.com/en/careers/students-and-graduates/australia/
2	Please answer the questions in the online application, upload your CV, unofficial academic transcript and Cover letter. When applications close you will be sent a link to complete Criteria psychometric testing
3	Next stage is an interview with a partner and senior associate. We will also host an open house and will then make offers as per the LIV guidelines.

What does Ashurst look for in applicants?

We are looking for diverse candidates with a broad range of backgrounds, all united by a common set of strengths. A passion to develop a career in a leading global commercial law firm, outstanding communication skills, analytical ability, quick learner, determination and resilience. Collaborative and able to adapt to change.

**Imagine
your
tomorrow**



CLAYTON UTZ

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

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

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

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



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



Emma Covacevich
Chief Executive Partner

Ready to imagine?

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



CONTACT DETAILS



<https://www.claytonutz.com/>



careers@claytonutz.com



Wurundjeri Land, Level 18, 333 Collins Street, Melbourne VIC
3000 Australia



Brisbane, Canberra, Darwin, Perth, Sydney

HR Representative

Danielle Sandys

Graduate Resourcing Consultant

dsandys@claytonutz.com

03 9286 6681

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<http://linkedin.com/company/clayton-utz>)



Instagram

([@claytonutzgraduates](https://www.instagram.com/claytonutzgraduates))



Facebook

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





CLERKSHIP INFORMATION

Seasonal Rotations	Two rotations
Seasonal Clerkship Positions (Melbourne)	40 - 50
Number of Seasonal Clerks per intake (Melbourne)	20 - 25

KEY DATES

Applications Open	1 July 2024
Applications Closed	11 August 2024 (11:59 pm)
Interview Period	Late September - October 2024
Clerkship Periods	18 November - 13 December 2024 (Summer)
	16 June - 11 July 2025 (Winter)

About Clayton Utz

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

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

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

What distinguishes Clayton Utz?

Not only does Clayton Utz provide legal services to governments around the country and many ASX-listed companies across all sectors, we also advise some of the world's most recognisable brands. We're particularly proud of our globally renowned Pro Bono practice. In fact, our Pro Bono practice was the first to be established among Australian law firms, and in 2018 became one of only three law firms in the world with two dedicated Pro Bono partners. We have established diversity and inclusion programs that many of our people embrace, and we are proud to be the first law firm to create the role of National Mental Health Manager to better support our people.

Firm Culture

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

Description of the Clerkship Program

The clerkship program at Clayton Utz consists of a four week program over summer or winter. Starting with a local orientation, our clerks are set up for success from Day 1 with support around research training, library training and IT training, just to name a few!

During the program, clerks have the opportunity to rotate through two different practice groups that are aligned with their interests. In addition, our clerks are involved in volunteering at one of our Community Connect program partners as well as networking at a range of different firm events.

Type of work clerks can expect

Typical activities that clerks become involved in include research tasks, writing and drafting memos/letters, attending court and client meetings, assisting with preparation of matters for hearings and supporting pro bono matters. Each day is varied and often different from the last!

Clerks who are enthusiastic and prepared to give everything a go often stand out. Having a positive attitude and being curious about the work helps showcase your abilities, and ultimately help us (and our clerks!) determine if we are a good fit for each other. Clerks who take the time to be inquisitive by asking questions, explore options both autonomously and with their teams, and present practical solutions tend to perform to a high level. Additionally, clerks who take the time to build genuine relationships with their team, clients and other colleagues outside of their immediate teams find they have a better experience and understanding of what a graduate program could look like for them.

Other opportunities and experiences

Our clerks have opportunities to get involved in various steering committees (Gender, LGBTIQ+, Cultural Diversity and Accessibility & Inclusion), volunteering initiatives, pro bono work and networking events, in addition to the rotational clerkship program.

Who is eligible?

- The clerkship program is aimed at students who are in their penultimate year of university.
- If you are in your final year of study, please outline in your application why you couldn't complete a clerkship in your penultimate year by answering the relevant question.
- International students may apply if they are able to work full time during the program and if they are able to apply for the correct visa entitlements to work unrestricted in Australia once they have graduated. Graduates need to independently attain the correct work visa.

Clerkship Application Process

1	Students are required to apply online via https://www.claytonutz.com/careers/early-careers
2	Students are encouraged to upload a résumé to transfer general information into the application (meaning they only need to check it has transferred accurately and fill in any blanks), followed by attaching a copy of their academic transcript and answering three questions (in lieu of a cover letter)
3	Following submission, students will receive a separate email with a link to complete online psychometric tests as well as an email to participate in a voluntary RARE recruitment survey . Students must complete the psychometric testing in order for their application to be reviewed

What does Clayton Utz look for in applicants?

Clayton Utz employs people with a wide range of backgrounds, skills, interests and competencies. We look for people who can contribute new ideas, who take a creative approach to solving problems, are personable, practical, and commercially-savvy, as well as flexible.



FIRM PROFILES

OTHER SPONSORS

Great change is here. Shape the future with Allens

At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. **Are you?**

With us, **you'll be more than a lawyer.** Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.

We work across borders too, thanks to our alliance with Linklaters. This provides opportunities for our firm and our people, including annual rotations in Linklaters London, Hong Kong and Singapore being available to our graduate lawyers.

An early legal career at Allens includes highly **tailored training** through the Allens Academy. Developed in partnership with the University of New South Wales, our Graduate Diploma in Legal Practice will help you transition from law graduate to legal expert and trusted business adviser.

In a rapidly changing world, we seek opportunities to innovate by **embracing creative thinking**, new approaches and emerging technology. We don't just seek opportunities to benefit ourselves and our clients, we believe strongly in driving positive change to do right by our community too, as demonstrated through our strong pro bono practices.

Our teams are **open, inclusive and encouraging**, giving you the opportunity to learn and grow while feeling supported. You'll have the flexibility to drive your own career, and we'll recognise your achievements and hard work as you progress through the firm. **Are you ready to begin?**

Another fantastic initiative from Allens to engage future talent! As a candidate, I am excited at the prospect of joining such a fantastic and innovative firm.

 ALLENS CONFIDENTIAL PODCAST
graduates.allens.com.au/allens-confidential-podcast

 ALLENS VIRTUAL INTERNSHIP
theforage.com/course-catalog/bkpwC4BQR5T7poydC/Allens

 STUDENT NEWSLETTER
graduates.allens.com.au/life-at-allens

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Student.Careers@allens.com.au



Level 37/101 Collins St, Melbourne
VIC 3000



Melbourne, Sydney, Perth and Brisbane

HR Representatives

Kellie Drew

Early Careers Consultant
(Cover letter to be addressed to Kellie)

Adele Wawra

Early Careers Executive

SOCIAL MEDIA

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LinkedIn

[\(https://www.linkedin.com/company/allenslawfirm/mycompany/\)](https://www.linkedin.com/company/allenslawfirm/mycompany/)



Podcast

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Twitter / X

<https://twitter.com/allenslegal>



CLERKSHIP INFORMATION

Seasonal Rotations	As a clerk, you will be allocated to one practice group for the duration of the program which will show you the type of work we do and the range of clients we work for
Seasonal Clerkship Positions (Melbourne)	Around 90-100
Number of Seasonal Clerks per intake (Melbourne)	Approximately 30-34

KEY DATES

Applications Open	9am, 1 July 2024
Applications Closed	11:55pm, 11 August 2024
Interview Period	September 2024
Clerkship Periods	November - December 2024 (Summer - 1st Period)
	January - February 2025 (Summer - 2nd Period)
	June - July 2025 (Winter)

About Allens

We are one of the largest law firms in Australasia, with more than 800 legal staff in offices across Australia and Asia. We specialise in handling complex and difficult transactions that require exceptional legal, negotiation and project management skills.

As an Allens graduate, you will form part of a global network of legal professionals and leaders. Through our alliance with Linklaters, this international network spans 41 offices in 26 locations. This alliance allows our people to accelerate their careers, offering international secondments and opportunities to work with the world's best lawyers on the most complex multijurisdictional matters in the market.

Our client work spans every sector across the economy and whether working for an emerging start-up or a multi-jurisdiction corporate, we mobilise the best team for the matter. Our market leading work has seen us recognised as an elite 'band one' firm in 19 practice areas by Chambers and consistently top M&A and infrastructure league tables and we've been recognised as an AFR Most Innovative Company for five years running.

We have been recognised as the **#1 law graduate employer** by the Australian Association of Graduate Employers (AAGE) and a top law employer by Prosple and GradConnection and the Australian Financial Review. This year we were ranked the highest law firm in the AAGE Top Graduate Employers for the fifth year running (and number three across all Australian organisations with graduate intakes of 70+).

What distinguishes Allens?

Comparing firms can sometimes feel like an impossible task. While we think there are a few things that make us unique – like our two-year graduate program which offers two 12-month rotations and a commitment to invest in your career for the long term, our illustrious list of alumni and the fact that we're one of Australia's longest running businesses – it's our culture and the way we work together that really sets us apart.

Culture can be a tricky thing to put your finger on from the outside. We've had 200 years to build ours, and it's what we think makes Allens such a great place to build a career, but don't just take our word for it. You can find out more about Allens, and how our people feel about working at Allens in our Life at Allens student newsletter and our Allens Confidential podcast. You can also follow us on LinkedIn and GradAustralia or reach out to our Early Careers team.

Firm Culture

Shaping the future is in our DNA – whether it's helping our clients see around corners and take advantage of new opportunities; fostering growth and opportunity so our people can thrive, make a difference and be their very best; or contributing to the development of sustainable, diverse, equitable and just communities where everyone is recognised and included. Continuing to shape the future means committing to a truly purpose-led culture, built on values that reflect who we are, where we've come from and who we want to be.

Description of the Clerkship Program

Allens offer clerkship programs in each of our Australian offices. In Melbourne, we offer two summer and one winter clerkship programs each year, coinciding with university holidays.

As a law clerk at Allens, you'll:

- work with some of the most experienced and highly regarded lawyers in Australia;
- gain first-hand experience in the type of work you could do as a lawyer at Allens;
- work as part of a team on real matters for real clients; and
- be allocated a dedicated performance coach and buddy, who will be there every step of the way

Our clerkship program is a stepping stone to bigger things, and many clerks go on to become graduates with us.

Type of work clerks can expect

Our clerks will be given daily tasks and responsibilities which are similar to those of a junior lawyer. This can include conducting legal and market research, drafting memos, attending court hearings and client meetings.

While we celebrate our differences, it's important to understand what unites us. The following attributes contribute to Allens' **success and are what our people have in common:**

- **Initiative:** a curious mind is vital. The more adaptable you are and the more energy you bring, the more you'll get out of a career at Allens
- **Excellence:** it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn.
- **Commerciality:** law is more than an academic pursuit; it's about understanding the client, their objectives and the challenges they face, as well as the wider commercial environment in which we operate.
- **Flexibility:** Our goal is to create an engaging work environment that inspires them to give their very best. To that end, we support a range of measures enabling our people to work flexibly and effectively – to help them manage their work and commitments irrespective of gender, age or life stage.
- **Commitment:** positive people thrive in our environment. We look for people who can build sustainable careers with us, and successfully juggle work and a personal life while maintaining their wellbeing

Other opportunities and experiences

We encourage our clerks to put their hand up and take every opportunity to get involved in the life of the firm. Clerks can contribute to the Allens' ongoing client and community work by taking on pro bono work, attending committee meetings and initiatives, and coming along to social events. These are all great opportunities to try a range of different work types and meet lawyers from all kinds of backgrounds.

Who is eligible?

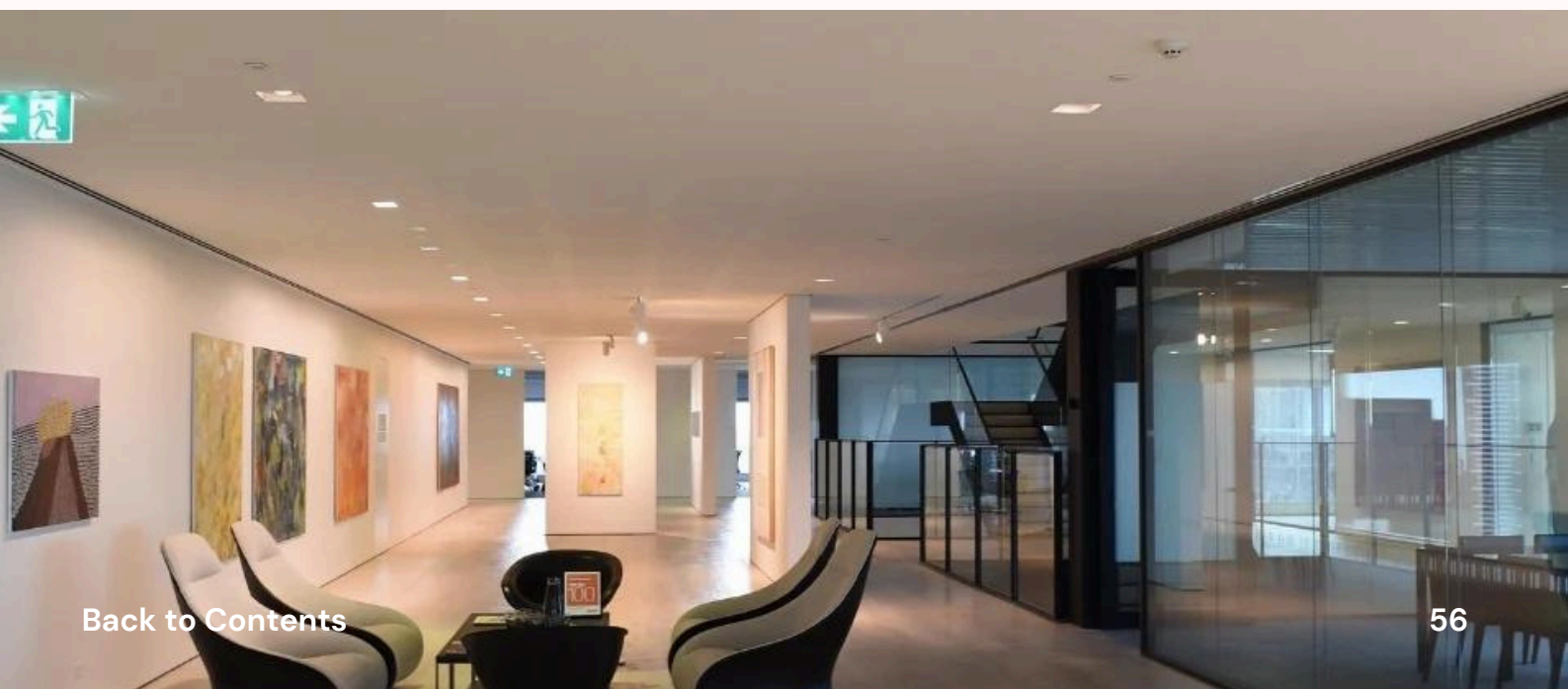
Applications are welcomed from **penultimate and final year law students**, including **international students provided you have the relevant working rights in Australia**.

What does Allens look for in applicants?

Allens are proud that **there isn't an 'Allens' type**. We know that **diverse perspectives help solve complex problems, strengthen teams and enrich client relationships**.

Ultimately, we are looking for students who are **driven and ambitious**, not only about the law, but **have interests outside their university life and career**. Our people are our greatest asset, and it's having diversity and different personalities that we believe sets us apart. If you can demonstrate your **ability to balance priorities**, and exhibit that you're a **dedicated** budding commercial lawyer, we would love to hear from you.

And finally, as cliched as it sounds, **be yourself**. Don't try to be who you think we want you to be! Allens value **authenticity** and want to work with clerks and graduates who value this too. We believe that you'll be able to build better relationships if you are **true to yourself**.



Clerkship Application Process

1	<p>Do your research and decide where you would like to apply for a clerkship!</p>
2	<p style="text-align: center;"><u>Gather your Documents</u></p> <p>You will need to provide us with a copy of your CV, cover letter, academic transcript and other supporting documents, such as your visa if applicable.</p>
3	<p style="text-align: center;"><u>Complete an Optional Diversity Assessment</u></p> <p>We are the proud founding partner of Rare's Contextual Recruitment System (CRS) in Australia. The CRS allows us to better understand your achievements, and the context in which they have been gained, beyond what we may see on your resume. We don't expect everyone to look and be the same, and we want to hear your story. The CRS is a 'screen in' tool, not a 'screen out' tool. Should you choose to participate in the survey, you can provide as much or as little information as you would like to. The People & Development team are the only people who see the data and it is treated with the strictest confidence.</p>
4	<p style="text-align: center;"><u>Complete an Online Assessment</u></p> <p>You will then be asked complete an online strengths-based assessment, through Cappfinity. The assessment provides an insight into the work we do and a taste for what working at Allens is like, while giving us an additional data point during the screening process. The assessment is designed to give you a realistic job preview – we won't ask you about shapes or numbers! It's not timed either, so you can stop and start as needed.</p>
5	<p style="text-align: center;"><u>Meet the team and build your network at our pre-interview 'Insider Access' Event</u></p> <p>If you're selected for an interview, you will be invited to attend our 'Insider Access' event. This is a great opportunity to learn more about Allens before your interview, and to form connections with our people.</p>
6	<p style="text-align: center;"><u>Attend an Interview</u></p> <p>You will be invited to attend one interview. Our interviews are an opportunity for you to get to know us, and vice versa. We equip our interviewers with training to ensure they are able to get the best out of you, in an environment that understandably can be quite nerve-wracking.</p>
7	<p style="text-align: center;"><u>Buddy Catch Up</u></p> <p>You will be allocated a junior lawyer to act as your buddy throughout the recruitment process, who will help answer any questions and provide support ahead of the interview. You'll have the opportunity to meet your buddy at the Insider Access event, and meet with your buddy for a coffee after your interview.</p>

You can find more top tips for success during the recruitment process [here](#)

Baker McKenzie.

Your journey to a world-class career begins here

Baker McKenzie is Australia's first global law firm. We've been developing global lawyers in Australia for more than 60 years – each started out as a law student, just like you.

Become a world-class lawyer.
Join the firm that was born global.

www.bakermckenzie.com/australia#careers

Ready to explore our world?

Natalie Mascarenhas +61 3 9617 4349
Natalie.Mascarenhas@bakermckenzie.com

 Find us on
LinkedIn

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Facebook

CONTACT DETAILS



http://

<https://www.bakermckenzie.com/en/locations/asia-pacific/australia>



natalie.mascarenhas@bakermckenzie.com



Level 19, CBW, 181 William Street,
Melbourne Victoria 3000



Melbourne, Sydney, and Brisbane

HR Representative

Natalie Mascarenhas

Senior Consultant -

Graduate Resourcing

03 9617 4349

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/baker-&-mckenzie/>)



Facebook

(<https://www.facebook.com/officialbakermckenzie/>)

OR

(<https://www.facebook.com/bakermckenzieaustraliacareers/>)



Newsletter

(<https://gradaustralia.com.au/graduate-employers/bakermckenzie/>)



Twitter / X

(<https://twitter.com/BakersAus>)



CLERKSHIP INFORMATION

<p>Seasonal Rotations</p>	<p>We place our seasonal clerks in one practice area throughout their clerkship, in accordance with their preferences and areas of interest. We feel that having one placement enables our clerks to get broader exposure to work, have ongoing involvement in matters, and build stronger relationships with their teams</p>
<p>Seasonal Clerkship Positions (Melbourne)</p>	<p>Approximately 28 - 32</p>
<p>Number of Seasonal Clerks per intake (Melbourne)</p>	<p>Approximately 8-11</p>

KEY DATES

<p>Applications Open</p>	<p>9am, 1 July 2024</p>
<p>Applications Closed</p>	<p>11:55pm, 11 August 2024</p>
<p>Interview Period</p>	<p>September 2024</p>
<p>Clerkship Periods</p>	<p>25th November - 20th December 2024 (Summer - 1st Period)</p>
	<p>3rd February - 28th February 2025 (Summer - 2nd Period)</p>
	<p>23rd June - 18th July 2025 (Winter)</p>

About Baker McKenzie

Baker McKenzie invented the global law firm - so we're different in the way we think, work and behave. Our story is one of imagination, determination and hard work. We've followed clients into new markets, establishing offices driven by local lawyers and talent. And our growth has been organic, giving us a strong, common culture throughout our Firm.

Our unique culture, developed over 75 years, enables our 13,000+ people to understand local markets and navigate multiple jurisdictions, working together as trusted colleagues and friends to instil confidence in our clients. We also understand the challenges of the global economy because we've been a global law firm from the start.

We currently have approximately 7,000 lawyers in 74 offices in 45 countries. We have been in Australia since 1964 and employ approximately 220 lawyers/graduates and 80 partners across Melbourne, Sydney and Brisbane.

Our People Experience, a key component of our strategy, is about delivering the best employee experience to enable one high-performing, global team to serve our clients. We offer our people access to market-leading, cross-border, local, and industry-focused matters for leading multinational/domestic clients. We understand our clients' businesses, industries and strategic objectives and work with them to overcome the challenges of competing in the global economy. We have an unrivalled ability to provide training and secondment opportunities across our global network. We are committed to engaging with our communities. We view inclusion, diversity and equity as foundational to our culture and strategic vision. We have an inclusive culture of learning, coaching and opportunity, where you undertake work in small teams across multiple geographies with clients and colleagues. And we are a place where everybody can succeed, whatever your background and wherever you are located.

What distinguishes Baker McKenzie?

Baker McKenzie's key difference is, unlike other firms, that we were 'born global'. Our practices and culture are well-established and integrated globally, which is why many clients and lawyers choose to work with us.

We have a global approach to development. Because we've been global from the beginning, we have well-established regional/global programs and a deeply embedded culture of knowledge sharing, support and mentoring - within and across offices.

Our global development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker McKenzie. It shapes the way we recruit, select, develop, manage and promote our lawyers. For you, it means always having a clear career roadmap, empowering you to plan and drive your development – formally and on-the-job – at every stage.

Our lawyers benefit from an Australian PD curriculum based on the Development Framework – from black letter law to practice-specific skills and business development at the local, regional and global levels.

Our lawyers also attend regional/global training, events and conferences relating to their practices to develop networks and legal skills. Further, they attend regional transition programs at each career stage which provide development in the key skills our lawyers need – like people leadership, business development and project management – and which enable them to foster relationships with international peers. We provide our lawyers with opportunities to attend USA summer school courses and scholarships for full-time legal study overseas, and support them undertake further study locally, both financially and with study leave. In addition, the Firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices globally.

Firm Culture

Many of our seasonal clerks, graduates and lawyers say one of the reasons they join us is because of our people and culture. In Melbourne, the size of our office enables everyone to get to know each other - plus we have the benefit of a strong global connection to our other offices, offering something unique and special to our people. Our people are genuinely friendly and diverse, and enjoy coming to work everyday. Our social and sports committee contributes to the Firm's social glue - offering regular Firm drinks, events and sporting activities. We also offer a range of social and financial benefits (including travel insurance for you/your immediate family, massages, discounted movie tickets, study assistance, corporate discounts, etc.).

What does Baker McKenzie look for in applicants?

Baker McKenzie looks for people who:

- **genuinely want to work with us** and **understand our unique offering** and position in the market
- are **well-rounded** (i.e. through extra-curriculars/leadership), motivated, have a performance mindset and strive to be the best in whatever they do
- are **intellectually curious** and have **sound academics**
- **display business acumen** and are practical in their approach
- have a **global mindset** and are passionately **committed to service excellence**
- enjoy a challenge and **seek new opportunities**
- constantly look for ways to **achieve better results** while **learning and growing**
- take **proactive ownership/responsibility** for their careers
- act with **integrity, honesty and candour** in their dealings, decisions and actions
- express themselves confidently while staying **open to new ideas**
- seek a **friendly, inclusive and diverse** culture
- take seriously our role in **making a difference to our local and global communities**

Description of the Clerkship Program

At Baker McKenzie, our seasonal clerks experience life as a junior lawyer at our Firm. Right from the start, you get involved in real work and are given real responsibility, just like our junior lawyers. You will be exposed to our Australian and international clients through client meetings, phone calls and events, and will often have the opportunity to deal with clients directly. Working with lawyers of all levels, you will be guided by a supervising partner and associate ‘buddy’. With the Firm’s strong focus on supporting its people to learn, grow and achieve better results, you can expect to be well-led, well-coached and well-mentored.

You are supported at every stage of the clerkship by Talent Management who facilitate a comprehensive development program, starting with induction and skills development (including practical sessions on legal research, technology training, drafting, business communication, personal brand, client service, teamwork and other skills crucial to ensuring you impress and succeed during your clerkship). You will also develop practical and legal skills through our national learning program for junior lawyers and Firm-wide professional development sessions.

Type of work clerks can expect

The type of work that clerks get involved in includes drafting correspondence, preparing court documents, drafting advices/agreements, legal research, document review, attending client meetings, attending court/mediations, attending meetings with barristers/witnesses, attending settlements, and preparing client alerts.

Other opportunities and experiences

Our clerks also have the opportunity to participate in pro bono matters and community service initiatives (for example, fundraising events like our Bakers Bake-Off and ‘Eat Up Australia’ sandwich-making sessions). In addition, our clerks have the opportunity to attend our Inclusion Diversity & Equity (BakerWomen, BakerDNA, BakerWellbeing, BakerPride & Allies, BakerIndigenousEngagement) meetings/events, and various social events (Firm drinks, social committee initiatives like Moonlight Cinema nights, Trivia Nights, etc., and social events specifically for clerks and their buddies/our graduates). We also invite our clerks (across the three intakes) to our EOY party, BBQ and lawn bowls night and EOFY party.

The clerks who have ultimately succeeded during a clerkship and in securing a graduate position have naturally displayed excellent legal and technical skills. But they’ve also displayed commercial acumen/awareness, strong communication and interpersonal skills, a client-centric approach, a performance mindset, enthusiasm, a great attitude, initiative, resilience, curiosity, and a genuine interest (and excitement!) in working with us. They have also made an effort to be a part of Firm life - attending social events and PD sessions - and to get to know our people.

Who is eligible?

We generally accept **students in their penultimate or final year**. Being a global law firm, we also accept (and welcome!) applications from **international students provided they have the right to work in Australia** during the relevant clerkship periods.

Clerkship Application Process

1	Applications for seasonal clerkships should be submitted via our website: www.bakermckenzie.com/careers/Australia
2	Applications should include a cover letter , as well as details of your work experience, extra-curricular activities, interests and academic results . We do not require you to upload your CV , as the information from your CV is used to respond to the areas above. We also ask you to complete 2 - 3 questions , particularly as our Firm does not use psychometric or other testing, group or individual assessments, or one-way video interviews as part of our overall assessment process .
3	Candidates will attend one interview with a partner and senior associate . In our interviews, we want to get to know all about you – your experiences, your interests, your achievements, your strengths and your abilities. We also want to know why you want to work with Baker McKenzie. To that end, our interviews are a mix of “getting to know you” questions and “behavioural” questions , so that our interviewers can get to know you and you can make the best possible impression.
4	Candidates will also be invited to an information and networking event attended by partners and associates so that you can meet as many people from our Firm as possible and our people can get to know you.

Tips for the application process

- Connect with us on Facebook and LinkedIn (we share application tips annually)
- Attend our clerkship skills workshops or Bakers’ Dozen series
- Research our firm and tailor your cover letter (to learn more, attend the above events!)
- Cover your education, work experience (including customer service roles) and extra-curriculars in your application and demonstrate skills/experiences that would help you to succeed as a clerk
- Demonstrate strong attention to detail.

Achieve your ambition.



Your journey from outstanding graduate to exceptional lawyer begins at Corrs.

As Australia's leading independent law firm, we're known for delivering legal excellence, exceptional client service and outstanding results.

We advise on the most significant global matters and connect with the best lawyers internationally to provide our clients with the right team for every engagement. We are also at the forefront of some of the most high-profile and highly complex matters in our region.

At Corrs, you'll enjoy the benefits of working alongside a high-performing team in a culture defined by excellence, collaboration, commitment and respect.



CONTACT DETAILS



<https://www.corrs.com.au/>
[https://www.corrs.com.au/careers/
graduates-and-clerks](https://www.corrs.com.au/careers/graduates-and-clerks)



thea.allen@corrs.com.au



Level 25, 567 Collins Street,
Melbourne, VIC, 3000



Melbourne, Sydney, Brisbane, Perth

HR Representatives

Thea Allen

People & Performance Consultant

thea.allen@corrs.com.au

03 9672 3442

Sammy Haberfield

People & Performance Coordinator

sammy.haberfield@corrs.com.au

03 9672 3760

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/corrs-chambers-westgarth>)



Facebook

(<https://www.facebook.com/Corrslaw/>)



Instagram

([@corrslawyers](https://www.instagram.com/corrslawyers))



Twitter / X

(<https://twitter.com/Corrslawyers>)





CLERKSHIP INFORMATION

Seasonal Rotations	No – Clerks are allocated to one practice group for the duration of the clerkship.
Seasonal Clerkship Positions (Melbourne)	Approximately 65-70
Number of Seasonal Clerks per intake (Melbourne)	Approximately 20-25

KEY DATES

Applications Open	9am, 1 July 2024
Applications Closed	11:55pm, 11 August 2024
Interview Period	September
Clerkship Periods	November - December 2024 (Summer - 1st Period)
	January - February 2025 (Summer - 2nd Period)
	June - July 2025 (Winter)

About Corrs Chambers Westgarth

Your journey from outstanding graduate to exceptional lawyer begins at Corrs.

As Australia's leading independent law firm, we're known for delivering legal excellence, exceptional client service and outstanding results.

We advise on the most significant global matters and connect with the best lawyers internationally to provide our clients with the right team for every engagement. We are also at the forefront of some of the most high-profile and complex matters in our region. At Corrs, you'll enjoy the benefits of working alongside a high performing team in a culture defined by excellence, collaboration, commitment and respect.

Firm Culture

Our culture is defined by excellence, collaboration, commitment and respect.

What Distinguishes Corrs Chambers Westgarth?

Our lawyers work together across practice groups to deliver exceptional results and support you in building your future, wherever you want to take it.

Our success is based on the success of our people. We encourage individuals to play to their strengths and we bring our diverse and talented lawyers together to create top-performing teams.

We strongly believe that diversity in all its forms should be embraced and celebrated. This benefits our people, our clients, our firm and the industry at large. Our people bring their full selves to work, and we foster an environment where everyone can thrive. Our commitment to diversity and inclusion includes gender equality, cultural diversity, LGBTQ inclusion, First Nations inclusion, carers support and accessibility and disability inclusion.

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

Description of the Clerkship Program

Our clerkships give you the opportunity to connect with partners and lawyers across the firm, learn what a 'day-in-the-life' at Corrs is like, and experience the type of work we do and the clients we partner with.

The Corrs seasonal clerkship program gives you the opportunity to work alongside some of Australia's leading lawyers on high-profile work for major Australian and international clients.

Type of work clerks can expect

We look for people who can make a positive contribution to the firm and help us in delivering legal excellence and outstanding client service. In exchange for your energy and commitment we'll provide extraordinary learning and work opportunities.

You'll be exposed to a broad range of interesting matters and have the chance to complete tasks such as conducting research, reviewing and presenting documents, attending court hearings, mediations and settlements, as well as shadowing partners and lawyers in client meetings and business development activities.

Other Opportunities and Experiences

We provide opportunities for professional and personal growth. We encourage clerks to be socially active and participate in social and sporting events, as well as learning and development activities.

Some of our activities include social team building activities with our graduates, practice group insight sessions, partner connection sessions, pro bono work, sport activities, Friday night drinks, trivia nights, End of Financial Year and Christmas parties.

Who is eligible?

We accept Penultimate, Final Year and International Students.

Clerkship Application Process

1	<p style="text-align: center;"><u>Application</u></p> <ul style="list-style-type: none"> • Online application form • CV • Academic Transcript • Short answer questions
2	<p style="text-align: center;"><u>Interview</u></p> <p>One round of interviews with a Partner, Senior Associate/Special Counsel, and a member of the People & Performance (HR) team</p>
3	<p style="text-align: center;"><u>Networking & Information Evening</u></p> <p style="text-align: center;">A Taste of Corrs</p>

What does Corrs Chambers Westgarth look for in applicants?

We want people who bring out the best in those around them, work well in a team and take pride in their work and achievements. We assess against a broad criteria which considers business and commercial acumen, initiative, ethical behaviour, previous employment, legal excellence, a commitment to commercial law, energy and drive, involvement in community life and strong interpersonal skills.

DLA Piper

OUR GROWTH, YOUR FUTURE.

Our Firm

We're a global business that's redefining the expectations of a law firm. We operate across more than 40 countries, but we're still locally connected. That's because trusting, collaborative relationships with our clients and each other are at the heart of our success. We're creating exceptional experiences, outcomes and growth for our clients and people.

In everything we do connected with our People, our Clients and our Communities, we live by our values.

90 +

Number of offices
around the world

40 +

Number of countries
in which we operate

300 +

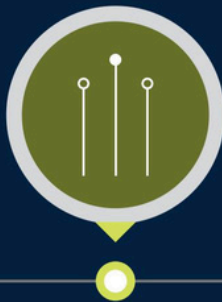
Lawyers in Australia

4 +

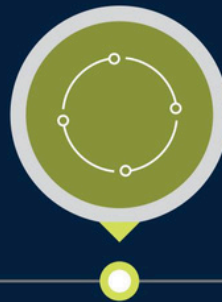
Offices in Australia



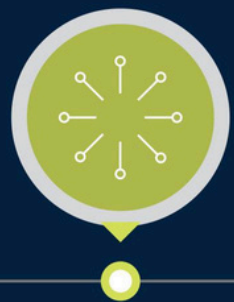
Be Supportive



Be Bold



Be Collaborative



Be Exceptional

Clerkship Programme

Our seasonal clerkship is designed to give you insight into what sets us apart. Our programme starts with an induction which provides a comprehensive introduction to the legal sector and the firm's strategy, practice groups, sectors and clients. It also builds your skills and networks. Following induction, you'll have the opportunity to experience working in a practice group and benefit from being given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential. At the completion of your clerkship you will also be eligible for consideration for a graduate role on our graduate programme.

2024/25 PROGRAMME

Clerkship intakes:

Brisbane, Melbourne	Summer Nov/Dec 2024, Winter June/July 2025	4 weeks
Perth	Summer 1 Nov/Dec 2024, Summer 2 Jan/Feb 2025	4 weeks
Sydney	Summer Nov/Dec 2024 and Jan/Feb 2025	8 weeks

Graduate Programme

During your graduate programme, you'll experience three six month rotations in our different practice groups and Pro Bono and Law& teams, giving you breadth in your knowledge of the law as well as the practical skills that will stay with you for your entire career. By the end of your graduate programme, you will emerge with a clearer understanding of where your talent and interests lie. The experience you'll have gained – and the networks you'll have nurtured – will provide a strong foundation for your future career at DLA Piper.

2026 PROGRAMME

Priority offers will be made to candidates who participate in our Clerkship Programme.

Recruitment Process



ONLINE
APPLICATION

ONLINE
ASSESSMENT

INTERVIEW

FIRM INSIGHT
EVENING

CLERKSHIP
PROGRAMME

Find out more about our programmes and application dates:



CONTACT DETAILS



<https://www.dlapipergraduates.com/au/opportunities/>



graduaterecruitmentAUS@dlapiper.com



80 Collins St, Melbourne VIC 3008



Brisbane, Perth, Sydney

HR Representative

Jenny Dawkins

Graduate Recruitment Advisor

Jenny.Dawkins@dlapiper.com

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media page)



LinkedIn

(<https://www.linkedin.com/company/dlapiper/>)



CLERKSHIP INFORMATION

Seasonal Rotations	We have one 4-week rotation
Seasonal Clerkship Positions (Melbourne)	15-20
Number of Seasonal Clerks per intake (Melbourne)	10

KEY DATES

Applications Open	1 July 2024
Applications Closed	11:59 pm, 11 August 2024
Interview Period	Mid-Late September 2024
Clerkship Periods	November - December 2024 (Summer)
	June - July 2025 (Winter)



About DLA Piper

DLA Piper is a global business law firm based in the Americas, EMEA and the Asia Pacific. We help clients succeed through innovative and pragmatic legal solutions. Leading businesses across the world trust us with their most complex matters and rely on our seamless cross-border prowess and sector knowledge. Wherever you are, and whatever your challenge, we speak your language. Life moves fast at DLA Piper, and with good reason. We help the world's top companies with their business-critical issues. Many of the deals we work on are complex and challenging – transcending not just practice areas, but borders, languages and legal systems.

As a firm, we never stand still. We think nimbly and seize opportunities. We're ambitious and are never afraid to innovate. So, if you possess these qualities too, there could be a bright future for you at DLA Piper.

What distinguishes DLA Piper?

We help the world's top companies with their business-critical issues. Many of the deals we work on are complex and challenging – transcending not just practice areas, but borders, languages and legal systems. As a firm, we never stand still. We think nimbly and seize opportunities. We're ambitious and are never afraid to innovate. So if you possess these qualities too, there could be a bright future for you at DLA Piper.

Firm Culture

We're a global business that's redefining the expectations of a law firm. We operate across more than 40 countries, but we're still locally connected. That's because trusting, collaborative relationships with our clients and each other are at the heart of our success. We're creating exceptional experiences, outcomes and growth for our clients and people. We make this happen with a culture where you bring your passion and individuality to work every day. No two careers – or two people – are the same at DLA Piper. We want you to reach your full potential as part of a diverse, global team that thrives on collaboration, seizing opportunities and commercial edge. Here, personal growth goes hand in hand with professional development to shape your individual career journey.

Description of the Clerkship Program

Our clerkship programme starts with a 2-day induction. This induction provides an in-depth introduction to the legal sector and the firms practice groups. It also builds your professional skills and workplace capability. Throughout the induction there will be opportunities to hear from and network with senior members of the firm. Once you are inducted, you'll have the opportunity to complete work placements in our different practice groups. You'll be given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential.

Type of work clerks can expect

Our clerkship programme starts with an induction. This induction provides an in-depth introduction to the legal sector and the firms practice groups. It also builds your professional skills and workplace capability. Throughout the induction there will be opportunities to hear from and network with senior members of the firm. Once you are inducted you'll have the opportunity to complete work placements in our different practice groups. You'll be given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential.

Other opportunities and experiences

During your clerkship with us, you will experience a number of social and networking events. These include ones with your clerkship cohort, our graduates, your team and depending on the time of year, some office wide social events as well. You will also have the opportunity to get involved in pro bono work and find out more on what we do as a firm from our pro bono team.



Who is eligible?

The clerkship program is aimed at students who are in their penultimate year.

Clerkship Application Process

1	Complete our online application form and upload a copy of your CV. This should showcase your achievements and experiences. We don't require you to submit a cover letter, these are optional.
2	If your initial application is successful, you will be invited to complete an online assessment to test your strengths. Typically, candidates are given one week to do the test and it takes about 50 minutes to complete.
3	If successful, you will be invited to a one-hour Partner interview and a networking evening in our offices which will be held in the same week.

What does DLA Piper look for in applicants?

We are seeking applicants that are passionate about a career in Law and becoming a future graduate solicitor. We do not expect applicants to have had prior experience in Law. When applying, we'd encourage you to think broadly about your experiences and achievements from your recent-past and ensure these are clearly articulated on your CV. We recommend to take the time to look into who we are and the type of work we do so you can tailor your application to demonstrate why you are interested in a clerkship at DLA Piper.

Carlyna Yap,
2022 Graduate.

MY DEFINES W

Don't just make up the numbers. Don't force yourself to fit a mould. Be valued for being you. Join a firm that values different voices, fresh ideas and independent thinkers.



To learn more about our Early Careers Programs, application dates and more, please scan the QR code.

gadens

CONTACT DETAILS

 <https://www.gadens.com/>
<https://www.gadens.com/early-careers-programs/>

 earlycareers@gadens.com

 Level 13, Collins Arch, 447 Collins Street
Melbourne, VIC, Australia, 3000

 Melbourne, Sydney, Brisbane, Adelaide, Perth

HR Representative

Amelia Lippiatt

Early Careers Advisor

Amelia.lippiatt@gadens.com

03 9612 8381

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media page)



LinkedIn

(<https://www.linkedin.com/company/gadens-lawyers/>)





CLERKSHIP INFORMATION

Seasonal Rotations	We have one 4-week rotation
Seasonal Clerkship Positions (Melbourne)	30-32
Number of Seasonal Clerks per intake (Melbourne)	12

KEY DATES

Applications Open	1 July 2024
Applications Closed	11:59 pm, 11 August 2024
Interview Period	August & September 2024
Clerkship Periods	November - December 2024
	January - February 2025
	June - July 2025

About Gadens

Gadens is a leading Australian law firm with more than 100 partners and 880 staff across offices located in Adelaide, Brisbane, Melbourne, Perth and Sydney. We regularly undertake highly complex transactional legal work for a wide range of clients across multiple industry sectors. Our clients include major Australian and multinational organisations – we are advisors to a significant number of the Top-200 companies listed on the ASX – as well as many small to medium-sized businesses, and high-net-worth families and individuals. Our aim is to help our clients achieve their objectives – providing an outstanding client experience for every client, every time. This is underpinned by our intense focus on understanding our clients, their needs and expectations and building meaningful, long-term relationships – a number of which span decades. Our mission is to help people achieve their purpose in a complex world. To do so, we aim to lead by example, inspire others, innovate and build something we are all proud of.

What distinguishes Gadens?

We are committed to attracting, developing and retaining the very best people. When you join Gadens, you will be working in a firm where success is determined by the character and spirit of our people. We are looking for talented people who approach their work with passion and who excel at establishing quality relationships with clients and colleagues. Your work will be interesting and challenging, and from day one, you will have plenty of responsibility. We foster a culture that is inclusive, diverse and flexible so our people can bring their true selves to work. We are actively reducing our environmental footprint and are proud that 100% of our energy consumption is generated from renewable sources. Gadens is carbon neutral certified with Climate Active.

We are proud of our progressive and market-leading parental leave support which includes 30 weeks' Paid Parental Leave, Superannuation contributions while on Parental Leave for up to 52 weeks (based on 5 days/week, regardless of your working days), paid leave for Surrogacy and IVF treatment, and much more.

Firm Culture

At Gadens, we help people achieve their purpose in a complex world. We will lead by example, inspire others, innovate and are continuing to build something we are all proud of. To build a strong culture and future success at Gadens, we focus our energy, effort, and resources across our five key strategic pillars:

- People – we develop and inspire our people
- Sustainability and Social Impact – we do the right thing and make an impact
- Clients and Markets – we work with quality clients in our chosen markets
- Innovation and Technology – we solve problems with people and technology working seamlessly together
- Brand and Reputation – we are a widely recognised and respected brand

Fun is also strongly on the agenda. We believe that a lively workplace reduces stress and improves learning, productivity, and creativity with regular events to ensure that you have interaction with your colleagues in a fun and informal setting.

Description of the Clerkship Program

A Clerkship with Gadens provides the opportunity to get to know our people, our clients, and our practice teams whilst participating in a range of work and activities designed to give you insights into commercial law. A dedicated Mentor and Buddy will guide and support you during your Clerkship, whilst gaining practical experience by working directly with Partners and experienced Lawyers, who are leaders in their field. You will also learn more about our firm, culture and how we support the wider community. We will recruit Graduates for 2026 from Clerks who have participated in our clerkship programs in 2024/2025.

Type of work clerks can expect

Throughout the Clerks@Gadens program, we will help you grow your skills and provide comprehensive support to ensure your Clerkship is a success. Your dedicated Mentor will work with you to develop your technical skills, allocate work, and provide ongoing feedback. You will also be supported by a Buddy who will share tips and friendly advice. Some of the work you may be involved in includes:

- legal research;
- attending client meetings, court or mediations;
- drafting correspondence and advice; and
- assisting in the preparation of affidavits or court documents

Other opportunities and experiences

At Gadens, we provide a collaborative and welcoming team environment where you can achieve the best in your personal and professional development. You will have relaxed interactions with your colleagues and an opportunity to get involved in social activities and other wellbeing initiatives. Our practice groups each have different events such as informal drinks, monthly bake-offs and other activities which bring people together.

Pro Bono

We have an extensive Pro Bono program that includes partnerships with the Asylum Seeker Resource Centre, Mental Health Legal Centre, Moonee Valley Legal Service, Arts Law, Youth Law, Fitzroy Legal Service, Immigration Rights and Advice Centre and many others. We encourage every Lawyer in the firm to participate, and our Graduates are no exception. Every year we have specific Pro Bono projects that are available for Graduates to participate in. We are signatories to the Australian Pro Bono Centre's National Pro Bono Target, which encourages Lawyers to undertake at least 35 hours of Pro Bono work each year.

Volunteering

We have regular volunteering opportunities throughout the year. We have a partnership with Ronald McDonald House in both Melbourne and Sydney - our staff love visiting the houses to cook for the families staying there. We also volunteer at Oz Harvest and St Kilda Mums.

Community Activities

We mark and celebrate days including International Women's Day, National Reconciliation Week and NAIDOC Week. We also have various fun-runs and fundraisers throughout the year.

Sustainability

Gadens is a Climate Active certified Carbon Neutral law firm - we encourage our people to engage in initiatives that reduce our impact on the environment. Gadens is a member of the CitySwitch program and City Smart, highlighting our commitment to environmental, ethical, and socio-economic sustainability. Further, many of our clients comprise of organisations that boast strong environmental, ethical, and socio-economic philosophies.

Who is eligible?

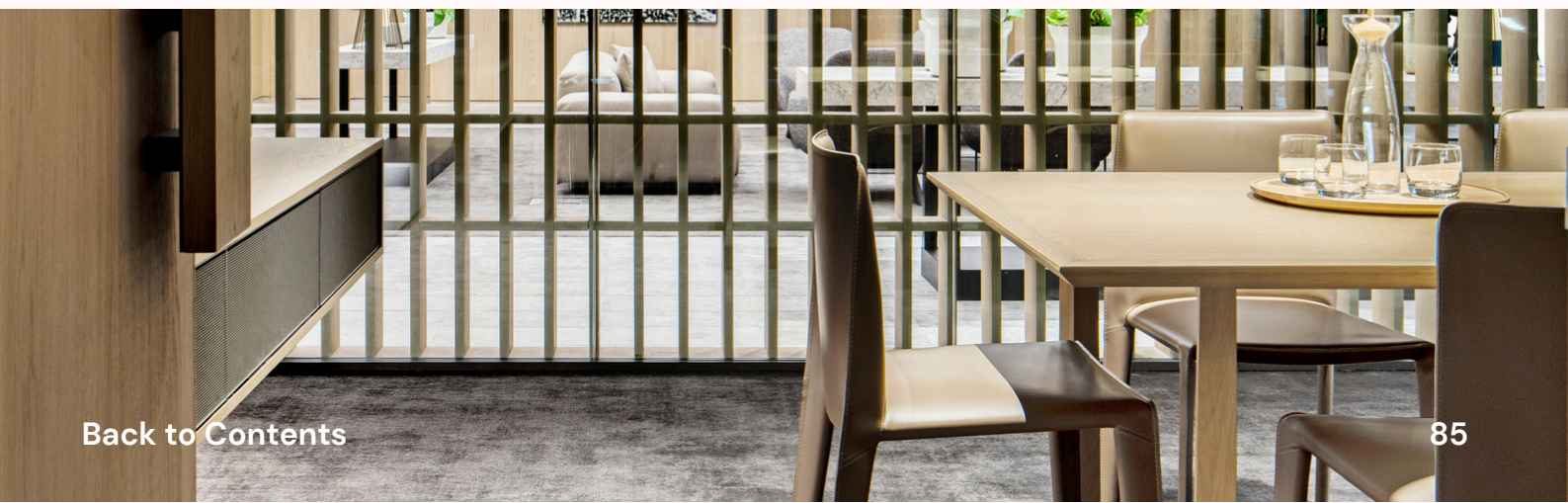
Gadens welcomes applications from students in their penultimate or final year of the LLB or JD. We do not accept applications from international students.

Clerkship Application Process

1	<p>You can apply for Clerkships directly through the Gadens website (https://www.gadens.com/) and will be required to upload your CV, cover letter, academic transcript and provide responses to short answer questions. You will not be required to complete any psychometric testing.</p>
2	<p>Successful candidates will be invited to attend a networking and information evening in our office prior to interview, to learn more about Gadens and meet our people. Interviews will be held in-person in our offices and include a Partner and member of the People & Development team.</p>

What does Gadens look for in applicants?

At Gadens, we value different voices, fresh ideas, and independent thinkers. We are looking for well-rounded students who have diversity in thought and experience, understand and support our values and are genuinely interested in working with our people, clients, and community. You can stand out by being engaged, enthusiastic and curious.



Client Profiles

- 1. MoTeC Group:** Gadens advised motorsport technology business MoTeC on the sale of the group to Robert Bosch (Australia) Pty Ltd, which will now form an integral part of Bosch Motorsport, a business unit of Bosch Engineering GmbH.
- 2. Cbus Property:** Advised Cbus and Unisuper in relation to their acquisition of units in the AMP Capital Retail Trust (subsequently renamed the Australian Core Retail Trust) from AMP Capital Finance Limited. Cbus Property is an Australian award-winning property investor and developer. UniSuper is leading industry super fund.
- 3. Sand Hill Road:** Advised Melbourne based hospitality group Sand Hill Road on the sale of eight of its Melbourne pubs and hospitality venues to Australian Venue Company. The portfolio of venues sold consist of Garden State Hotel, Prahran Hotel, Terminus Hotel, Richmond Club Hotel, The Posty, Bridge Hotel and Holliava, and the iconic Esplanade Hotel in St Kilda.
- 4. Aussie Broadband:** Advised Aussie Broadband Ltd (ASX: ABB) on the divestment of New Zealand company Zintel Communications Limited to Maxo Telecommunications Pty Ltd.
- 5. CBR Development Group:** Acted for developer CBR Development Group in an A\$66.5m senior construction facility with National Australia Bank and A\$10.6m mezzanine facility with Wingate in respect of the residential apartment project known as 'Promenade' consisting of 199 apartments and 2 commercial lots over 31 levels and 150 car parking spaces in Box Hill, Victoria.
- 6. MOVE Logistics Group Limited:** Advised MOVE Logistics Group Limited (NZX: MOV, ASX: MOV) on the secondary listing of its shares on the Australian Securities Exchange (ASX).
- 7. Shareholders of Quintis:** Acting for shareholders of Quintis in a Federal Court proceeding against the company and Managing Director, Frank Wilson. Allegations include misleading and deceptive conduct, and contraventions of the Corporations Act 2001 (Cth) and ASX Listing Rules.
- 8. Australian Securities and Investments Commission:** Acted for the Australian Securities and Investments Commission (ASIC) in five investigations and a set of proceedings into three of the four big banks in Australia. Three of those matters arose from the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry and concerned the mis-selling of insurance by ANZ, Westpac and NAB.
- 9. Chuchka Pty Ltd:** Advised Chuchka on copyright infringement litigation initiated in the Federal Court of Australia, VID 521/2018, against it by State of Escape.
- 10. Motion Asia Pacific:** Gadens currently manages the business' global trade mark portfolio, which spans Australia, New Zealand, China, France, the UK, Indonesia, South Korea, Malaysia, Philippines, Singapore, Thailand and Vietnam.
- 11. Marquette Investments:** Acted for Marquette Investments Managers Pty Ltd in the \$420m purchase of 2 commercial office buildings located at 12 Creek Street, Brisbane from Dexus Funds Management.

Ethical Statement

At Gadens, we value different voices, fresh ideas, and independent thinkers. Don't force yourself to fit a mold. Be valued for being you. Join a firm that values different voices, fresh ideas and independent thinkers.

We are looking for well-rounded students who have diversity in thought and experience, understand and support our values and are genuinely interested in working with our people, clients, and community.

At Gadens, we provide a collaborative and welcoming team environment, and we are committed to providing and maintaining a workplace that is safe and without risk to health for all staff.



IMPACT STARTS HERE



G+T has the momentum and energy to be Australia's best corporate law firm. Our clients turn to us at pivotal moments in their growth trajectory – from industry-shaping M+A deals to high-stakes disputes and regulatory work.

From your first day with us, you'll be given work that matters – not paperwork. You'll be exposed to milestone deals and major clients across Australia, Asia, Europe, North America and emerging markets. And you'll feel like you're making a difference and learning from the best lawyers in their fields.

You'll also have the opportunity to work in practice areas focused on ESG and the transition to renewable energy, as well as emerging regulatory change and tech transformation.

Join our team in the heart of the CBD, and work alongside Australia's leading practitioners in:

- + Banking + Projects
- + Corporate Advisory
- + Competition, Consumer + Market Regulation
- + Disputes + Investigations
- + Tech + IP

If you share our entrepreneurial spirit and restless energy, you'll feel like you belong with us here at G+T. And you'll see how quickly our network can open doors to experiences that will take you further, faster.

Launch your career with G+T

» Visit gtlaw.com.au/starthere

“As a progressive firm, we are constantly changing and always thinking about the future. That's why we're always looking for fresh ideas and energy. For talented people who will make an impact in their careers, wherever that takes them.”

Danny Gilbert
Managing Partner

OPPORTUNITY STARTS HERE

There's never been a better time to be part of G+T. The pace is fast, the energy is high, and the people are smart, supportive and fun. Open the door to opportunities without limits, and see where G+T can take you.

Our clerkships in Melbourne, Perth or Sydney offer a unique chance to experience one or two practice areas in corporate law, and learn from some of Australia's most talented legal minds.

In Sydney, we offer a summer clerkship with two 4-week rotations across two practice areas and the option to apply for the Aurora Internship, a fully funded 5- to 6-week winter internship.

Is a G+T clerkship right for me?

The G+T clerkship experience is open to law students in their penultimate and final year of study.

Our culture is built on inclusivity and individuality, and we want you to feel like you can be yourself at work. Our people are ambitious, creative and entrepreneurial – they bring energy and a can-do mindset, and are willing to challenge assumptions. If that sounds like you, you'll feel like you belong here.

What will I experience?

During your two-, four- or eight-week clerkship (depending on location), you'll be provided with a supervising partner, a mentor and a buddy who will help you develop your day-to-day legal and personal skills. You'll also grow with the help of structured in-house training, covering drafting and technical skills through to business development and personal branding.

You'll mainly work within one or two of our corporate law practice areas, and you'll also have the chance to work on innovation projects or pro bono matters. This is your opportunity to explore areas you're interested in, push out of your comfort zone and bring your own ideas and perspective to the team. Plus, you'll build a valuable network that will support you throughout your career – wherever it takes you next.

I've clerked at another firm – can I still apply?

G+T clerks typically receive priority offers for graduate roles, and we have a high conversion rate. However, graduating students are always welcome to apply to our 18-month graduate programs. Look for graduate vacancies on our website.

Clerkship application dates

APPLICATIONS	APPS OPEN	APPS CLOSE
SYDNEY	Monday, June 10 2024	Sunday, July 14 2024
MELBOURNE	Monday, July 1 2024	Sunday, August 11 2024
PERTH	Monday, June 24 2024	Sunday, July 28 2024

» Learn more about our clerkship programs at gtlaw.com.au/starthere

“As a clerk, I felt like I was part of the G+T family. Everyone cared for me and was interested in my personal and professional growth. I didn't expect to be invited to a client dinner as a clerk, or a Christmas party at the banking partner's house. It enhanced my confidence and allowed me to develop a deep sense of belonging with the firm.”

Ali Khan
Lawyer

Get in touch

We'd love to hear from you.

Lara Chaloner
Early Talent Coordinator
+61 3 8656 3472
lchaloner@gtlaw.com.au





CONTACT DETAILS



<https://www.gtlaw.com.au/>

<https://www.gtlaw.com.au/start>
here/



lchaloner@gtlaw.com.au



Level 25 101 Collins Street Melbourne VIC 3000



Melbourne, Sydney and Perth

HR Representative

Lara Chaloner

Early Talent Coordinator

lchaloner@gtlaw.com.au

03 8656 3472

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

([https://www.linkedin.com/
company/gtlaw/](https://www.linkedin.com/company/gtlaw/))



Instagram

([@gt_careers](https://www.instagram.com/gt_careers))



Facebook

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





CLERKSHIP INFORMATION

Seasonal Clerkship Rotations	One rotation, however clerks are paired with a lawyer from a different practice group to facilitate learning of another area of interest within the firm.
Seasonal Clerkship Positions (Melbourne)	Approximately 30
Number of Seasonal Clerks per intake (Melbourne)	Approximately 10

KEY DATES

Applications Open	1 July 2024 (9:00 am)
Applications Close	11 August 2024 (11:59 pm)
Interview Period	18th September - 9th October 2024
Clerkship Periods	November - December 2024 (Summer - 1st Period)
	January - February 2025 (Summer - 2nd Period)
	June - July 2025 (Winter)



About Gilbert + Tobin

Gilbert + Tobin is a leading Australian law firm, advising clients on their most significant corporate transactions, regulatory matters and disputes. We provide commercial and innovative legal solutions for ASX 100 leading companies, major infrastructure and services providers, as well as government and public authorities across Australia and around the world.

An international leader in M&A, private equity, capital markets, competition + regulation, and technology + digital, we work on complex issues that define and direct the market. G+T presents a unique opportunity for you to make a name for yourself through the matters and transactions you work on, with personal accountability yet supported by those around you. As a younger organisation that has built its success on legal excellence and entrepreneurial drive, G+T is energetic and passionate. We are non-bureaucratic and value diversity, individuality, innovation and fun.

We have a long heritage of giving back to the community through our Pro Bono practice and corporate social responsibility initiatives. Joining a firm with an open, entrepreneurial culture makes it easier for you to work closely with the firm's highly talented partners and senior lawyers. This is reinforced by structured mentoring programs, open plan workstations and direct contact with clients.

Firm Culture

“Our culture is unique, and at its heart it’s a paradox,” says Adam Laura, Partner – Corporate Advisory. “It’s energetic and proactive, incredibly driven and ambitious – but also understated, funny and generous. We describe it as being ‘smart with heart.’” Our clerks and graduates are often attracted to the firm by the egalitarian, open structure. “Our people have the opportunity to go as far as they want, and we recognise and reward that,” explains Adam. “The pace is fast and constant, but you’ll get to work on things that interest and stimulate you early in your career. G+T challenges people irrespective of their role – and that pushes you to do and be better.”

What distinguishes Gilbert + Tobin

FLAT HEIRARCHY

G+T's structure is egalitarian with very little hierarchy and bureaucracy. All legally trained employees are referred to as "lawyers". With no formal band structures, lawyers are given opportunities and rewards as early as they are ready to take them, rather than being constrained by their job title. G+T allows its people to tackle new and complex work and to develop quickly, both professionally and personally. This flat structure enables our clerks and graduate lawyers to work directly with more experienced lawyers as well as partners on a variety of matters.

OUTSTANDING PRO BONO PRACTICE

G+T has always recognised the power of the law to improve the lives of people who are disadvantaged. G+T was one of the first firms to have two pro bono partners in Australia. We are committed to helping clients who don't have access to the justice system or don't qualify for legal aid. Our pro bono legal practice is led by a team of six full-time pro bono lawyers with expertise in the areas of law of importance to our clients, working with lawyers across the firm who contribute their time and their own expertise.

CORPORATE SOCIAL RESPONSIBILITY

As part of our CSR agenda, we are committed to activities that make a difference within our firm and to the wider community. Our CSR programs focus on three streams – reconciliation, community programs and the environment.

INNOVATION

G+T is built on and thrives on technological disruption. It is in the DNA of the firm. The G+T attitude of embracing innovation has always gone hand in hand with business success. G+T has a comprehensive innovation strategy that brings together the Gilbert + Tobin team with clients and start-ups to explore better ways of meeting the needs of our clients, new business models and more efficient business processes.

Description of the Clerkship Program

During your time with G+T you'll get a taste of what it's like to work in corporate law. Spending time in one practice group, you will start to understand the mechanics of legal practice through researching legislation and case law, preparing and drafting memos, completing research, observing negotiations, meeting clients, attending court, or perhaps working as part of a deal team. Throughout the program, you'll partake in our customised in-house training program and have the opportunity to contribute to Pro Bono and our Knowledge Management practice.

We intentionally have smaller groups of clerks so that we can really get to know each individual. It is important for clerks to have a great attitude while clerking with us, to really immerse themselves in the culture of G+T and soak up all the different opportunities available to them throughout their clerkship. Most of all, don't take themselves too seriously and have fun!

Type of work clerks can expect

A seasonal clerk at G+T you can expect a realistic insight into what it would be like to join us as a graduate. Clerks get involved in a wide variety of tasks throughout the program following three days of induction. Each experience is individual allowing for it to be genuine and meaningful. We encourage clerks to be curious and to connect.

Other opportunities and experiences

All clerks at G+T will participate in a legal transformation activity, which is always a highlight of the program! You can also get involved in book club, the green team, the OUT group and many other wonderful initiatives. There are also plenty of opportunities to socialise with G+T staff.



Who is eligible?

Penultimate, final year and international students can apply.

Clerkship Application Process

1	Students are to apply online via our website (gtlaw.com.au/starthere)
2	Students are to submit their CV, academic transcript and answer application questions (no cover letter required)
3	Complete a video interview
4	Attend a pre-interview cocktail evening
5	One interview with a Partner and a representative from the People Team

What does Gilbert + Tobin look for in applicants?

While strong university results and academic achievements count, we're also looking for people who align with our firm's culture and values. We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. We also hold ambition, imagination, creative thinking and entrepreneurial spirit in high regard. Our people are collaborative, passionate and dedicated, but most of all they enjoy what they do and never forget to have fun. We seek clerks and graduates that will complement our practice groups and don't feel the need to take themselves too seriously.

Think **progressive**
Think **innovation**
Think **Hall & Wilcox**



Scan the QR code to visit our Careers page





CONTACT DETAILS



<https://hallandwilcox.com.au/>

<https://hallandwilcox.com.au/careers/early-careers/>



EarlyCareersRecruitment
[@hallandwilcox.com.au](mailto:EarlyCareersRecruitment@hallandwilcox.com.au)



Level 11, Rialto South Tower, 525 Collins Street
Melbourne VIC 3000, Australia



Adelaide, Brisbane, Canberra, Darwin,
Melbourne, Newcastle, Perth, Sydney

HR Representatives

Gilda Carter

Senior National Early Careers Advisor
02 8267 3845

Sarah Parsons

Early Careers Co-ordinator
03 9603 3185

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/hall-&-wilcox/>)



Instagram

([@hallwilcox](https://www.instagram.com/hallwilcox))



YouTube

(<https://www.youtube.com/c/Hallandwilcox>
AuSmarterLaw)



Facebook

(<https://www.facebook.com/HallandWilcox/>)





CLERKSHIP INFORMATION

Seasonal Rotations	Yes, two rotations
Seasonal Clerkship Positions (Melbourne)	30
Number of Seasonal Clerks per intake (Melbourne)	15

KEY DATES

Applications Open	9 am, 1 July 2024
Applications Closed	11:59 pm, 11 August 2024
Interview Period	September & October 2024
Clerkship Periods	November - December 2024
	June - July 2025



About Hall & Wilcox

Our purpose is to enable our clients, our people and our communities to thrive. Our success depends upon the success of our clients, our people, and the communities in which we live.

We're renowned for our Smarter Law approach. Smarter Law means we look beyond the status quo to think differently and find solutions that create real value for our clients. Smarter Law includes enabling technology, challenging business models, innovative pricing and creative resourcing.

Our commitment to contributing to our communities is embedded in our firm culture. We deliver this through a range of areas, including our substantial pro bono work, community initiatives and partnerships, sustainable environmental and supply chain practices and our Emerging Artists Program.

What distinguishes Hall & Wilcox?

Hall & Wilcox is a unique employer for several reasons.:

- We are renowned for our **special and unique culture** that is **underpinned by our Hallmarks**. Our **leadership is transparent and authentic**, and we strike a balance between the demands of a busy legal practice and delivering excellent client service with a **focus on development, wellbeing and fun**.
- We are a **leading independent Australian law firm**. We act for large **institutional and corporate clients**, including financial services institutions, ASX Top 100 corporates, large private companies and multinational conglomerates.
- We have a **strong learning culture** and **support our people in their development**.
- We are **committed to principles of ESG** including giving back to our communities by doing work for the public good. We have a **dedicated Pro Bono Partner** and encourage and expect all our lawyers to meet or exceed 35 hours of pro bono work per year.
- We are a **firm of the future**. Our Smarter Law mantra means that we **challenge the status quo** to create real value for our clients, our people and our communities.
- We offer **competitive remuneration** based on the markets in which we work and recognise moments that matter in our peoples' lives.
- We offer **extensive and generous benefits, policies and programs** to support all of our people both in and outside the workplace.



Firm Culture

We are renowned for our special and unique culture that is underpinned by our Hallmarks. Our leadership is transparent and authentic, and we strike a balance between the demands of a busy legal practice and delivering excellent client service with a focus on development, wellbeing and fun.

Our inclusive culture enables us to recognise and celebrate the characteristics that make each individual different and create a workplace environment in which both individuals and groups feel welcome, respected and valued. Our commitment is reflected in our WGEA Employer of Choice for Gender Equality citation, our First Nations Pathway Program, recruitment opportunities for people living with disability and participation in LGBTIQ+ Interfirm Networks.

At Hall & Wilcox, we support flexible and agile working to assist our people to balance their professional, personal and family life, health and wellbeing.

What does Hall & Wilcox look for in applicants?

At Hall & Wilcox, we are committed to creating a diverse workforce and celebrate the characteristics that make each individual unique. There is no one 'type' of clerk or graduate we look for; instead, we value people from different backgrounds, different experiences and with different perspectives.

Hall & Wilcox is interested in candidates with qualities that align with our Hallmarks and Smarter Law focus. Some of these include:

- **A creative mind and a passion for technology and innovation**
- **An understanding of the changing legal landscape**
- **Varied life experiences including previous work experience (legal and/or non-legal) as well as outside interests**
- **Strong and consistent academics and an involvement in extra-curricular activities**
- **Excellent communication skills, including language and interpersonal skills**

The best way to stand out is by being yourself and getting involved in everything that Hall & Wilcox has to offer.

Description of the Clerkship Program

In the Melbourne office, Hall & Wilcox runs two Seasonal Clerkship Programs each year – **summer and winter**. The Hall & Wilcox Seasonal Clerkship Program is a great way for clerks to experience life at the firm.

Our program includes:

- Four-week placement in two of our practice areas, taking into account your preferences.
- An induction program that provides an understanding of the firm's structure, the work we do, our clients, training in IT systems and office procedures.
- Exposure to real work on real files – this may include drafting correspondence and documents, attending client meetings, conferences and mediations, and undertaking research tasks.
- A support network including a buddy, mentor and supervising partner for guidance and support.
- Participation in practice group training sessions, workshops and development sessions.
- The opportunity to attend informative sessions with Partners and hear more about the work they do and their experiences.
- The chance to get involved in the firm's social and sporting activities.

Type of work clerks can expect

You will spend two weeks in each team to which you are allocated. You will be provided with exposure to real work on real files – this may include drafting correspondence and documents, attending client meetings, conferences and mediations, and undertaking research tasks.

Other opportunities and experiences

You will have the opportunity to participate in practice group training sessions, workshops and development sessions. We also encourage our seasonal clerks to get involved in the firm's community, social and sporting activities.

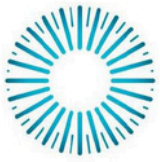
Who is eligible?

Penultimate or final year students can apply. International students are eligible to apply provided they have appropriate legal rights to work in Australia.

Clerkship Application Process

1	<p>Applications for Seasonal Clerkships should be submitted via our website (https://hallandwilcox.com.au). You should include a cover letter, details of your work experience, extracurricular activities and academic transcript.</p> <p>Candidates may also be required to complete pre-set questions as part of the application process.</p>
2	<p>Shortlisted candidates will be invited to an interview and will meet with firm representatives including a Partner, Lawyer and People & Culture.</p>

- The concept of ‘unconscious bias’ or ‘hidden bias’ is at the forefront of our work. We recognise that everybody has inherent biases and this means that, at times, people are not as open-minded to difference as we’d like to believe. It is our goal to eliminate any unconscious or hidden bias that may exist in our review of clerkship applications.
- Candidate details such as name, address, gender and secondary school will remain anonymous to us while we review your application.
- All candidates are also invited to attend an informative Q&A evening whereby applicants can find out more from Partners and Lawyers, and meet more firm representatives.



**YOUR
GROWTH.
OUR
AMBITION.**



Ready to shape the future?

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

About us

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

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

We welcome different

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

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

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

Clerkship program

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

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

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

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

Joining us

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

Key Dates & Deadlines

MELBOURNE	
Positions	60-65
Clerkship programs	1 Summer & 1 Winter
Applications for all 2023/24 programs open	Mon 1 July 2024
Applications for all 2023/24 programs close	Sun 11 August 2024
Offers made	Wed 16 October 2024

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

Contacts



Hong Le
Graduate Recruitment
Consultant
GraduatesMelbourne@hsf.com



CONTACT DETAILS

HR Representative

Hong Le

Graduate Recruitment Consultant

hong.le@hsf.com

GraduatesMelbourne@hsf.com

03 9288 1937

<https://www.herbertsmithfreehills.com/>

http://

[https://careers.herbertsmithfreehills.com/
/au/grads/vacation-clerkships](https://careers.herbertsmithfreehills.com/au/grads/vacation-clerkships)



hong.le@hsf.com



Level 24, 80 Collins St, Melbourne



Brisbane, Melbourne, Perth and Sydney

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

([https://www.linkedin.com/com
pany/herbert-smith-freehills/](https://www.linkedin.com/company/herbert-smith-freehills/))



Instagram

([@hsfgraduatesau](https://www.instagram.com/hsfgraduatesau))



Facebook

([https://www.facebook.com/
HSFGradsAustralia/posts/](https://www.facebook.com/HSFGradsAustralia/posts/))



CLERKSHIP INFORMATION

Seasonal Rotations	No
Seasonal Clerkship Positions (Melbourne)	60-65
Number of Seasonal Clerks per intake (Melbourne)	30-35

KEY DATES

Applications Open	1 July 2024
Applications Closed	11 August 2024
Interview Period	September 2024
Clerkship Periods	November - December 2024 (Summer)
	June - July 2025 (Winter)





About Herbert Smith Freehills

Herbert Smith Freehills (HSF) is one of the world's leading international law firms with a heritage stretching back more than 100 years. With over 25 offices spanning Australia, Asia, Europe, and the Middle East, HSF is at the heart of the new global business landscape providing premium quality, full-service legal advice. As Australia's leading commercial law firm, our client base includes many of the country's top 100 listed companies alongside government organisations, major multinationals and large local corporations, who have trusted us to deliver their most ambitious and complex projects.

What distinguishes Herbert Smith Freehills?

In 2024, HSF was ranked as Australia's Top Law Graduate Employer for the second year running in Prosple's Top 100 Graduate Employers. We offer our graduates the opportunity to apply for an international rotation as part of the graduate program. In 2019 we sent 14 Australian Graduates on international secondments. With a network around the world, you'll also have the opportunity to work with international clients, develop a global reputation and establish the career path that suits you. You'll gain experience on high-profile cases and deals involving some of the world's biggest clients, explore multi-cultural matters and receive first-class training. All the while, you'll be developing a global view of the law and building a resume with a legal firm that's widely recognised around the world.

Firm Culture

At HSF, you'll be valued for what makes you different and accepted for who you are. Inclusivity is key to our success and our people help shape our culture to be reflective of the societies in which we live and work through internal diversity networks such as our Ability, Gender Equality and Multiculturalism networks. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work – you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways. We're proud to say that we put our people first, supporting teams to do their best work, whether that's through our agile-working policy or access to first-rate learning and development programmes. Together, our highly skilled, driven colleagues, work as a team to understand our clients' needs, objectives and the environment they're operating in.



Description of the Clerkship Program

We select many of our graduates through our vacation clerkships. During this immersive experience, you'll receive hands-on practical experience, actively contributing, as you work on some of the diverse challenges facing the team you're collaborating with. You will have the opportunity to sit within a specific team, delivering real work for key clients. You will attend our 3 day induction and training program, before you hit the practice group floor. Once you join the teams, you will have the opportunity to attend workshops and presentations covering all our practice areas, contribute to the pro-bono practice, experience our cutting edge technology through our innovation projects. You will be allocated a partner, supervisor and a buddy who is junior solicitor in the team, so you will have many points of contact and support within the team.

Type of work clerks can expect

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

- Attend client meetings, and be part of delivering real work to our key clients.
- Research tasks, BD work
- Attend workshops and presentations with your team
- Contribute to the pro-bono team
- Be part of our Digital Law Group and Innovation team by volunteering to work on their projects
- Attend networking events with clients and HSF staff

Other opportunities and experiences

Our seasonal clerkship program offers an immersive 2 day induction where you'll have the opportunity to learn about the firm and be ready to hit the ground running when you join your teams. You will have the opportunity to do pro-bono work, join the events held by our various HSF Diversity & Inclusion networks such as the IRIS network ((LGBTQIA+), the Multiculturalism network, the GEM (Gender Equity Matters) network, etc . In addition, our clerkship cohorts have a number of sessions to network with teams from every practice group across the four week program through informal networking events, both on and offsite.



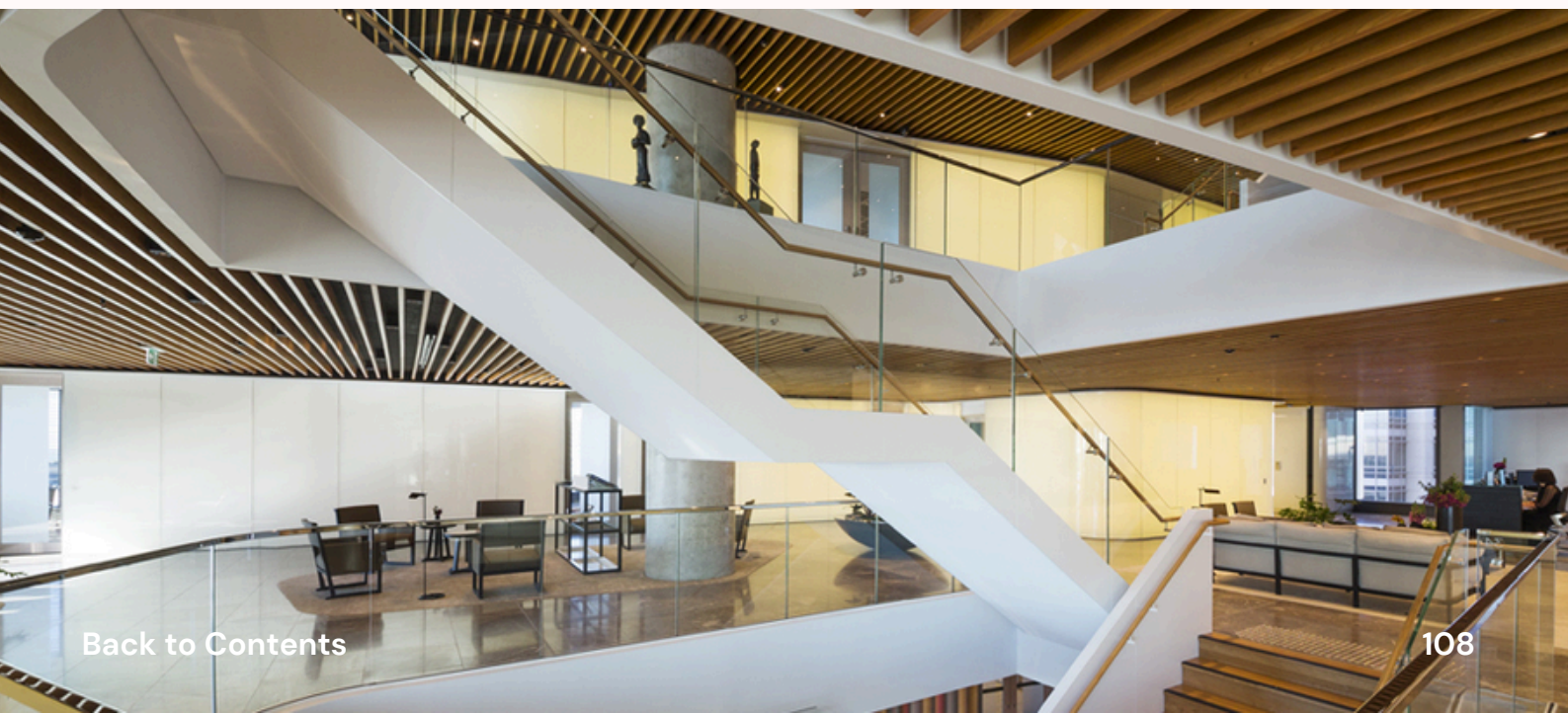
Who is eligible?

Penultimate and Final Year students.

We welcome applications for our Australian clerkship program from international penultimate year law students, provided that you have unrestricted legal working rights to work in Australia when you commence in your clerkship.

Clerkship Application Process

1	Candidates are asked to submit a CV, Cover Letter, transcript and answer questions on the online application form
2	Select applicants are then invited to complete an online psychometric assessment, attend an interview with a Partner and a Senior Associate, and a networking evening
3	Clerkship offers are based on feedback from our partners, and discussion among the recruitment panel





What does Herbert Smith Freehills look for in applicants?

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. It's this growth mindset that creates opportunities for you and your clients. So, what exactly are we looking for?

There's no single path to becoming a commercial lawyer. We look beyond your academic record and your technical aptitude. We're focused on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes. Building great relationships takes a certain understanding and as our global village gets ever smaller, we look for graduates who think of themselves as citizens of the world.

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. We are not looking for the finished product and we know that gaining legal work experience is increasingly difficult. What we are looking for is your potential to become a Herbert Smith Freehills lawyer. Demonstrate the transferable skills you have gained through the experience you have, legal or non-legal.





Pro Bono Work and Social Responsibility at HSF



Laura Di Natale
Solicitor

As a solicitor at HSF, I have had the opportunity to embrace the firm's commitment to social responsibility by regularly undertaking pro bono work and volunteering.

During law school, I volunteered at a community legal centre and was passionate about continuing to support the community through pro bono work during my clerkship and graduate program rotations.

For context, pro bono work generally involves providing free legal assistance to individuals and organisations in need, including charities, NGOs and marginalised individuals. At HSF, pro bono work is treated in the same manner as any other client work.

What pro bono initiatives can I take part in at HSF?

The HSF Melbourne office works with Justice Connect Homeless Law on a joint project called the Women's Homelessness Prevention Project (WHHP).

The WHHP aims to prevent women and children being evicted into homelessness by combining legal representation with social work. Practically speaking, participating in the WHHP as a graduate solicitor involves attending regular intake calls and representing clients facing eviction and other legal issues that reduce security of housing. These matters can be heard by the Victorian Civil Administrative Tribunal (VCAT) and often, graduate solicitors have the opportunity to make submissions which is a great way to sharpen your advocacy skills.

HSF also engages in initiatives with the aim of supporting First Nations communities, including through pro bono work and collaborations with organisations such as the Public Interest Advocacy Centre.

Why is pro bono work and social responsibility important?

Pro bono work is a meaningful way to contribute to the community and enhance your own legal skills. I highly recommend undertaking pro bono work because it offers graduate solicitors the opportunity to gain client and advocacy experience first-hand. By undertaking pro bono work, you will also be contributing to improved access to justice, and a more inclusive and equitable legal landscape.

K&L GATES

DISCOVER

Looking for a law firm that *really* is different?

Where you can be empowered to DISCOVER quality work and clients, DEVELOP through opportunities to learn more while growing your career, and THRIVE in a diverse and inclusive culture?

Then join our global community of talented visionaries.

To learn more about how you can discover, develop, and thrive in a dynamic global law firm, visit klgates.com/careers.

THE K&L GATES EXPERIENCE.

K&L Gates LLP. Global counsel across five continents.
Learn more at klgates.com.

The logo for K&L Gates, featuring the company name in white, bold, sans-serif capital letters on a dark blue rectangular background.

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

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

FULLY INTEGRATED

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

HANDS-ON EXPERIENCE

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

CLIENT FOCUSED

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

OUR PRESENCE

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

FORMAL TRAINING PROGRAM

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

PRO BONO AND COMMUNITY OUTREACH

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

INNOVATION

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

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

Our Australian Innovation Committee cultivates our innovative culture.

COLLABORATIVE CULTURE

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

DIVERSITY & INCLUSION

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

Learn what makes our global law firm different:

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

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

Visit our Careers page at www.klgates.com for application details.

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

Contact details

Tania Brierley, Recruitment Consultant

P +61 3 9640 4214 W www.klgates.com

CONTACT DETAILS

 <https://www.klgates.com.au/>
<https://www.klgates.com/australia-clerkships>

 Tania.Brierley@klgates.com

 Level 25, South Tower, 525 Collins Street, Melbourne

 Brisbane, Perth, Sydney

HR Representative

Tania Brierley

Recruitment Consultant

Tania.Brierley@klgates.com

03 9640 4214

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/k&l-gates>)



Instagram

([@klgatesllp](https://www.instagram.com/klgatesllp))



Youtube

(<https://www.youtube.com/user/KLGatesLaw>)



Facebook

(<https://www.facebook.com/klgateslaw>)



Twitter

(<https://twitter.com/KLGates>)



CLERKSHIP INFORMATION

Seasonal Rotations	No. Only one practice group during placement
Seasonal Clerkship Positions (Melbourne)	20-30
Number of Seasonal Clerks per intake (Melbourne)	12-15

APPLICATION KEY DATES

Applications Open	1st July 2024
Applications Closed	11th August 2024 (11:59 pm)
Interview Period	2nd September - 13th September 2024 (1st Round)
	9th October - 10th October 2024 (2nd Round)
Clerkship Periods	28th January - 21st February 2025 (Summer)
	23rd June - 18th July 2025 (Winter)

About K&L Gates

K&L Gates is a fully integrated global law firm with lawyers located across five continents. In Australia, we have offices in Brisbane, Melbourne, Perth and Sydney. Our combination of practice strength, global platform and unsurpassed client service is a true differentiator in the legal services marketplace. With a strong presence in key capital cities and world commercial and financial centres, we represent a broad array of ASX, Global 500, Fortune 100, and FTSE 100 corporations in nearly every major industry, including energy, financial services, health care, infrastructure, life sciences, manufacturing, sustainable development, technology, telecommunications and transportation amongst others.

Our Australian Innovation Committee cultivates our innovative culture. We define innovation as change that adds value, making innovation everyone's business. No matter the innovation, a human-centred approach focuses our efforts on our clients and our people. We produce tailored solutions that consider the outcomes that meet human needs.

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



What distinguishes K&L Gates

The legal market is rapidly changing, and so is the practice of law. It is both science and art. Clients want their law firm to be diligent and meticulous, but they also want it to solve problems with innovation and creativity.

At the heart of our ethos is an inclusive and collaborative environment that spans our fully integrated global platform. This approach enables us to diligently merge the vast knowledge and expertise of our lawyers and policy professionals, creating interdisciplinary teams that deliver truly exceptional client solutions.

In our pursuit of excellence, we go beyond conventional boundaries, marrying action with vision, success with dedication, method with passion, and innovation with creativity. This holistic approach is not just a strategy; it's our commitment to providing an unparalleled client experience. We understand that the legal journey is not merely about navigating through challenges; it's about crafting solutions that transcend expectations. This commitment to excellence and innovation culminates in what we proudly call, "The K&L Gates Experience."

It represents more than a service; it's a testament to our dedication to redefining standards and shaping the future of the legal industry.

Firm Culture

The culture at K&L Gates is inclusive and collaborative. We are more than about practising law or making a living. We are about building something amazing, creating a legacy for employees, the firm, our clients and the communities we serve. We also want to empower employees to discover quality work and clients, develop through opportunities to learn more while growing their career and to thrive in a diverse and inclusive culture. This is achieved through our Innovation and Diversity & Inclusion committees, industry focus groups, the pro bono and community outreach work we support, career and professional development programs as well as our Social and Sports Clubs.

Description of the Clerkship Program

K&L Gates is a fully integrated global law firm with lawyers located across five continents. In Australia we have four offices in Brisbane, Melbourne, Perth and Sydney. We have nine core practice areas across Australia. As part of your clerkship you will complete a rotation in one of these. You will be embedded into the practice areas and be involved in real legal work right from the start, giving you an in-depth experience and providing a real insight into life as a commercial lawyer at K&L Gates. In conjunction with on-the-job experience, we provide formal training.

On day one, you will receive an in-depth induction to the firm as well as training on relevant IT systems, followed by sessions over the course of the clerkship program. Your supervisor and buddy will help you settle into the office and you will work closely with the partners, special counsel, senior associates and lawyers in your team. You will be provided with opportunities to build strong relationships, both within your team and the wider firm network. We provide and encourage a collaborative environment in which you can grow and develop. We are also committed to creating a diverse and inclusive working environment.

Type of work clerks can expect

Clerks will be involved in a variety of real client work ranging from attending mediations and conferences, drafting research memos, and undertaking pro bono work. During the program participants will undertake training sessions, be involved with client work within their practice group and participate in a range of social / networking activities. Clerks can stand out during the program by having a willingness to learn, offering assistance to team members in the practice group, taking feedback on from supervisors and being a team player.

Other opportunities and experiences

We organise a social activity at least once a week in the clerk program. We also have firm-wide activities like weekly breakfast sessions where clerks can meet other members of the firm. The Practice Groups will also include the clerks in their social activities and lawyers across the firm are always happy to have a coffee with the clerks. We actively encourage our lawyers to provide pro bono legal representation and to participate in other charitable, community, educational and professional activities. Clerks may have the opportunity to get involved on this front as well.

Who is eligible?

As per the LIV Guidelines - To be eligible to apply for clerkships a student must be in their final or penultimate year of study in 2024.

Clerkship Application Process

1	Applications are submitted via our jobs board - <u>Candidates are asked to submit a CV, Cover Letter, transcript and answer questions on the online application form</u> and should include a concise cover letter, details of your paid and volunteer work, extra-curricular activities and a copy of your academic transcript.
2	You will be asked to provide some short answer responses to specific questions regarding your experiences. These could be legal related experiences or other. You will experience a two-stage interview process.
3	Your first-round interview will be with one of our partners, special counsel or senior associates who are part of our recruitment team, as well as a member of our Human Resources team. The second round interview is a group activity. You will work through a series of legal scenarios with a group of candidates and two members from our recruitment team.

What does K&L Gates look for in applicants?

We are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. We want applicants to be honest in their responses and to be themselves as we want to get to know you, your career aspirations, hobbies and interests. We're interested in you as a person so the best way to stand out is to be yourself but to also present thoughtful, considered responses to the questions posed to you. It always helps when you're detail-oriented, checking for typo and grammatical errors, submitting all the documents requested of you and following application instructions. We also notice when it's evident you've done your research about the firm, and are clear on why you want a clerkship at K&L Gates.

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

We are redefining what a law firm can be.
Working for some of the world's most innovative organisations, our people go beyond the law.
At KWM, you will have opportunities to learn new skills and master your craft - all while playing a leading role in helping the firm and those around you grow.

WHAT DO WE OFFER?

Culture of innovation, collaboration and high performance.

Multiple career pathways where you can shape your future.

World-class training and coaching to unleash your full potential.

High impact work for the world's leading organisations.

Relationships that last a lifetime.



careers.kwm.com/en/graduates-australia

kwm.com

KING & WOOD
MALLESONS
金杜律师事务所

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

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

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

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

Planning for a sustainable future

It is important to us to grow our business sustainably and responsibly and leave a positive impact.

Our commitments:



Reduce our emissions by:

- Becoming certified carbon neutral by December 2022. **Complete**
- Setting science-based targets by December 2023 and reaching net zero emissions by 2050. **Complete, awaiting verification**



Source 100% renewable energy for our Australian operations before 2024.

Complete



Update and re-certify our Environmental Management System by June 2022.

Complete



Undertake various energy, paper, water and waste reduction initiatives.

Ongoing

Global reach

KMW's extensive global network is positioned in the world's growth markets and financial centres, we're on the ground where our clients need us most.

- Australia
- China
- China Hong Kong SAR
- Germany
- Japan
- Singapore
- Spain
- United Kingdom
- United States

Our programs

SEASONAL CLERKSHIP PROGRAM

Applications open: Monday, 1 July 2024

Applications close: Sunday, 11 August 2024

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

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

What will you learn?

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.

- The core practice teams at King & Wood Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture is special – working within your team, you'll be encouraged to get actively involved in the many activities and events that help create our unique culture.
- Our people are here to support you – you'll find that people from every part of the business will help you by sharing their knowledge and walking beside you through the early stages of your career and beyond.

GRADUATE PROGRAM

We offer a future-focused experience and invest heavily in your development to support you throughout your journey.

You will benefit from a bespoke comprehensive learning and development program tailored specifically for our graduates.

You will take part in our graduate technology bootcamps. These bootcamps will provide you with experience working with many different types of emerging legal technologies, which are available at our firm. These skills will help prepare you for the future and ensure that we continue to evolve to meet our clients' changing needs.

We also offer you a Practical Legal Training (PLT) course with the College of Law, ensuring that you meet the requirements for admission to legal practice.

We promote and support the mobility by giving you the opportunity to apply for an exchange in one of our interstate or overseas offices or undertake a client or pro bono secondment.

Through these experiences, you can access real on-the-job experience as you start your legal career.

What you will experience:

- Meaningful work covering a wide range of practice areas.
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment.
- The opportunity to work as part of a team with a range of partners, senior associates and solicitors.
- A practical understanding of areas of our legal practice.
- Training in the latest legal technology.

Our impact:



We are making progress towards our target of 40% female representation at partnership level.



Our LGBTIQ+ Inclusion Network at KWM (LINK) raises awareness of and advocates in relation to LGBTIQ+ issues and concerns, and promotes inclusion, provides support and builds a sense of community for LGBTIQ+ identifying people and allies.



We have recorded over 630,000 pro bono hours since 2001.
89% of Partners & Lawyers participated in pro bono.



286 organisations received Legal Assistance in FY22.



Over \$15M raised and donated via DigDeep® since 2001.

VIRTUAL EXPERIENCE PROGRAM

No matter where in the world you are or what stage in your law degree, you can now experience what it is really like to be a lawyer at KWM with our Global Virtual Experience Program (VEP). The platform features learning modules curated by KWM based on real life firm matters and activities. Through this program you can build real skills and the confidence to excel in a commercial law career before you even step into one of our offices.

Who do we work with

We work with the industry-makers, nation-builders and market-disrupters to drive growth and power innovation. KWM is a launchpad for limitless opportunities. We want to help you think differently about yourself and the possibilities of where a career in the law might take you.

What do we offer

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

Key contacts

MADELEINE HORSEY
PEOPLE & DEVELOPMENT ADVISOR, MELBOURNE

TEL +61 3 9643 5550
EMAIL MADELEINE.HORSEY@AU.KWM.COM

TIFFANY DOUROS
PEOPLE & DEVELOPMENT ADVISOR, MELBOURNE

TEL +61 3 9643 5546
EMAIL TIFFANY.DOUROS@AU.KWM.COM



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kwm.com



CONTACT DETAILS

 <https://www.kwm.com/au/en/home.html>

 melgraduaterecruitment@au.kwm.com

 Level 27, 447 Collins St,
Melbourne 3000

 Melbourne, Brisbane, Canberra, Perth, Sydney

HR Representatives

Madeleine Horsey
People and Development Advisor
Madeleine.Horsey@au.kwm.com
03 9643 5550

Tiffany Douros
People and Development Advisor
Tiffany.Douros@au.kwm.com
03 9643 5546

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

<https://www.linkedin.com/company/king-and-wood-mallesons/>





CLERKSHIP INFORMATION

Seasonal Rotations	Yes. One rotation
Seasonal Clerkship Positions (Melbourne)	Approximately 90
Number of Seasonal Clerks per intake (Melbourne)	Approximately 30

APPLICATION KEY DATES

Applications Open	1st July 2024
Applications Closed	11th August 2024
Interview Period	September 2024
Clerkship Periods	November - December 2024 (Summer - 1st Period)
	January - February 2025 (Summer - 2nd Period)
	June - July 2025 (Winter)

About King & Wood Mallesons

We are Asia's top tier international law firm with offices positioned in the world's growth markets and financial centres. We have deep roots in Australia spanning almost 200 years and acknowledge Aboriginal and Torres Strait Islander peoples as the traditional owners and custodians of these lands and waters. Globally, we have a team of over 2500 lawyers in 31 locations across the globe. Our network extends across Asia, Europe and the UAE and USA. We are strategically positioned in the world's growth markets and financial centres, meaning that we can be on the ground where our clients need us most.

What distinguishes King & Wood Mallesons?

Our People Value Proposition (PVP), Learn, Master, Lead is also what makes KWM a special place to work and build a career. A place where you will nurture your skills through continual learning and development opportunities and where you will collaborate with exceptional colleagues and clients in the pursuit of legal mastery. Our PVP is about having a mindset of curiosity and an appetite for continuous learning; a commitment to excellence and mastering your craft. KWM is a firm where together we Learn, together we Master, together we Lead.

Firm Culture

We create an environment where you can thrive and meet your aspirations and goals. At KWM, you can shape your own career path, supported every step of the way with world-class training, coaching and hands-on experience.

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

Description of the Clerkship Program

Clerkships give you a clearer picture of what it's like to be a lawyer at KWM. You'll get to know our people, our work, our culture, practice areas, clients and much more. For many, the Clerkship Program is the first stage of continuous professional development at KWM.

Type of work clerks can expect

We've designed a program to help you make the most of your time with us. During your clerkship you will learn:

- **The day-to-day skills to get you started** – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- **The core practice teams at King & Wood Mallesons** – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- **Our culture** – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- **Our people** – you'll find that people from every part of the business will help you by sharing their knowledge and supporting you through the early stages of your career and beyond.

Other opportunities and experiences

During induction, and over the course of the clerkship, you'll meet with several teams across the firm who will inform you of potential pro bono opportunities, and other experiences you can get involved in during the clerkship.

Many graduates tell us one of the main reasons they joined the firm was the people. We work together, but we also enjoy spending time with each other outside of the office. The Melbourne office has social and sporting committees to help organise a wide range of activities for you to enjoy alongside your clerkship – it's a busy four weeks!

Who is eligible?

Final year students are eligible to apply. To be eligible to apply for our clerkship program, you must be an **Australian citizen, or permanent resident or hold, or be able to obtain, all other approvals necessary for you to work for the firm** in Australia for the clerkship and graduate program. By applying, you confirm that you meet, or are reasonably able to meet, the eligibility requirements.

We do accept and welcome applications for the King & Wood Mallesons clerkship program from **international students in their penultimate or final year of the Australian or New Zealand law degree, provided that you have unrestricted legal rights to work in Australia when you commence your clerkship, and you are able to apply, and receive a visa to continue to work unrestricted in Australia upon graduation.** Graduates are responsible for independently obtaining the correct visa.

Clerkship Application Process

1	Online application to be made through recruitment system on our careers website (https://kwm.wd105.myworkdayjobs.com/careers_kwm)
2	Video Interview
3	In-Person Interview with a couple of our Graduate Recruitment Committee Members
4	Invitation to a Cocktail Evening at the firm, to meet with our people
5	Offers are made

All applications are made through our recruitment system which is accessed via our careers website. Dates are in line with the local law society recruitment guidelines.

We want to get to know you - we ask a series of short answer questions, information on your employment and academic history and any extracurricular activities and volunteering work. We will also ask you to provide your most recent academic transcript for your law degree, and any other degrees you are completing/have completed.

We acknowledge, understand, accept and value differences among all our people, including our future employees. This may relate to examples such as age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief.

What does KWM look for in applicants?

- **Intellectual curiosity** - to us, intelligence is not measured by your GPA or WAM. We want deep thinkers who break new ground by seeking out information and diverse views to reach a practical and efficient solution to business problems.
- **Client centricity** – we work in our clients' worlds and partner with them to make the complex simple and achieve their business goals. We need people who can stand in the shoes of the client, be empathetic and experience things from their perspective.
- **Learning agility** – the international legal landscape is changing every day. We need people who demonstrate personal flexibility, the drive to strive for mastery and an openness to dealing with change.
- **Growth mindset** – we are growing the international law firm for the future. We look for people who seek betterment through learning opportunities and embrace challenges.
- **Teamwork**- we operate as one family, one firm working together and supporting each other across cultures. We want people who trust in our collective, build relationships and empathise with others.



HOW TO STAND OUT AS A CLERK AT KING & WOOD MALLESONS

MELBOURNE GRADUATE RECRUITMENT TEAM

Congratulations! You've been offered a clerkship at King & Wood Mallesons.

We are so looking forward to meeting you and introducing you to the firm and our people. But what now?

Tips from our Early Careers team

During your clerkship, you will be surrounded by a wonderful group of diverse people who are here to support you – don't be afraid to ask questions when you need help! It is a perfect time for clerks to figure out who we are as a firm, our culture, our work, and our people. Given this is the aim, we encourage you to bring your best and authentic selves to work every day. Being respectful to your fellow clerks as well as all colleagues and staff is of upmost importance during your time at the firm.

It will be a jam-packed four weeks full of exciting work, fun team events and plenty of opportunities for you to get to know us, as we get to know you!

We've also included some direct tips from our recruitment committee below to assist you:

"For me, a clerk stands out when they have a genuine curiosity and interest in the work we do, are engaged by commercial matters and enjoy learning about the relevant area of law or the client we're working with. Natural curiosity takes you a long way!" - Natalie Stianos, Senior Associate, Mergers & Acquisitions

"Enthusiasm, a good attitude, and a desire to learn will take you such a long way. We don't expect you to know everything when you walk in the door, but if you are someone who wants to learn, be part of the team and takes genuine interest in what we do, it will really make you stand out!" - Stuart Alexander, Senior Associate, Banking & Finance

"I'd say, in addition to thinking about a task itself, also think about what use the work product is going to be put to – who is reading it, and how can you present your work in a way that will make it easy to review and make the life of the reviewer (and ultimate recipient) easier." - Matthew Kaminsky, Senior Associate, Banking & Finance

"Someone who is keen to learn about what we do, genuine and has good attention to detail." - Ari Rosenbaum, Senior Associate, Tax

"A good clerk will:

- ask plenty of questions, clerks aren't expected to know everything!
- be honest and open about what you are interested in, and what you are unsure about, in a legal career
- get to know lots of people across the team and the wider firm. Have coffees, hang around for drinks, check whether you actually want to work with any of these people!" - Cal Samson, Senior Associate, Mergers & Acquisitions

"Be curious, be engaged, and show a willingness to put your hand up and get stuck in. Each task is an opportunity to learn something new - so take each one by the horns." - Victoria Thackwray, Special Counsel, Real Estate

Whilst we know clerkships can be a stressful and daunting time, we hope these tips have provided you with some guidance! Remember to be organised, be yourselves and give it your best shot! Best of luck with the process.



careers.kwm.com/en/graduates-australia

[kwm.com](https://www.kwm.com)

KING & WOOD
MALLESONS
金杜律师事务所



Your story
starts here

EXPAND YOUR CAREER

A career with Lander & Rogers is more than an occupation - it's a chance to expand and deliver a meaningful and lasting impact.

Establish a career with a leading firm where you will work alongside some of Australia's leading legal experts and most well-known brands.

Gain support to develop the real-world skills demanded of the very best lawyers, while discovering a genuine, collaborative and flexible place that recognises and celebrates your individual contribution - a team where you, and your career, matter.

Ready to embrace an impactful career within an award-winning culture?

Learn more by visiting landers.com.au/careers



LEARN MORE ABOUT THE
SEASONAL CLERK PROGRAM



**LANDER
& ROGERS**

landers.com.au

CONTACT DETAILS

 <https://www.landerr.com.au/>

 jbith@landerr.com.au

 Level 15/477 Collins St, Melbourne VIC 3000

 Melbourne, Sydney and Brisbane

HR Representative

Jenny Bith

Senior Talent Acquisition and Early

Careers Consultant

jbith@landerr.com.au

03 9269 9519

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/lander-&-rogers/>)



Instagram

([@landerrogers](https://www.instagram.com/landerrogers))



Youtube

(<https://www.youtube.com/user/LanderRogers>)



CLERKSHIP INFORMATION

Seasonal Rotations	No
Seasonal Clerkship Positions (Melbourne)	27
Number of Seasonal Clerks per intake (Melbourne)	8-10

APPLICATION KEY DATES

Applications Open	1st July 2024
Applications Closed	11th August 2024 (11:59 pm)
Interview Period	16th September - 20th September 2024
Clerkship Periods	28th January - 21st February 2025 (Summer - 1st Period)
	27th January - 21st February 2025 (Summer - 2nd Period)
	23rd June - 18th July 2025 (Winter)

About Lander & Rogers

Lander & Rogers is a leading independent Australian law firm, comprising over 600 people including almost 100 partners.

We have grown organically, resulting in a highly cohesive firm sharing a strong work and client service ethic, as well as high staff and partner retention rates. We believe that legal services involve more than just the law – practical, commercial advice and exceptional client experience are equally important to our clients and to us.

Our firm is global in its approach, but we remain fiercely independent and truly Australian. We work closely with international firms that do not have an Australian presence, and we are the exclusive Australian member of the largest global network of independent law firms, TerraLex.

What distinguishes Lander & Rogers?

With innovation at our core, you're encouraged to think differently.

Work alongside Australia's first LawTech Hub where the best and brightest technology entrepreneurs and legal experts co-create pioneering and innovative legal tech solutions.

Experience a supportive culture within a flexible hybrid environment where we invest in your ongoing learning and celebrate success.

Whether you are contributing to client work or for the good of the community through pro bono experiences, you are part of a proud people-first culture that values your impact.

Firm culture

Every individual who joins our growing firm is an essential contributor to our shared success. That's why we don't simply seek the brightest legal minds, but those with whom we share values of authenticity and connection. At Lander & Rogers you are given the autonomy to act courageously. Discovering and creating purpose are integral to our people.

Description of the Clerkship Program

Enrol in the Seasonal Clerkship Program in Melbourne for practical legal experience through real client work, and a behind-the-scenes look into life as a lawyer within Lander & Rogers' various practice groups. Whether you're solving interesting and complex legal problems alongside real clients, expanding your knowledge and skills through training and mentoring, or growing your network of legal and business contacts, the Seasonal Clerkship Program provides insight into a fulfilling career at Lander & Rogers.

Type of work clerks can expect

A clerkship can involve a range of interesting work, including researching points of law and summarising your findings; drafting correspondence, court documents, and sections of commercial agreements; reviewing and analysing legislation and case law; observing our lawyers in action (including meetings, mediations and court proceedings) and attending practice group discussions. You will also have access to practice group case study sessions to build your understanding of Lander & Rogers' areas of expertise, development sessions to map your career possibilities, workshops covering practical skills development like writing and taking instructions, social opportunities including weekly coffee catch ups, catered events, sporting and wellbeing activities.

Other opportunities and experiences

As the next generation of lawyers, access education programs designed to upskill you in legaltech tools and design thinking. As part of the program, clerks participate in The Sprint to learn about legaltech and its application in automating legal processes. There are also opportunities to get involved with any pro bono work that is currently being undertaken by the firm and/or practice groups.

Who is eligible?

Students studying a relevant law degree who are either in their penultimate or final year of study. Students must have full working rights through Australian/New Zealand citizenship or permanent residency.

Clerkship Application Process

1	<p style="text-align: center;"><u>Application Form</u></p> <p>Please submit your resume, cover letter and academic transcript and complete the application form.</p>
2	<p style="text-align: center;"><u>Graduate job-focused assessment & psychometric testing</u></p> <p>If successful, you will be asked to complete a job-focused assessment and psychometric testing to assist the talent team in understanding you through the exploration of your strengths and preferences. This step provides the opportunity to learn more about the firm and life at Lander & Rogers. Applicants will receive personalised feedback on completion of the assessment.</p>
3	<p style="text-align: center;"><u>Meet the team</u></p> <p>Meet with senior members of the firm in an interview to discuss what it means to work as a lawyer at Lander & Rogers, and how the program can help you to accelerate your legal career.</p>
4	<p style="text-align: center;"><u>Offer</u></p> <p>Offers will be extended to successful candidates on the offer day outlined by the local law institute guidelines</p>

What does Lander & Rogers look for in applicants?

Your skills and experience are important, but so too are you.

We encourage you to share more about you by including the following with your application:

- Who you are – remember, be yourself and let your personality shine
- Your interests and hobbies – we seek people who are passionate about their careers in law but who have extracurricular interests too
- What you bring to the role and why we should recruit you - what attracts you to Lander & Rogers





Your career begins on Day One

From **Day One** you will have challenging, meaningful work, gain exposure to clients, be given a good level of responsibility, work in a supportive and collaborative team and have regular access to our partners.



Scan this QR code to find out what it's like to work at Maddocks.



Maddocks



Your career begins on Day One



Maddocks

During the Maddocks clerkship program you will rotate through two practice groups of your preference, with support in each rotation from a buddy and coordinator. You will receive feedback from partners and others you work with, and a feedback review at the end of each rotation.

Of course it's important to have some fun too and you will have plenty of opportunities to experience life at Maddocks through a range of social and sporting activities.

Join our clerkship program and become part of a firm where you're involved from Day One.



Scan this QR code to find out what it's like to work at Maddocks.

ABOUT THE FIRM | Maddocks

CONTACT DETAILS



<https://www.maddocks.com.au/>



Claire.kirwan@maddocks.com.au



Collins Square, Tower 2, Level 25, 727 Collins Street, Melbourne
VIC 3008



Melbourne, Canberra, Sydney

HR Representative

Claire Kirwan

P&C Advisor - Early Careers

Claire.kirwan@maddocks.com.au

03 9258 3003

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://www.linkedin.com/company/maddocks/>)



Instagram

([@maddockslawyers](https://www.instagram.com/maddockslawyers))



Facebook

(<https://www.facebook.com/Maddockslawyers>)



Twitter / X

(<https://twitter.com/MaddocksLawyers>)

CLERKSHIP INFORMATION

Seasonal Rotations	Two rotations
Seasonal Clerkship Positions (Melbourne)	35 - 45
Number of Seasonal Clerks per intake (Melbourne)	10 - 15

KEY DATES

Applications Open	1 July 2024 (9:00 am)
Applications Closed	11 August 2024 (11:59 pm)
Interview Period	Mid - Late September 2024
Clerkship Periods	November - December 2024 January - February 2025 (Summer)
	June - July 2025 (Winter)

About Maddocks

We are a proudly independent Australian commercial law firm. Maddocks has close to 90 partners, who work alongside more than 600 people across our offices in Canberra, Melbourne and Sydney. Our Clients include medium to large private organisations, high net worth individuals and families, ASX200 companies, Commonwealth, State and local governments, leading tech companies, education institutions, not-for-profit organisations and high profile property developers.

We are guided by our core values of integrity, stewardship, collaboration, commitment to doing things better, and respect for the individual and diversity. Our sector areas of focus are in Education, Government, Healthcare, Infrastructure Energy & Utilities, Technology and Property Development. Working at Maddocks you will have access to top quality work for high calibre clients.

Working autonomously and collaboratively, you will be supervised, mentored and supported by recognised experts in their respective legal fields at every stage of your career. The firm offers a range of outstanding training and development programs tailored to a wide variety of needs and interests.

Maddocks is very proud of and committed to its pro bono program which engages lawyers to contribute to the community in a meaningful way or perhaps your interests and passions will lead to your involvement in one of our Diversity, Inclusion and Innovation projects.

What distinguishes Maddocks?

What distinguishes Maddocks is the diversity of our client base and our people.

Our commitment to diversity and inclusion, and to making a difference in the communities in which we operate, means there are opportunities for you to play a greater part than your everyday role.

Alongside our extensive mentoring program, applicable to all our people, we have a strong commitment to fostering an inclusive workplace. This is encapsulated in the work that us undertaken by our Maddocks Gender Equality Network, Maddocks Pride and Maddocks CALD (Culturally & Linguistically Diverse) groups. These groups are open to all Maddocks people as a way of promoting career development and networking opportunities for women, LGBTQ and culturally diverse employees and their allies.

We provide pro bono legal services and financial assistance to community organisations and individuals in need. There are opportunities for all of our people to complete pro bono work, assist community groups to receive crucial funding and volunteer with community organisations. We take the fun of creativity seriously.

Law firms need to be constantly evolving, so we train and encourage our people to closely examine the way we work with each other, for our clients and improve by empowering our people to create ideas and drive change.

Firm Culture

Our culture is built on a foundation of five core values that are promoted and observed across the firm. These values are Integrity, Stewardship, Collaboration, Commitment to doing things better, and Respect for the individual and diversity.

The culture of Maddocks is incredibly special and something our people protect and nurture. Our offices embrace the power of diversity and celebrate each other & differences. This leads to a collegiate working environment where all thoughts & voices are valued.

Many of our partners have worked at Maddocks since very early on in their career. As such, they have seen the importance of training and mentoring but also, collaboration. Collaboration is of critical importance at Maddocks. Our sector focus means we service our clients across different areas and rely on each other & strengths to provide the optimal experience for our clients.

We challenge ourselves to think broadly and to do things better, in both our work and the way we work with each other.

Of course it's important to have some fun too and you will have plenty of opportunities to experience life at Maddocks through a range of social activities. At Maddocks, our vision is to be the modern Australian law firm, invested in our clients and our people. To make this happen we have a culture that emphasises great work and rewarding career opportunities. We are guided by our core values of integrity, stewardship, collaboration, innovation and respect for the individual and diversity.

Other opportunities and experiences

At Maddocks, we want our clerks to participate in anything and everything that piques their interest. Whether it be in our sporting teams, one of our employee resource groups or contributing to our Pro Bono work, clerks are encouraged to give back & contribute to the community. There are many committees around Maddocks. In particular, Maddocks Pride, Maddocks Gender Equality Network and our CALD committees always welcome clerks along to their meetings or events. Many of our clerks regularly play for one of our sporting teams too! We have a weekly netball, touch footy and futsal team who invite you to join in. Our clerks will participate in sessions with our Pro Bono team to learn about the various ways we involve ourselves in Pro Bono work. We also invite our clerks to any volunteering opportunities that fall within the clerkship. Clerks will always be invited to social events at Maddocks, including firm wide social events as well as team based activities. In short, the opportunities beyond your clerkship are here and ready for you to make the most of them!

Description of the Clerkship Program

Our clerkship program is a great opportunity for ambitious students to experience what it's truly like to work at Maddocks from Day One. The clerkship begins with a comprehensive program of learning and development activities and training sessions to ensure you are set up for success when you join your practice teams. You will rotate through 2 practice teams based on your preferences, where you will gain real world experience through challenging and meaningful work for our clients. With an allocated Buddy and Coordinator, you will receive regular feedback and support, plus a formal feedback review to ensure you know what you're doing well and any areas for development.

Of course it's important to have some fun too and you will have plenty of opportunities to experience life at Maddocks through a range of social activities. At Maddocks, our vision is to be the modern Australian law firm, invested in our clients and our people. To make this happen we have a culture that emphasises great work and rewarding career opportunities. We are guided by our core values of integrity, stewardship, collaboration, innovation and respect for the individual and diversity.

Type of work clerks can expect

We understand the importance of giving our clerks access to the real work we do for our clients. As such, on any given day, our clerks may be attending client meetings, preparing research memos or briefs or attending Court. Each clerk has a Coordinator, usually at Senior Associate level, whose role is to ensure the clerks see the variety of work and clients across their practice team.

We invest in learning and development training to ensure the transition from university is supported. As such, our clerks will have sessions on effective legal writing, library and research training and business development skills. We recognise the differences between a university subject and the corresponding practice area so we arrange for our clerks to have sessions with each practice team to delve into what life looks like in practice and get to know people around the firm.

It helps that at Maddocks, many of our people have been in your shoes. This means you can hear lived experiences about how to navigate clerkships and graduate programs, as well as how our people found the team they now practise in.



Who is eligible?

The clerkship program is aimed at students who are in their penultimate or final year of university. International students are not able to apply.

Clerkship Application Process

1	<p style="text-align: center;"><u>Submit your application</u></p> <p>Submit your CV, cover letter, academic transcript and respond to short answer questions</p>
2	<p style="text-align: center;"><u>Information Evening</u></p> <p>Shortlisted candidates will be invited to an information evening where you will find out more about Maddocks and network with our partners and staff</p>
3	<p style="text-align: center;"><u>The Interview</u></p> <p>You will attend an interview with a Maddocks partners and a member of our People and Culture team</p>
4	<p style="text-align: center;"><u>Our Cocktail Evening</u></p> <p>The final event is a cocktail evening where you will get to network with Maddocks partners and staff and ask any final questions before offers go out</p>
5	<p style="text-align: center;"><u>Offer Day</u></p> <p>Offers will be extended to successful candidates on the offer day outlined by the LIV guidelines</p>



What does Maddocks look for in applicants?

At Maddocks, we want to know you! We understand it is a difficult process but there are a few tips to help you put your best foot forward. Firstly, do your research. A great application will display that the candidate understands the work that we do, who our clients are, our practice areas and the incredible culture and values that makes Maddocks unique. Beyond this, the candidate will have expressed why they want to work at our firm and how they see themselves contributing at Maddocks.

Secondly, take your time when preparing your application. Check spelling and grammar and ensure your application reads well. These are the easy parts if you allow yourself the time to edit. The best applications will show us who you are. Tell us about experiences, your interests or hobbies outside of university and work, where you have demonstrated a quality that you're proud of. Lastly, develop your network. Your application will shine if you take the time to research beyond the webpage and connect with people at Maddocks. Find out as much about us as you can, speak to our people, attend clerkship events and ask questions about things that are important to you.

Maddocks

Your career begins on Day One



About Maddocks

Maddocks has close to 90 partners, who work alongside more than 600 people across our offices in Canberra, Melbourne and Sydney.

Our sector areas of focus are in:

- Education
- Government
- Infrastructure, Energy & Utilities
- Healthcare
- Technology
- Property Development

We offer specialist legal expertise in the practice areas of: Employment & Workplace, Corporate & Commercial, Government Advisory, Real Estate, Dispute Resolution & Litigation and Construction.

Our Clients include medium to large private organisations, high net worth individuals and families, ASX200 companies, Commonwealth, State and local governments, leading tech companies, education institutions, not-for-profit organisations and high profile property developers.

We are guided by our core values of integrity, stewardship, collaboration, commitment to doing things better, and respect for the individual and diversity.

From Day One

From Day One you will experience what it's like to work at Maddocks. This means you will have challenging, meaningful work, gain exposure to clients, be given a good level of responsibility, work in a supportive and collaborative team and have regular access to our partners.

The training you receive throughout your clerkship will ensure you are thoroughly prepared and ready to get involved in and contribute to client work straight away.

The program begins with a comprehensive orientation which includes training and development activities. You will also meet the people you'll be working with. During the program you will rotate through two practice groups of your preference, with support in each rotation from a buddy and coordinator. You will receive feedback from partners and others you work with, and a feedback review at the end of each rotation.

Of course it's important to have some fun too and you will have plenty of opportunities to experience life at Maddocks through a range of social and sporting activities.

Beyond Day One

You will have access to top quality work for high calibre clients. This will enable you to develop both your technical legal skills and business acumen on a diverse range of complex and interesting projects.

Working autonomously and collaboratively, you will be supervised, mentored and supported by recognised experts in their respective legal fields at every stage of your career progression. In addition, the firm offers a significant range of outstanding training and development programs tailored to a wide variety of needs and interests.

Maddocks is very proud of and committed to its pro bono program which engages lawyers to contribute to the community in a meaningful way or perhaps your interests and passions will lead to your involvement in one of our Diversity, Inclusion and Innovation projects.

Key Dates, Process and Contact

Here are the important dates for our 2024/25 seasonal clerkship program:

Applications open	1 July 2024
Applications close	11 August 2024
Offers made	16 October 2024
Offers must be accepted by	17 October 2024

Our seasonal clerk application process includes:

- Submitting your CV, cover letter, academic transcript and responding to short answer questions
- Attending an information and networking evening
- Participating in one interview with a People & Culture representative and a Partner
- Attending a cocktail evening with staff and Partners



For more information on career opportunities at Maddocks, please contact:

Rose Bundrock | Senior Manager, Talent
+61 3 9258 3653
rose.bundrock@maddocks.com.au



We recruit our Graduates from our seasonal clerkship program and assist them in completing their Practical Legal Training.

Scan this QR code to discover more about what it's like to work at Maddocks.

Early careers at MinterEllison

Our clerks and graduates tell us that three key things make the MinterEllison experience:

1. Experiencing high profile matters in a top tier firm
2. Our culture
3. Our learning and development programs

Learn by working on real challenges

Right from the start you'll work on real client engagements, preparing you for any challenge. Discover new areas of practice, and learn the technical knowledge and tools you need to achieve your career ambitions.

An award winning start to your career



Winner, Most Popular Clerkship Employer
Top100 Graduate Employer Awards 2024



Finalist, Most Popular Law Employer
Top100 Graduate Employer Awards 2024



Top Graduate Employers 2023
Australian Association of Graduate Employers



Top Intern Programs 2023
Australian Association of Graduate Employers

Five reasons we're different

Great roles in great matters

Our industry go-to-market strategy is key to achieving our growth ambitions. You could be working on the matters changing the landscape of law and legal practice.

Feed your curiosity

Our learning programs will help you build the skills you need to be the trusted advisor of tomorrow.

A focus on you

Our wellbeing program, leave policies and entitlements ensure our people are supported.

An inclusive culture

It's no surprise that the MinterEllison workplace culture is awarded key inclusion awards and benchmarks. We're truly inclusive and value diversity in all its forms.

A passion for social justice

You'll have the chance to join our pro bono and community investment program to help address disadvantage.

For information and to apply visit graduates.minterellison.com

CONTACT DETAILS

 <https://www.minterellison.com/>

 Fleur.ODonnell@minterellison.com

 Collins Arch 447 Collins Street Melbourne VIC 3000

 Brisbane, Canberra, Perth, Sydney, Adelaide, Gold Coast

HR Representative

Fleur O'Donnell

Early Careers Consultant

Fleur.ODonnell@minterellison.com

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



LinkedIn

(<https://au.linkedin.com/company/minter-ellison>)



Instagram

([@minsterellison](https://www.instagram.com/minsterellison))



Facebook

(<https://www.facebook.com/minterellisonofficial/>)

CLERKSHIP INFORMATION

Seasonal Rotations	Two rotations
Seasonal Clerkship Positions (Melbourne)	55 - 60
Number of Seasonal Clerks per intake (Melbourne)	25 - 30 (Summer) & 25 - 30 (Winter)

KEY DATES

Applications Open	1 July 2024 (9:00 am)
Applications Closed	11 August 2024 (11:59 pm)
Interview Period	September and October 2024
Clerkship Periods	November - December 2024 (Summer)
	June - July 2025 (Winter)

About MinterEllison

MinterEllison is one of Australia's largest law firms, with nearly 200 years of business history. We're known for our legal and consulting expertise — and for our inclusive culture and authentic character. We've changed to keep up with our client's expectations. Today we offer legal and consulting services under one roof. Clients rely on our expertise and insights to solve their most complex business challenges. They value our responsive, commercial approach. We are curious by nature, diverse in our disciplines and authentic in our relationships.

What distinguishes MinterEllison?

We provide our clerks and graduates with exceptional training, development and experiences. From the very beginning, you will work on real client engagements that prepare you to face professional challenges and provide you with the technical and business knowledge you need to achieve your career ambitions. In an environment that is changing rapidly we're driving digital transformation and embedding a culture of curiosity.

Recent Awards

- 2023 AFR/GradConnection Top 100 Most Popular Clerkship Employer – Winner
- 2023 AFR/GradConnection Top 100 Most Popular Law Employer – Finalist
- 2023 Best Lawyers – 12 Partners recognised
- 2023 Best Lawyers – Australia's leading Law Firm of the Year for expertise in Construction/Infrastructure Law and Labour & Employment Law

Other opportunities and experiences

Whilst you are here to learn and gain exposure to our clients and the legal work our teams do, you're encouraged to engage with our pro bono initiatives. The Early Careers team regularly conducts informative sessions on community engagement and investment programs, as well as our approach to diversity and inclusion within the firm. Additionally, there are opportunities to learn about the international prospects that MinterEllison offers.

Moreover, we host insightful roadshows about our various practice groups, designed to immerse you fully in our culture during your brief but action-packed four-week tenure. While the primary aim is for you to absorb knowledge and experience firsthand from our client work and legal operations, we believe in the importance of social connection and team building.

Therefore, throughout your clerkship, you'll have numerous opportunities to socialise over breakfasts, lunches, and drinks. These gatherings are not just with your fellow clerks but extend to your immediate team and the broader Melbourne office family. This blend of professional development and networking is tailored to provide a holistic experience of life at MinterEllison.

Description of the Clerkship Program

Our clerkship program offers meaningful work experience, a comprehensive orientation program and learning on the job to build both technical skills and commercial knowhow.

During our program you will:

- work closely with partners and lawyers on active matters to meet deadlines
- produce quality and meaningful work
- participate in tangible learning & development activities
- experience roles in our different lines of business, helping you decide which area is right for you
- attend social and networking events

Type of work clerks can expect

During a clerkship with MinterEllison, your responsibilities can vary depending on the firm's needs and the type of law practiced. More specifically, a clerk's duties could include:

- **Client Meetings:** as a clerk you'll work closely with a Partner and a Senior Associate at times you could be asked to join in Client Meetings and take notes for the team.
- **Conducting legal research:** being responsible for conducting legal research on various topics related to a case, including statutes, case law, and legal commentary.
- **Drafting legal documents:** assisting your team in drafting pleadings, motions, and other legal documents that are used in court proceedings.
- **Attending court proceedings:** In some instances, you may be asked to attend court proceedings to assist an attorney in the case.
- **Organizing case files:** Responsible for organizing case files, including documents and evidence, to ensure that they are easily accessible to your team.

Who is eligible?

Penultimate and Final Year Students are eligible to apply for our seasonal clerkship in 2024 – 2025. International students can apply but will need full working rights to begin the Graduate Program in March 2026.

Clerkship Application Process

1	<p style="text-align: center;"><u>Application form</u></p> <p>For the 2024 / 2025 recruitment season, prospective clerks can apply through our graduate careers site; https://graduates.minterellison.com/clerkship-program. As part of the process you complete the online application form with some short answer responses about yourself</p>
2	<p style="text-align: center;"><u>Resume and academic transcripts</u></p> <p>Attach a resume as well as, your academic transcripts for your undergraduate and JD</p>
3	<p style="text-align: center;"><u>Interview Process</u></p> <p>Following this, you'll take part in a Games Based psychometric assessment, video assessment and interviews</p>
4	<p style="text-align: center;"><u>In the meantime</u></p> <p>Interspersed with some fun at our cocktail events in our offices and plenty of coffee catch ups with your junior lawyer buddy</p>

What does MinterEllison look for in applicants?

At MinterEllison, we are not looking for people to fit a mould. Academics are just one piece of the puzzle, and we recognise the strength that diversity can bring to a team. Work experience, life experience, extra-curricular activities, sporting participation, music and travel are all important criteria to us. We want you to bring your whole self to work - individual strengths and diversity are what build our teams up to be the successes they are. Tailor your application to the firm you are applying for; highlight the research you have done and make sure you address why you want to work with us. Start preparing your application early to ensure you can submit it on time and proofread your application before you submit it! Be yourself! We want you to bring your whole self to work. We are interested in learning more about you; showcase your skills, experiences and achievements.

Early talent at Norton Rose Fulbright

Clerkship Program

Our clerkship program provides you with a taste of life at our firm to help you find out if we're the ones for you! Our clerkships run for 4-10 weeks over summer or winter, depending on the office.

You will have access to experienced lawyers and learn about the type of work you could do as a lawyer at Norton Rose Fulbright.

You will benefit from:



Key skills training with our learning and development team



Exposure to client work, with the potential to attend client meetings and visit court



Q&A sessions with partners and senior lawyers at the firm



Dedicated support network, including a buddy, supervising partner and program manager



Ability to give back to the community through pro bono work



Networking and social events to help you get to know each other



Best of all, the potential to be offered a position in our graduate program!

Typically roles in our graduate program are filled by those who participate in our clerkship program.

Progress with purpose

Your career is a timeline of accomplishments. Big steps and little steps that mark how you've grown. First days. First deals. First mistake – and how you learned from it.

So here's your next big step – a first introduction to your future. We're Norton Rose Fulbright; pre-eminent legal advisors to businesses and financial corporations across the world. And we might just be the right law firm to help you progress with purpose.

Graduate Program

Our graduate program is the most important part of your journey with us! You will develop a broad range of knowledge and skills, gain exposure to different sectors and work environments, and ultimately build up the experience you need to become a qualified lawyer.

You will benefit from:



A two-year professional development program, with the opportunity to undertake 4 x 6 month rotations to get to know our firm, and find your fit.



Opportunity to apply for an international rotation and spend six months working at one of our firms overseas



Joining our Graduate Academy which includes a variety of learning and development sessions to help you develop as a professional and grow your legal skills



Financial and study support to complete your Practical Legal Training and become admitted as a lawyer in your respective state



A supportive, friendly and high-performing culture



Dedicated support network, including a buddy, mentor, and supervising partner for each rotation, and a program manager to support you throughout the journey



Giving back to the community through pro bono work and have the opportunity to complete a pro bono secondment



Scan to learn more

CONTACT DETAILS



<https://www.nortonrosefulbright.com/en-au>



australian.graduates@nortonrosefulbright.com



Level 38, 447 Collins St, Melbourne 3000



Brisbane, Canberra, Melbourne, Perth, Sydney

HR Representative

Hayley Ballard

Human Resource Advisor

hayley.ballard@nortonrosefulbright.com

03 8686 6053

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



Twitter / X

(<https://twitter.com/NLawGlobal>)



Instagram

(<https://www.instagram.com/nortonrosefulbright.australia>)



YouTube

(<https://www.youtube.com/nortonrosefulbright>)



Facebook

(<https://www.facebook.com/NortonRoseFulbright>)



LinkedIn

(<http://linkedin.com/company/nortonrosefulbright>)



CLERKSHIP INFORMATION

<p>Seasonal Rotations</p>	<p>As a clerk, you will be allocated to one practice group for the duration of your four week placement which will show you the type of work we do and the range of clients we work for</p>
<p>Seasonal Clerkship Positions (Melbourne)</p>	<p>20-25</p>
<p>Number of Seasonal Clerks per intake (Melbourne)</p>	<p>10-13</p>

KEY DATES

<p>Applications Open</p>	<p>9am, 1 July 2024</p>
<p>Applications Closed</p>	<p>11:59pm, 11 August 2024</p>
<p>Interview Period</p>	<p>September 2024</p>
<p>Clerkship Periods</p>	<p>18 November - 13 December 2024 (Summer)</p>
	<p>16 June 2024 - 11 July 2025 (Winter)</p>

About Norton Rose Fulbright

Norton Rose Fulbright is a global law firm, providing a full business law service to household-name businesses and financial institutions. We have more than 3000 lawyers and legal staff, based in 50+ cities across Europe, the United States, Canada, Latin America, Asia, Australia, Africa, and the Middle East. And in amongst that global network, you'll find some of the finest minds in the legal sector – all ready to aid your development.

We acknowledge our responsibility to make a contribution to the community of which we are a part. We aim to create an environment which educates, encourages and supports our people in acknowledging their responsibility to participate in activities which contribute to our community; support the underprivileged; respect the environment; and acknowledge and respect Indigenous Australians. Our Corporate Social Responsibility (CSR) program is a vital part of our cultural make-up and community spirit. CSR is a way to give back to those in need. It is our responsibility as corporate citizens to do the right thing. We're proud of our contribution to pro bono, and during 2023 we completed over 25,000 hours of pro bono work across Australia.

What distinguishes NRF Australia?

Commitment to our Early Talent cohort's development - our Summer Clerkship program is carefully curated by our dedicated learning and development team to provide our clerks with a taste of real life as a graduate at an industry leading global law firm.

As a global firm, we understand the importance of becoming a well-rounded legal practitioner with international experience. As such, we provide our graduates with the opportunity to complete a six-month secondment in one of our international offices.

To date, our international trainee program has seen our Australian graduates complete secondments in the London, Singapore, Hong Kong, Beijing, Dubai, Johannesburg, Abu Dhabi, Athens, Paris and Shanghai.

Commitment to Diversity, Equity and Inclusion - Our diversity is a strength that benefits both our people and our clients. We strive to foster a welcoming, accepting and supportive environment where all our people can bring their whole selves to work and realise their career potential.

This commitment is integral to our business approach. By encouraging our people to contribute their varied backgrounds, experiences and perspectives, we embrace diversity. We believe our differences are what make us stronger and actively promote a culture that values each individual, encouraging and creating inclusion.

Firm Culture

We pride ourselves on our culture and work hard to maintain it. We are widely recognised as an inclusive, friendly, collaborative and supportive workplace with a genuine sense of community. We are confident that you will recognise these qualities from your very first encounter with us.

We aim to leverage the rich diversity of our people in order to provide better service to our clients now and into the future. We value difference and the variety of perspectives that this brings to the firm.

The Clerkship Program Experience

Our Clerkship program is carefully curated by our dedicated Early Talent and Learning & Development teams to provide our clerks with a taste of real life as a graduate at an industry leading global law firm. In Melbourne, we run a four-week long Summer and Winter clerkship in a practice area aligned to your interests.

Types of work clerks can expect

Our clerkship program offers a real taste of life as a Graduate, including: attending client meetings and teleconferences, visits to court, research, preparation of court documents, drafting deeds/contracts discovery and much more!

There will also be additional activities for you to take advantage of including:

- Key skills training with our Learning and Development team;
- Q&A sessions with our leaders;
- Presentations about practice areas and deals; and
- Networking and social events.

Wherever you look, you'll be throwing yourself into new things, all with the support of your supervisor, mentor, buddy and other team members.

Other opportunities and experiences

Our clerks participate in a **day of volunteering with one of our charity partners**, and you will complete a **pro bono project** throughout your four weeks with us. We have a number of **social and networking events** for you to participate in to help you get to know each other, our people, and our firm.

Who is eligible?

- Applications are open to **penultimate and final year students**.
- **International students** are eligible to apply, provided they have **full-time working rights** during the clerkship period.

Clerkship Application Process

1	Students need to apply online through our website - https://www.nortonrosefulbright.com/en-au/graduates . Your application will need to include a one-page cover letter, resume and your most up to date academic transcript . You will be asked to answer several short answer questions as part of your application.
2	Shortlisted candidates will be invited to join an information evening at our office , then attend a behavioural based interview with a Partner and member of the Early Talent Team .
3	Should you be successful, you will be invited to attend a final behavioural based interview with a different Partner and a Senior Lawyer .

What does Norton Rose Fulbright look for in applicants?

Although strong academic results are important, it's not the only criteria – Norton Rose Fulbright seeks well-rounded candidates who have strength beyond academia, including work experience and extracurricular interests.

We also look to candidates with strong commercial awareness, a global outlook, open mindedness and long-term motivation for a career in the law. Most importantly, we look for candidates who are curious, authentic and keen to give everything a go! Candidates can stand out by being:

- Curious and getting to know our practice groups and the firm;
- Proactive and showing initiative to learn and take on tasks;
- Authentic and genuine – we want to get to know the real you; and
- Experienced in working in teams, such as through a part-time job, sport, university clubs, or other hobbies.

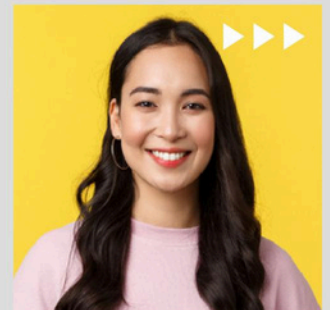
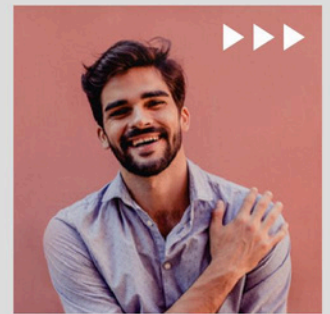
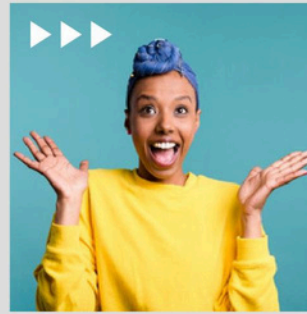
Legal Clerkships with PwC

In our Legal Clerkship program, you'll gain a practical understanding of how to use legal skills to solve our clients' most complex problems. With the opportunity to work across a wide range of matters for different legal and business specialists teams, you'll gain exposure to commercial aspects in action and learn what makes our holistic legal practice truly unique.

You'll gain invaluable exposure to the fundamentals of commercial law in one or more of our key pillars: Corporate Advisory, Workplace Law, Infrastructure & Energy Transition, Banking & Finance and Digital, Cyber & Technology.

If you're in your second last year of university, we have incredible experiences waiting for you in Sydney and Melbourne. As our business continues to grow, we need the next generation of leaders to help us solve important problems!

Learn
more



Application Timelines

Sydney:

- Applications open 10 June 2024
- Applications close 14 July 2024 (11:59 pm AEST)
- Offers made 11 September
- Offers must be accepted or declined by 5:00pm 12 September

Melbourne:

- Applications open 1 July 2024
- Applications close 11 August 2024 (11:59 pm AEST)
- Offers made 16 October 2024
- Offers must be accepted or declined by 5:00pm 17 October

ABOUT THE FIRM



CONTACT DETAILS



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



nationalcampusrecruitment@au.pwc.com



Level 19/2, Riverside Quay, Southbank 3006



Adelaide, Brisbane, Canberra, Newcastle, Paramatta & Perth

HR Representative

Kashmini Abeyratne

Early Careers Senior Associate

kashmini.abeyratne@au.pwc.com

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



YouTube

<https://www.youtube.com/@PwCAU/videos>



LinkedIn

<https://www.linkedin.com/company/pwc-australia/?originalSubdomain=au>



Instagram

[@pwc_au](https://www.instagram.com/pwc_au)



CLERKSHIP INFORMATION

Seasonal Rotations	Our Melbourne Legal clerkship program has a duration of approximately 4 weeks and takes place during Winter and Summer. We do not offer seasonal rotations
Seasonal Clerkship Positions (Melbourne)	Around 10-15
Number of Seasonal Clerks per intake (Melbourne)	Around 10-15

KEY DATES

Applications Open	1 July 2024
Applications Closed	11:59pm, 11 August 2024
Interview Period	During September
Offers Made	16 October 2024
Clerkship Periods	November - December 2024 (Summer)
	June - July 2025 (Winter)

ABOUT THE FIRM |



About PwC Australia

At PwC Australia, we take a human-led, tech-powered approach, combining diverse perspectives, expertise and relationships with the right technology to solve problems and unlock opportunities.

We're a network of firms in 152 countries with over 328,000 people. PwC is one of the top 50 brands worldwide and PwC Australia is among LinkedIn's top companies for where Australians want to work. In Australia, our team is over 8,000 strong, with deep expertise in the industries critical to our nation including energy, utilities and resources, financial services, healthcare, education and consumer markets.

We're bold about our commitment to diversity, inclusion, wellbeing and social impact. And we empower our people in upskilling, flexible working and pursuing their passions.

We don't see change as chaos – but as the chance to do something great.

Our purpose is what drives our community of solvers. Passionate and diverse people who come together in unexpected ways, with human-led, tech-powered ideas to untangle the world's most important problems.

For more information, visit jobs-au.pwc.com/au/en/students

What does PwC look for in applicants?

To solve important problems we need to aim for the inclusion of our diverse talent. We empower our people to use their creativity, authenticity and human differences to be the champions of change. We know that when people from diverse backgrounds and with different points of view work together, we create the most value - for our clients, our people and our society. If you don't think you quite meet all of the qualifications, we'd still love to hear from you.

Learn more about skills we look for below:

[Campus Recruiter Tips - What we look for | @ PwC Careers Australia | YouTube](#)

The Clerkship Program Experience

Our Legal Clerkship Program helps you build skills and networks whilst working with our lawyers on client engagements. You'll gain invaluable exposure to the fundamentals of commercial law in one or more of our key pillars: Corporate Advisory, Regulatory, Employer and Workplace Relations, Projects & Finance, and Digital, Cyber and Technology Law.

In our Legal Clerkship program, you'll gain a practical understanding of how to use legal skills to solve our client's most complex problems. With the opportunity to work across a wide range of matters for different legal and business specialists teams, you'll gain exposure to the commercial aspects in action and learn what makes our holistic service legal practice truly unique.

Type of work clerks can expect

- **Drafting** - preparation of deliverables and reports. Participating in meetings - involvement in face-to-face client meetings, conference calls and internal discussions across the different teams.
- **Data collection** - managing requests for information, first review of client documents and conducting necessary searches.
- **Research** - researching case law and commentary on legislation for client legal advice.
- **Project support** - assisting with project and document management, ensuring filing is in order and maintaining document checklists.
- **Pitches and proposals** - assisting with the drafting of proposals of prospective clients and upcoming deals

Other opportunities and experiences

During a clerkship, our seasonal clerks get the full experience of what it is like to be a lawyer in our practice. In addition to being involved in client-facing work, our seasonal clerks have the opportunity to work and network with colleagues from other lines of service, such as tax and deals, get involved in pro bono legal matters and attend social events.

Our clerkships are scheduled around the end of financial year and the end of the calendar year, which are particularly festive times in the team.

Who is eligible?

- Students in their **penultimate year** of university or **final year** of your legal studies
- Have **full-time working rights within Australia** at the commencement of the program
- If you're **not** an Australian or New Zealand citizen, or have Permanent Residency in Australia, you will need to provide the following:
 - Your visa notice
 - One of the following: IELTS, OET, TOEFL, iBT, PTE or CA

PwC **does not have a minimum proficient English requirement** to be eligible to apply for the Legal Clerkship program. However, in the application form we do **ask if you meet the minimum proficient English requirements as defined by the Department of Home Affairs.**

Clerkship Application Process

1	<p>Prepare to apply for our Graduate program by finding where your skills fit and familiarising yourself with how we hire. We'll be assessing applications immediately and progressing candidates who meet the program eligibility criteria to the online assessment and digital interview. All applications will be reviewed.</p>
2	<p>This is the stage where we get to know you better and you to learn a little more about yourself! Your digital interview is your chance to bring your application to life. You'll be asked questions that will help us get to know you better and understand why you're interested in creating a career with us. For your behavioural assessment, you'll play a series of games designed to help us learn more about your strengths and to see if you're a good fit for the area you've applied to. This should take around 45 minutes to complete.</p>
3	<p>This is where you get to put your problem solving skills to the test! As a part of a group, you'll complete a case study assessment with a senior business representative from your chosen business area, and also a recent graduate from that team to share their experience - we will give you some tips on how to prepare for this when we invite you to complete it.</p>
4	<p>This is the last step! Hooray! The final part of our hiring process is a final interview with a Partner from the business area you are interested in joining. Again, this is a two way process - so come prepared with some questions to ask whilst you have this time with the most senior leaders of PwC!</p>



Seasonal Clerkship Program



Our Seasonal Clerkship Program offers a firsthand experience of life at Russell Kennedy, providing valuable insight, especially as a lawyer starting out.

The program is thoughtfully designed to be both informative and engaging, aiding in your decision-making process regarding a potential application for a Law Graduate position.

Throughout your time with us, you'll benefit from the guidance of a dedicated mentor who will ensure you maximise your experience.

Additionally, we are proud to offer three specialised pathways fostering inclusivity and diversity: Access at RK, Refugee and First Nations. We encourage applications from students with disability, refugee background and those who identify as Aboriginal and/or Torres Strait Islander.

You'll be immersed in real client work, including tasks such as drafting correspondence, conducting research, attending court proceedings, and actively participating in client meetings.

You'll also have the opportunity to participate in our in-house seminars aimed at professional development.

You'll also have the chance to connect with our current Law Graduates, gaining insights into their experiences, challenges, and achievements.

For further details, please visit:
russellkennedy.com.au/careers

CONTACT DETAILS



<https://www.russellkennedy.com.au/>



peopleandculture@rk.com.au



Level 12, 469 La Trobe Street,
Melbourne VIC 3000

*(From July 2024, our new office will be located at
Level 18, 500 Bourke Street, Melbourne, VIC 3000)*



Melbourne & Sydney

HR Representatives

Carla Viglino

Senior Advisor - People & Culture

CViglino@rk.com.au

03 9609 6770

Vanessa Maio

Coordinator - People & Culture

VMaio@rk.com.au

03 9609 6812

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



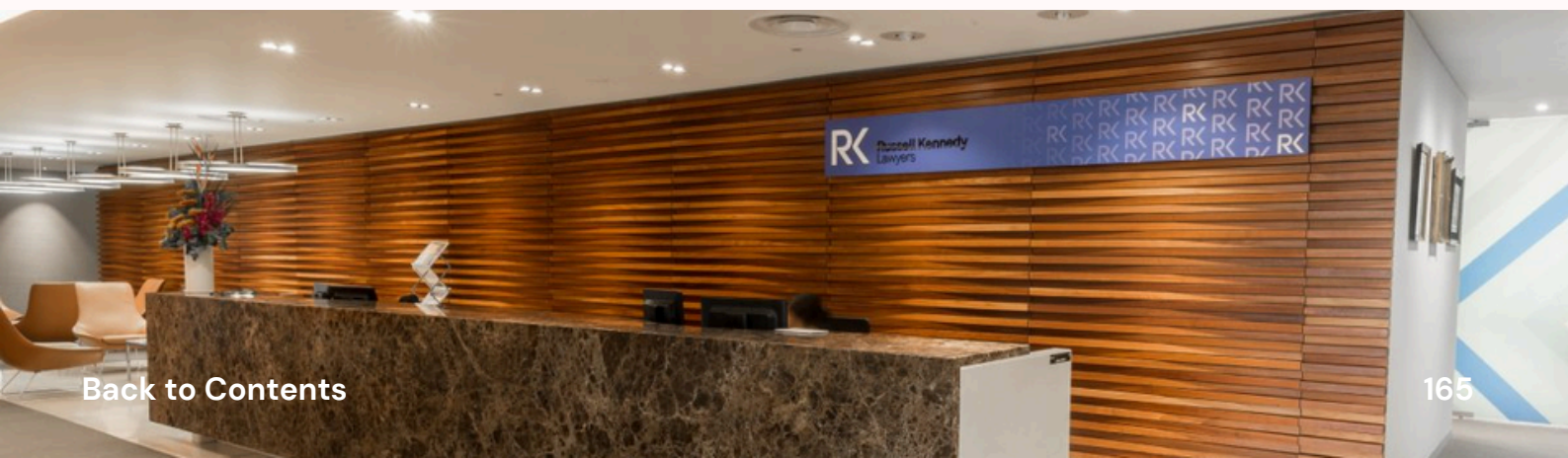
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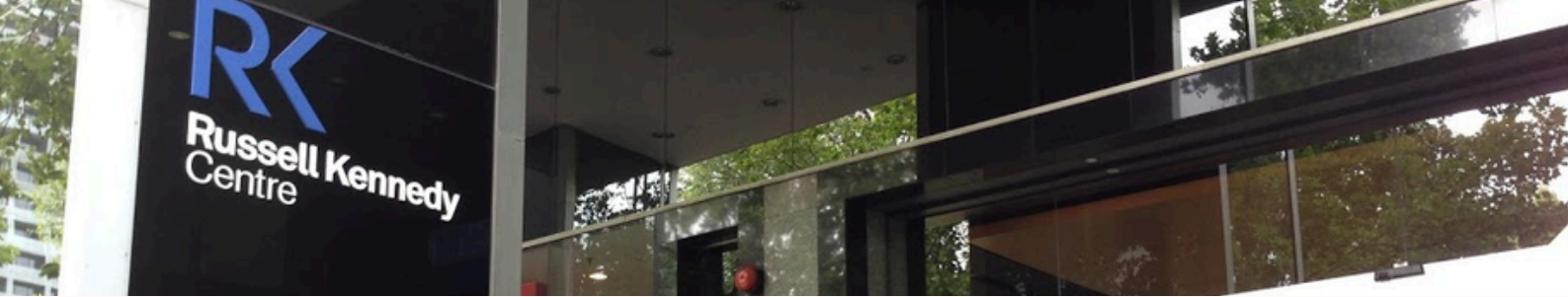
([https://twitter.com/
RussellKennedy_](https://twitter.com/RussellKennedy_))



LinkedIn

([https://www.linkedin.com/company/
russell-kennedy/](https://www.linkedin.com/company/russell-kennedy/))





CLERKSHIP INFORMATION

Seasonal Rotations	As a clerk, you will be allocated to one practice group for the duration of your four week placement
Seasonal Clerkship Positions (Melbourne)	Up to 40 positions
Number of Seasonal Clerks per intake (Melbourne)	Approx 10-15

KEY DATES

Applications Open	9am, 1 July 2024
Applications Closed	11:55pm, 11 August 2024
Interview Period	Commences from August 2024
Clerkship Periods	Mid November - Mid December 2024 (Summer)
	February 2025 (Summer)
	Mid June 2025 - Mid July 2025 (Winter)

About Russell Kennedy

Russell Kennedy is a forward-thinking national law firm, providing exceptional legal solutions, guided by market leading expertise across our sectors of focus. In operation for more than 120 years, we have over 50 principals and 300 employees across offices in Melbourne and Sydney. Underpinning Russell Kennedy is the strong, lasting relationships we build with our clients and our people. We pride ourselves on creating positive and meaningful change within our community. Our lawyers are widely recognised as leaders in their fields, helping shape the way industries appear today. Our clients and capabilities are widespread. A member of international legal network Ally Law, our reach spans the globe. We're a certified Employer of Choice for Gender Equality and we're dedicated to being a culturally diverse, LGBTQIA+ and disability friendly workplace. We strive to create an environment that is inclusive, progressive and compassionate, so our people feel confident bringing their whole, authentic selves to work. Many roads lead to Russell Kennedy, whether you're an experienced professional, an in-house specialist or just starting out. Ever growing, we recruit top calibre talent, so that we can expand and enhance our client service offering.

What distinguishes Russell Kennedy?

At Russell Kennedy, you'll be working with some of the best and brightest minds in the legal industry, with loyal clients who truly appreciate your skillset. Your work will be diverse and thought-provoking, and you'll be influencing society, now and into the future, for the better. Take Principal Michael Gorton AM for example. Over the course of his 40-year career, he's helped establish Reconciliation Victoria, a state-wide body promoting deeper understanding, respect and justice for and with First Nations people. Additionally, the Victorian Government enacted multiple changes to IVF laws, based on the findings of his report, the Gorton Review. The reforms ensure Victorians have better access to safer, higher quality treatment, and that is free from discrimination. Our people – both lawyers and those who power us – are encouraged to participate in the pro-bono practice, which provides free legal services, addressing unmet legal needs and ensuring disadvantaged people access to justice.

Firm Culture

Our people are our greatest asset. We respect and celebrate the things that make us different. We strive to create an environment that is inclusive, progressive and compassionate, so our people feel confident bringing their whole, authentic selves to work. We're a certified Employer of Choice for Gender Equality and we're dedicated to being a culturally diverse, LGBTQIA+ and disability friendly workforce. As the world evolves, so do we. We nurture the things our people are naturally good at while supporting them as they tackle important problems and master new skills. We understand the importance of work-life balance. Ever growing, we recruit top calibre talent, so that we can expand and enhance our client service offering.

The Clerkship Program Experience

Our Seasonal Clerkship Program is designed to give you a real taste of life at Russell Kennedy. We have created the program to be informative and provide relevant experience to help you decide whether you would like to pursue a Law Graduate position. Clerks are paired with a mentor and a buddy in their allocated practice group who will ensure that they receive the necessary support throughout their journey with us.

Our clerks will have the opportunity to attend our in-house seminars for professional development and spend time with our current Law Graduates to learn about their experiences, challenges, and triumphs. We also encourage our clerks to get involved in the pro bono work available at Russell Kennedy.

Type of work clerks can expect

Our clerks will be engaging in real legal work such as drafting correspondence, assisting with research, attending court, participating in client meetings and more. We also provide the opportunity for our clerks to attend in-house training seminars for professional development. Exceptional candidates are those who display a genuine passion for their future legal careers.

We seek candidates who are confident in their interactions, demonstrate strong interpersonal skills, thrive in team environments and are excited to learn and be challenged. We value applicants who have conducted prior research about Russell Kennedy, understanding our areas of focus and can clearly explain why they are interested in joining our firm. It's essential for applicants to demonstrate their ability to balance work and study commitments with other interests.

Other opportunities and experiences

Our clerks are able to attend our in-house seminars for professional development, spend time with our current Law Graduates to learn about their experiences, challenges and triumphs, meet our various committees, attend social events, participate in our various sporting events. We also encourage our clerks to get involved in the pro bono work available at Russell Kennedy.

Who is eligible?

Law students who are in their **penultimate or final year of study**. We do not accept international students.

Clerkship Application Process

1	All applications must be submitted online , via our website (russellkennedy.com.au/careers).
2	Shortlisted applicants will participate in a short five -ten minute telephone interview . Successful candidates will then be invited to participate in a face-to-face interview with a Principal, Special Counsel or Senior Associate Lawyer and a People & Culture Representative .
3	Following face-to-face interviews, shortlisted candidates will be invited to a networking event .
4	In addition, we offer three alternative pathways: Access at RK, Refugee and First Nations . These clerkship streams highlight Russell Kennedy’s commitment to equal opportunity and to creating a workplace that is not only diverse, but inclusive. We encourage applications from students with disabilities, refugee background and those identifying as members of one or more First Nations of Australia . All applicants participate in the same four week clerkship program .

What does Russell Kennedy look for in applicants?

Naturally a **sound academic record** is an important starting point, however we also look for other attributes such as **extra-curricular interests** and **life experiences** outside of your studies. These may include your **previous work experience, volunteer work, travel, sporting or cultural interests**.

We like to see that you have done some **prior research about Russell Kennedy** and **care is taken in your applications** to provide the information we request, the type of work we are actively involved in and can clearly explain why you would like to work here. We also want to see that you are able to **balance your work and study with other interests**.



Achieve your potential

Join a major Australian law firm

Starting your legal career at Thomson Geer will offer you real, hands-on experience across a wide variety of commercial disciplines and industry sectors, in a supportive and collaborative environment.

We're ready for you

With more than 650 people, including over 140 partners, operating out of our offices in Sydney, Melbourne, Brisbane, Perth, Adelaide and Canberra, we are one of the 10 largest firms operating in Australia.

We offer a flexible, friendly and professionally stimulating environment that puts both our trusting client relationships and our staff's wellbeing and development at the forefront.

From day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners.

Are you ready for us?

We're looking for hard-working and motivated law students who have excelled academically, are client focused, commercially minded, work well in a team environment, and are ready to commence their career with a major law firm.

We are especially keen to talk to students who have, or are working towards, a second degree in technical fields, such as commerce, engineering and science.

Applications for our 2024/2025 Melbourne Summer Clerkships open on 1 July 2024 through our website.

CONTACT DETAILS



<https://www.tglaw.com.au/>



pshoppee@tglaw.com.au



Level 23 Rialto South Tower 525 Collins Street
Melbourne VIC 3000



Sydney, Melbourne, Brisbane, Perth, Canberra & Adelaide

HR Representative

Phillip Shoppee

People & Development Advisor

Pshoppee@tglaw.com.au

03 9641 8919

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



Twitter / X

(<https://twitter.com/ThomsonGeer>)



LinkedIn

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CLERKSHIP INFORMATION

<p>Seasonal Rotations</p>	<p>Clerks will be placed in only one practice area to ensure they get the best experience possible by settling into a team, starting to understand the area and getting to work on substantive tasks. However Clerks will have the opportunity to participate in 'The Work We Do' sessions with all other Melbourne practice areas, to get a feel for what working in each of our other key practice areas is like</p>
<p>Seasonal Clerkship Positions (Melbourne)</p>	<p>Around 10-12 (depending on business needs)</p>
<p>Number of Seasonal Clerks per intake (Melbourne)</p>	<p>Around 5-6 (depending on business needs)</p>

KEY DATES

<p>Applications Open</p>	<p>9:00am, 1st July 2024</p>
<p>Applications Closed</p>	<p>11:59pm, 11th August 2024</p>
<p>Interview Period</p>	<p>End of September</p>
<p>Clerkship Periods</p>	<p>November/December 2024 (Summer 1)</p>
	<p>January/February 2025 (Summer 2)</p>

About Thomson Geer

Thomson Geer is a major Australian corporate law firm. We have more than 560 people, including 134 Partners operating out of our offices in Sydney, Melbourne, Brisbane, Perth, Canberra and Adelaide. We pride ourselves on the quality of our work, and our transparency. We are driven by our clients' needs. Our industry coverage and client work is diverse.

We have access to high quality work for major institutional clients in sectors such as banking, construction, energy, health, media, telecommunications, property development and gaming and leisure, giving our lawyers exposure to excellent work while maintaining small teams where each lawyer gets to develop and learn from senior lawyers, including partners.

What distinguishes Thomson Geer?

Thomson Geer provides an excellent opportunity for junior lawyers, being large enough to attract excellent quality work while maintaining small teams that enable junior lawyers to get exposed to all aspects of the matters they work on.

Our small teams also mean that junior lawyers have excellent opportunities to work directly with, and learn from, our Partners and other senior practitioners and get to take a hands on role in the matters they work on.

Firm Culture

We create an environment that is flexible, friendly, personable, collegiate and professionally stimulating. We work hard to enhance this culture through transparent, authentic communication, and by ensuring we are respectful and accountable to each other every day to provide an environment where our staff can grow personally and professionally.

Description of the Clerkship Program

We offer a four week Summer Clerkship program either in November/December or January/February. Our structured program helps clerks to learn through a combination of hands-on experience, training, coaching and observation. We know you're not just a student on work experience. We want to give you a realistic, stretching introduction to the legal profession.

How does this happen? From day one, you'll be an active participant in the team, involved in all aspects of legal practice, and working directly with experienced practitioners. 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 fully integrated, cohesive, national team.

Type of work clerks can expect

Clerks undertake a range of tasks depending on the practice area they work with. Common tasks include: attending client meetings; observing court proceedings; conducting legal research; drafting correspondence and court documents; due diligence and disclosure. Clerks at Thomson Geer are provided with meaningful work for real client's right from the start of their clerkship. The best way for clerks to stand out is to: show a real interest in the work and our clients; commit to producing high quality work; and demonstrate excellent communication skills.

All of our clerks are viewed as potential graduates, and all of our graduates as potential leaders. We therefore look for the same qualities in our clerks and graduates that our lawyers need to possess. Our lawyers are genuinely interested in our clients and their businesses. They need a critical and curious mind and are passionate about developing solutions in their commercial context. Our lawyers work collaboratively in diverse teams with both senior and junior practitioners across legal disciplines and jurisdictions.

Other opportunities and experiences

The law is an incredibly rewarding profession, but we recognise it can be demanding. For this reason we create an environment that is flexible, friendly, personable, collegiate & professionally stimulating. Our wellbeing@work program supports employees to maintain a healthy, balanced lifestyle. We also have an active social committee, providing lots of opportunities to develop close relationships with your colleagues.



Who is eligible?

Anyone with an unrestricted right to work in Australia – must be an Australian citizen or have permanent residency in Australia. We only consider penultimate year students.

Clerkship Application Process

1	Our recruitment process is efficient, informative and streamlined, acknowledging the often stressful nature of this period. The first stage of our process involves your application being submitted through our website.
2	You will be required to respond to questions regarding your experience, interests and academic achievements, and will also need to submit a copy of your current CV and most recent academic transcript.
3	The first round of our interview process is a video interview. This provides you with an opportunity to perform at your best, by providing you with time to consider the questions, conduct some limited research and then present your responses.
4	Those selected to progress beyond this stage will have an opportunity to engage directly with our Partners on their current and recent work and learn more about the firm.

What does Thomson Geer look for in applicants?

Our clerks are **curious, hungry to learn and committed to constant innovation and improvement**. When we receive a clerkship application, these are the things that make you stand out from the crowd: A **genuine interest in the areas of law in which we practice**. Demonstrating an **understanding of, and interest in, the commercial environment**, as this helps our clerks contribute to the success of our clients. Demonstrating a **dedication to pursuits outside of your university studies**. Whether it be in **work or community interests**, being able to show that you **constantly seek opportunities to contribute more than is expected** – in both your **personal and professional pursuits**. We hold in high regard a commitment to **continuous self-improvement**. We look for a **strong work ethic** in our clerks, so we look for an application that is able to demonstrate that. And importantly, **be yourself**. A **diverse range of people** is important to our success and we love to see your personality in your application.



Together we make a mark

Graduate careers in law

Working at White & Case opens doors to experiences and relationships around the world that will help you build your career, wherever it takes you.

If you're a team player with a global mindset, apply for our student and graduate opportunities in Australia.

whitecase.com/australiagrad

1

of the only law firms to offer a guaranteed overseas seat

2

Australian offices in Melbourne and Sydney

125

nationalities represented across the Firm

44

offices across 30 countries

Tier 1

by *The Legal 500* for Project Development and Project Finance

92

languages spoken across the Firm



CONTACT DETAILS



<http://www.whitecase.com>
<http://www.whitecase.com/australiagrad>



graduaterecruitment.apac@whitecase.com



Level 32, 525 Collins Street | Melbourne VIC 3000



Melbourne & Sydney

HR Representative

Oliver Summers

Early Careers Recruitment

Advisor

oliver.summers@whitecase.com

SOCIAL MEDIA

(Click on the symbols below to be re-directed to the firm's social media pages)



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LinkedIn

(<https://www.linkedin.com/company/white-&-case/>)





CLERKSHIP INFORMATION

<p>Seasonal Rotations</p>	<p>Our clerks are allocated to one practice area for the duration of their clerkship and encouraged to work and engage with the wider business as capacity permits. Preferences are taken into account when allocations are decided.</p>
<p>Seasonal Clerkship Positions (Melbourne)</p>	<p>20-22</p>
<p>Number of Seasonal Clerks per intake (Melbourne)</p>	<p>10-11</p>

KEY DATES

<p>Applications Open</p>	<p>1st July 2024</p>
<p>Applications Closed</p>	<p>11th August 2024</p>
<p>Interview Period</p>	<p>September & October</p>
<p>Clerkship Periods</p>	<p>November/December 2024 (Summer)</p>
	<p>June/July 2025 (Winter)</p>

About White & Case

White & Case are a global law firm with longstanding offices in the markets that matter today. Our on-the-ground experience, cross-border integration and breadth of internationally qualified lawyers help our clients work with confidence in any one market or across many. Over the past 100 years, we've built an unrivalled network of 44 offices in 30 countries. This investment is the foundation for White & Case's client work in over 200 countries.

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

What distinguishes White & Case?

Most of our clients are multinational organisations, so almost everything our diverse team works on spans multiple jurisdictions. To help develop a taste for global thinking, we guarantee our graduates a six-month overseas seat in one of our offices across the Asia-Pacific region and wider network, such as Abu Dhabi, Hong Kong, Singapore and Tokyo. Graduates describe this overseas seat as "career changing," as they gain valuable insight into the working practices of varied legal systems and jurisdictions and grow professional networks that will have a long-lasting impact throughout their careers.

As a Firm, we are very conscious of the footprint that we make. Our Global Pro Bono Practice launched in 2010 and built on over 100 years of pro bono work, has grown to be one of the largest in the world. Acting for some of the world's leading NGO's like the Red Cross. In addition, to recognise and celebrate the Firm's diversity, we also have a number of local affinity networks and committees such as ALLiance (Gender & cultural equity), Spectrum (LGBTQ+), and Reconciliation Action Plan.

Firm Culture

Globally, we strive to create an environment that continually strengthens the interconnectedness of our 44 offices. At a local level in Australia, we achieve this by fostering a collaborative working environment, with an open-door culture that encourages strong working relationships.

Global Citizenship comprises our Global Pro bono practice, charitable giving, legal education and environmental sustainability. Alongside this, our global diversity networks and initiatives offer members, including allies, the opportunity to support and mentor each other, cultivating both personal and professional development. Additionally, the development of our first Reconciliation Action Plan in 2020 has enabled us to create tangible milestones to ensure our efforts are felt by local communities in Australia.

Global citizenship sits at the core of who the Firm is, and as such, our graduates are expected to get involved with areas of interest, as well as drive their own initiatives with the assistance of our partnership.

Description of the Clerkship Program

A vacation clerkship is a great way to experience first-hand what life is like as a graduate at White & Case.

As a part of our clerkship programs, you'll be welcomed into our team, where you'll undertake a number of meaningful and challenging tasks. You will have the opportunity to attend client meetings, work on pro bono matters, and broaden your understanding of large cross-border transactions and matters.

During your time with White & Case, you'll also have the opportunity to connect with our wider APAC network through the simultaneous programs running across Melbourne, Hong Kong and Tokyo, as well as through the matters and projects you'll be exposed to. These early insights are a great way of learning more about our overseas seat opportunities and what practices are available in different offices.

Throughout the clerkship, you will work closely with your supervisor (partner), a mentor (senior associate) and a buddy (junior associate/graduate). They will give you continuous support and assistance, engage you in their work, and provide formal and informal feedback. Additionally, in-house training and events will help you better understand the work we do for our clients and build your network.

Type of work clerks can expect

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

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

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



Who is eligible?

Penultimate, final year and international students.

Clerkship Application Process

1	Applications need to be submitted during the application window, directly via our careers website: www.whitecase.com/australiagrad
2	Initial application: Transcript, Cover letter, CV Followed by: Games-based assessment
3	Second stage: Self-recorded video interview
4	Final stage: 2x individual partner and/or counsel interviews

What does White & Case look for in applicants?

There isn't a typical White & Case graduate or clerk; rather, we seek out individuals with a variety of qualities to strengthen our team's global diversity. In saying that, alongside academic excellence there are certain attributes that we know are proven for success.

- **You have a global mindset:** An interest in working globally and cross-cultural awareness is essential for the work we advise on, our clients, and the diversity within our teams.
- **You're driven to succeed:** Like us, you're not afraid of hard work and you're dedicated to achieving great results. You have an ambition to be a successful and global lawyer.
- **You're a team player:** We act as one Firm and one team and look to recruit graduates with the same collegial outlook.
- **You take initiative:** You ask meaningful questions and seek feedback on your work, with the intention of constant improvement.
- **You're client-focused:** Our graduates are exposed to clients from the very beginning. They'll come to depend on your focus on detail and simplifying the complex.
- **You have integrity:** We have a global reputation for first-class legal work, and you'll work towards building and maintaining trust with our clients and your colleagues.



PRACTICE AREAS

Great change is here.

Shape the future with Allens

BANKING & FINANCE

Naomi Lee Associate

How would you describe Banking & Finance?

The Banking & Finance (BAF) team is a transactional group that assists both lenders and borrowers to negotiate and complete their debt-financing transactions. Given the nature of finance, where projects and companies require debt funding at short notice, banking and finance lawyers often operate in a fast-paced environment, where short deadlines must be met, and highly commercial advice is expected. Banking and finance transactions vary significantly, depending on the type and scale of finance being sought.

Examples of common finance transactions are:

- **General corporate finance:** this is the means by which companies finance their day-to-day operations. Financiers lend money to companies under a loan agreement, which is often supported by a guarantee or a security interest over the assets of the company.
- **Debt capital markets:** more common in the United States, this is when companies raise debt directly from debt capital markets through the use of instruments such as bonds and notes in the international and domestic financial markets.
- **Acquisition finance/leveraged finance:** this involves the borrowing of debt to acquire another company. This method can significantly improve the returns on equity to the sponsors (purchasers) and is common among private equity firms.
- **Project finance:** is the means projects use to fund their development and expansion. This can include infrastructure projects such as gas pipelines, toll roads, and hospitals, but also a raft of energy projects, such as wind and solar farms.
- **Property finance:** the funding of an acquisition of property through debt.

The role of a junior lawyer on a banking & finance transaction?

Given the fast-paced nature of banking and finance transactions, junior lawyers are often called on to assume significant responsibility on transactions. This frequently includes undertaking client-facing tasks from very early on, such as attending settlements, emailing the client and the opposing counsel, as well as picking up the phone and speaking with clients. While these tasks can be quite intimidating at first, their learning value is significant, and the skills they help you develop accelerate your progression as a lawyer. If you're looking for a team that gives juniors the most client contact – I would certainly say BAF would be one of the best (if not the best) teams in this regard.

Banking and finance teams require lawyers to draft and review financing contracts. Junior lawyers are often called on to draft the first 'cut', or draft, of a contract. This provides excellent drafting experience, which is a highly valued skill for a corporate lawyer. It's also usually up to the junior lawyer to run the signing process in each transaction, which also builds significant project management skills – a key skill which will hold you in good stead wherever you might end up.

It's a common misconception amongst clerks and graduates that you need to have done commerce at university to be able to do BAF, but I can assure you that this is certainly not the case! In fact, many in our team did not do a commerce degree along with their law degree.

What support and training do junior lawyers receive?

Allens places enormous emphasis on the training of junior lawyers. In addition to the training that all junior lawyers receive, there is a whole range of banking and finance-specific training available. We also receive weekly training to help build our knowledge of banking and finance law, including by looking at hot topics in the industry.

Clerkships are an excellent opportunity to explore unfamiliar areas of law. I would highly encourage you to consider a clerkship or rotation in Banking & Finance, as the technical and soft skills that junior lawyers develop in this area will improve how you practise wherever you decide to specialise.

Describe banking and finance in three words

Energetic, supportive and technical



CAITLIN TERREY

**Lawyer,
Dispute Resolution Team**

About Caitlin & the Dispute Resolution Team

I completed my Bachelor of Laws at Deakin and am now a lawyer in Ashurst's Dispute Resolution (DR) team, which is where I settled after completing a rotation in the team. During my graduate year, I also rotated through the Restructuring and Special Situations Group and Employment.

DR sits within the broader Disputes, Investigations & Advisory division at Ashurst which is comprised of DR, Competition, Employment, IP/Media and Tax.

We act on a range of interesting disputes and investigations and at all stages including complex litigation, regulatory investigations, civil penalty proceedings, arbitrations and class actions. There are also regular opportunities to get involved in work with Ashurst's pro bono practice.

What to expect

As a clerk, graduate or junior lawyer in DR, you will have the opportunity to undertake a variety of work. DR also frequently works with other teams in both the Melbourne office and other offices.

If you are working on a class action, you might be asked to assist with the following tasks:

- **Conducting legal research**
- **Preparing and updating briefs to counsel**
- **Assisting with drafting correspondence and legal documents, including affidavits and orders**
- **Liaising with experts and researching and gathering evidence relevant to an expert's field**
- **Attending meetings with clients, counsel, experts and third parties**
- **Electronic document review**
- **Assisting in negotiations to resolve class actions outside of court**
- **Preparing for and attending court hearings or mediations**

Class actions

A class action enables the claims of seven or more people against the same defendant(s) to be brought under one proceeding. The representative plaintiff/applicant(s) commences the proceeding on their own behalf and on behalf of the other group members who have similar claims that give rise to a substantial common issue of law or fact.

Class actions have been commenced in a wide range of areas including shareholder and investor class actions, consumer class actions, environmental class actions and financial product class actions.

Ashurst's Australian class actions practice is recognised by The Legal 500 as a tier one practice and has experience in defending many complex and prominent class actions.

When you join DR, you will be allocated a supervising partner, supervising lawyer and buddy who will provide you with ongoing support, along with the rest of the team. You will have the opportunity to learn from, and work directly with, experienced senior lawyers and partners. We take pride in producing high quality work and promoting a culture of learning and development with a strong focus on mentoring juniors.

There are formal training programs which provide ongoing learning at each stage of your career, starting with the clerkship. DR has a national monthly CLE and we also have focus group meetings aimed to build expertise in specific areas of interest. At our weekly team meeting, you can expect to receive an update on an interesting matter or recent legal development. We also like to have fun and you will be invited to a range of events throughout the year organised by the DR social committee.

If you are looking for a team that has interesting work, challenges you and supports you to be your best, I would encourage you to consider a clerkship in the DR team at Ashurst!

How does environmental sustainability influence construction law practice?

More than ever environmental sustainability is influencing the types of construction projects that are being delivered and how they are being delivered.

Sustainability has long been a key consideration for Clayton Utz and many of our clients, particularly in the planning and delivery of major infrastructure projects. This influences the way we negotiate and draft construction contracts, which often require contractors to minimise their environmental impact when delivering projects.

Renewable energy projects have recently become a focal point for investment and development and, as construction lawyers, we have a key role to play in realising these projects.

Additionally, the growing emphasis on Environmental, Social and Governance (ESG) factors not only influences the way our clients work, but also reinforces the importance of our own commitment to sustainability.

As construction lawyers, we assist clients with implementing these initiatives and delivering major infrastructure projects in a way that:

- ensures that the requirements are clear, measurable and enforceable; and
- strikes a sensible risk allocation between the parties, often while seeking to deliver emerging technologies or projects in developing markets.

This requires market leading knowledge of the law, with the ability to be nimble and bring a pragmatic approach to deliver superior outcomes.

Set out below are some examples of the projects that we are involved in that are having positive environmental impacts.

Green energy projects

The transition towards renewable energy has had a big impact on the nature of work being undertaken in the construction market. Guided by its target to achieve net-zero emissions by 2045, the Victorian Government has invested heavily in ambitious, large-scale projects that seek to transform the way energy is generated and consumed.

Recently, we have been assisting the State through VicGrid with the planning and development of expansive new transmission infrastructure required to connect renewable energy sources to the grid and improve the grid's resilience. This will ensure that we have the necessary infrastructure to carry electricity from renewable generation sources, like large scale solar and wind projects, to homes and businesses throughout the State, and to call on capacity from other States forming part of the National Energy Market when necessary or economically efficient. To date, we have assisted VicGrid with its role in establishing

renewable energy zones in Victoria and coordinating major transmission projects including the Victorian New South Wales Interconnector-West (VNI West), Marinus Link, Western Renewables Link and offshore wind transmission.

Renewable energy projects and environmental responsibility are also priorities for our private sector clients. For example, our team has been assisting Fortescue with its bold energy transition plan, which requires rapid change to its existing business practices and technology to achieve "real zero" emissions (with no offsets) by 2030. Clayton Utz has worked with Fortescue to enable initiatives such as the development of a new hydrogen production facility used to decarbonise the company's mining and shipping fleet. We have also advised on the procurement of new electric-powered mining equipment for operation at Fortescue's sites.

Government policy and contractual commitments

In line with Victorian Government policy requirements, we typically draft sustainability-related obligations into our clients' construction contracts. These obligations take many forms and include, for example, requiring contractors to comply with the Government's Recycled First Policy. This seeks to support the transition to a circular economy by maximising the use of recycled and reused materials in transport infrastructure projects. Specifically, contractors are required to identify opportunities for the use of recycled materials on a project and then report on the types and volumes of recycled materials used throughout the project.

Author: Dante Felicetti, Lawyer, Clayton Utz Melbourne

To learn more about how Clayton Utz integrates ESG into practice visit claytonutz.com/esg or scan the QR.



The Mordialloc Freeway Project, completed by our client Major Road Projects Victoria, demonstrated how sustainable materials can be used to build critical new infrastructure. This included converting 570 tonnes of plastic waste into noise walls made from 75% recycled material and diverting more than 245 tonnes of recyclables from landfill.

We have also worked with State and Territory governments nationally to implement container deposit schemes, which allow consumers to deposit eligible drink containers for a 10 cent return. These schemes are critical to helping transform the waste and recycling sector, and to divert material away from landfill.

ESG and the role of environmental credibility

ESG has emerged as a crucial area of corporate governance and the "E" in ESG is front of mind for our clients. When undertaking large infrastructure projects, all parties must have regard to the environmental impacts of their activities to build public confidence and support for their project.

In addition to advising our clients on ESG considerations, Clayton Utz is committed to meeting and building on our own sustainability credentials. We were one of the first Australian law firms to become carbon neutral and regularly have our emissions independently assessed and audited. As well as ensuring that we meet our environmental responsibilities, this also shows that our values align with our clients when it comes to sustainability-driven projects.



‘Front end, back end’ What does it mean?



Shamana Rofaeel
Solicitor

Introduction

Understanding the distinction between front-end and back-end law can be confusing, especially for those not exposed to it during their university studies. Fortunately, within my initial year as a Graduate at Herbert Smith Freehills, I've completed rotations in both realms, allowing me to shed light on the differences.

Acknowledging Other Areas

It's essential to recognize that not all legal work neatly fits into the front or back-end categories. Advisory work, for instance, involves providing legal advice to a variety of clients, such as advising crypto-exchange platforms on whether their offerings are compliant with law or advising clients on potential anti-competitive implications of their transactions. Engaging in such work also offers valuable experience.

So what's right for me?

For junior lawyers, exploring both front-end and back-end roles is encouraged. Especially early in one's legal career, gaining exposure to transactional, advisory, and litigious matters contributes to developing a comprehensive skill set. This approach fosters the growth of well-rounded legal professionals, as exemplified by my own journey.

What is front-end law?

Front-end law, also known as ‘transactional law’, entails facilitating transactions. Front-end lawyers primarily prepare, draft and negotiate contracts, and conduct due diligence to unearth any potential issues with the transaction. These issues can range from asbestos-contaminated soil in a real-estate sale or identifying non-compliance with ASIC obligations in a business sale (no buyer wants unexpected issues).

Throughout my time in the Equity Capital Markets & Private Equity team, I assisted on M&A transactions, assisted with the listing of companies on the ASX, raised capital for our ASX listed clients via secondary raises, and more.

Working in a front-end team requires a Graduate to think commercially about transactions. In practice, this means you must identify the client's wants and needs and think of commercial solutions to the hurdles in the transaction.

What is back-end law?

The element of lawyering that many people typically associate with the profession, but isn't mentioned above, is going to court and advocating for clients. This is where back-end lawyers come into the picture. Unlike front-end law, where the parties typically want the same goal in completing a deal, parties in litigation often feel like they've had the short end of the stick and don't see eye to eye.

Throughout my rotation in the Commercial Litigation team, I assisted on a trial, prepared briefs for counsel, assisted with legal research and undertook discovery in a shareholder class action.

If black-letter law, legal research or advocacy appealed to you throughout your university studies, a rotation in a disputes practice is a must.

Technology, Sourcing and Privacy



Allison Wallace
Senior Associate

The Australian Technology, Sourcing and Privacy group ("TS&P" or the "Tech Law team" or the "IT team") at K&L Gates is a dynamic team led by partners Cameron Abbott in Melbourne and Richard Chew in Sydney. These partners are supported by a team of 8 experienced lawyers split across the Melbourne and Sydney offices, with colleagues in Dallas, Pittsburgh, Portland, Hong Kong and Paris.

The Australian TS&P team acts for a range of clients varying in size and industry. Key industries in which we work include utilities, energy and resources, health, education, government, aged care and insurance. We assist our clients on a range of information technology matters – providing strategic advice and negotiation assistance on complex outsourcing and technology procurement projects or on how to navigate a remediation or an exit from a troubled project. We also provide advice on privacy and managing data breaches under the mandatory data breach notification scheme.

Our team has a collegial, all-hands-on-deck approach which gives junior lawyers, graduates and seasonal clerks the opportunity to have real and meaningful input into assisting clients. During your time as a junior in our team you will be exposed to (and involved in) negotiations ranging from a single software licence to an entire procurement project, drafting of various kinds of agreements and licences, and handling clients' privacy and data security queries. You will also assist in advising on their practices, and helping them assess and respond to data breaches. While our work can often be fast-paced with short deadlines, we always work together to make sure the work gets done.

Graduates and seasonal clerks are involved in all aspects of our practice, and common tasks may include:

- **participating in client meetings;**
- **attending negotiations and assisting in preparing "issues lists" or "playbooks";**
- **drafting emails and other short advices to clients;**
- **drafting privacy policies and collection statements;**
- **writing blog posts for our CyberWatch website as well as articles for LinkedIn;**
- **conducting legal research;**
- **drafting website or app terms and conditions;**
- **preparing data breach response plans;**
- **assisting in drafting longer agreements or licences;**
- **assisting in the development of training materials for delivery to clients; and**
- **writing presentations on privacy and cybersecurity issues for external use**

There are no university subjects that are a prerequisite for clerking in or rotating through our team – although, an interest in contracts, negotiations, privacy and cybersecurity, or a background in computer science or technology does help. Our practice area is a little different to others as while the stakes can be very high, our clients need to work with their opponents for many years after the deal is done. That doesn't mean that everyone is always friendly, but it creates quite a different dynamic to other practice areas. If you like being challenged, rapidly developing your skills and working with a team of dedicated but fun lawyers (and a regular puppy visitor!), then our team may just be the one for you.

REAL ESTATE AT KING & WOOD MALLESONS

MELBOURNE REAL ESTATE TEAM

Let's get one thing straight: 'property' in university is very different to 'real estate' in private practice. Despite the focus on the legal theories that underpin property law, concepts such as easements, restrictive covenants and adverse possession are important, however, do not dictate our day-to-day life as real estate lawyers.

WHAT WE DO

Our Real Estate Team at King & Wood Mallesons is unique as we are a 'one-stop shop' for all real estate related transactions. We are a transactional group focused on the many aspects of the real estate sector. Our clients may require assistance in one or all of the below stages of a transaction.

- **Structuring:** the optimal way to structure (from both a tax and risk mitigation perspective) an ownership interest in an asset that is linked to real estate (either directly or indirectly).
- **Finance:** facilitating the lending or borrowing of money for the purpose of acquiring, and often developing, real estate.
- **Acquisition:** negotiating the terms of a sale contract from a purchaser's perspective, advising on the risks associated with the purchase and implementing strategies to protect the investment.

- **Development:** managing conflicting interests between different stakeholders in a project (i.e. the landowner, builder, developer and financier) and implementing appropriate structures to achieve practical completion of a project.
- **Holding:** if the intention is to hold the completed asset, drafting lease agreements that generate income over time.
- **Disposal:** negotiating the terms of a sale contract from a vendor's perspective and resolving any post-settlement issues that may arise.

We note that a number of real estate teams attend to high-volume conveyances and large leasing portfolios – this is not something that forms part of the KWM real estate practice.

TRANSACTION EXAMPLE

To illustrate the complexity and bespoke nature of the work we do, below is a summary of a matter that combined multiple sub-areas described earlier in this article.

Client was a real estate fund manager interested in providing capital (by way of equity investment) to assist a developer complete a mixed-use development in the CBD.

In this transaction, the KWM real estate team assisted with the following:

- due diligence on the project site and relevant project documentation (including construction contracts and development agreements) to identify material risks to the return on the project;
- drafting and negotiating the joint venture documents between the property developer and the fund manager;
- providing tax and structuring advice in relation to the fund manager's acquisition of an interest in the developer;
- drafting and negotiating documents with the fund manager's upstream investors (including fund documentation and subscription documents); and



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REAL ESTATE AT KING & WOOD MALLESONS

MELBOURNE REAL ESTATE TEAM

- negotiating finance documents including loan agreements and security documents) entered into by the joint venture with external financiers to fund the development.

A document (that you may not think would typically be associated with real estate law) which formed part of the above matter was a shareholders agreement. This document governed the conduct of the joint venture between our client and the developer. It outlined, among other things, the key decision-making abilities of the parties in respect of the project and the manner in which financial proceeds derived from the project would be distributed between the parties.

While creativity is not something that is generally associated with law, transactions such as the above require a lawyer's imagination and the ability to think outside-the-box in order to manage the expectations of all parties involved in a deal.

HOW TO SUCCEED AS A JUNIOR

Our team respects and embraces the fact that you are being exposed to new concepts for the first time and your development as a young lawyer is the primary goal. Leave it to the senior figures in your team to manage the balancing act that is exposing you to high quality work while also not throwing you into the 'deep end'.

As you commence your Real Estate journey, you can expect to be responsible for:

- preparing first drafts of transaction documentation;
- facilitating the execution of transaction documentation;
- overseeing and recording transaction developments in completion agendas;
- researching case law or regulatory changes to the real estate sector;
- due diligence on underlying assets;
- completing property settlements; and
- attending meetings with clients and negotiations with counterparties.

You will often be the person that is closest to the transaction documents as a deal unfolds - which can be really exciting.

SOME (VALUABLE) TIPS

Listed below are a number of tips that have smoothed my transition from clerk, to graduate and now to solicitor:

- Master the art of the knowing nod: Sometimes, you won't have a clue what's going on in a meeting – do not worry. A well-timed nod and a thoughtful expression can go a long way in making you look like you know exactly what's going on.
- Use your network: The Real Estate team needs to work with many of the other groups within the firm and as a graduate, you will know more people in the firm than most. Use this as a way to work with your friends and connect your team with your friends in other areas of the firm.
- Learn to love your alarm clock: Make peace with your alarm clock. Learn to love it for waking you up to another exciting day as a junior lawyer.



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Insurance Law

Andy Mansfield

Special Counsel



What is insurance law like in practice?

If you ever want to escape an awkward conversation at a social or family gathering, tell them you're an insurance lawyer and watch their expression crumble as they question whether they have just opened the door to the most uninteresting conversation of their lives.

You, on the other hand, can smugly bask in the knowledge and satisfaction that you work in one of the most interesting and varied areas of law.

There are many different areas that fall under the broad banner of insurance law, and insurance lawyers can work in one or across a number of those areas. The following is by no means an exhaustive list.

- **Health** covers risks across the public and private health sectors. An insurer might insure a medical practitioner, an allied health practitioner who practises in one of the 14 regulated professions such as physiotherapy or psychology, or a facility such as a hospital or clinic.
- **Casualty or public liability** generally refers to the risks that a person, company or association that carries on a business or other public activity faces simply by virtue of carrying on the business or activity. The most common types of risk in this area are personal injury and property damage, and the business or activity can include the provision of a service or the manufacture and/or supply of goods.
- **Professional indemnity or financial lines** generally encompasses the risks that a person or company that practises in a 'profession' may encounter as a result of the provision of their professional advice and services. The most common risk is that of a civil claim for economic loss brought by a plaintiff who alleges the loss was caused by the professional's advice and/or service. The most common professionals who face such claims include accountants, financial advisors, tax agents, valuers, brokers, and of course, lawyers.
- **Directors and officers or D&O** concerns the risks faced by the persons who hold these positions within a publicly listed company. The risk here is primarily that of a civil claim for breach of duties including continuing disclosure obligations, brought by the shareholders of the company.
- **Construction** covers the risks that a 'professional' in the building and construction industry may face in connection with providing advice or services for residential, commercial, or large infrastructure projects. The risks commonly encountered are claims for an alleged defective design, or for advice given on which a design is based, and can include delay claims that can run into the hundreds of millions of dollars. The insureds in this area include geotechnical, civil, structural and hydrological engineers, architects and certifiers.
- **Recoveries** are a critical part of insurance law. Where an insurer indemnifies its insured under a policy and pays the insured for its loss (whether the loss has been suffered directly by the insured or is a third-party claim against the insured), the insurer is subrogated to the rights of its insured in respect of that loss. This allows the insurer to bring a claim, in the insured's name, against the party or parties the insurer identifies as being ultimately responsible for the loss.

Regardless of which of these areas you practise in, the remaining area that sets an insurance lawyer apart from a litigator is the area of advising on policy interpretation and coverage.

Overall, an insurance lawyer can wear several hats ranging from policy drafter to advisor on a policy's interpretation and application to a claim, to litigator acting for the insured and insurer in defence of a claim. A career in insurance law is a varied and interesting career that allows you to work across different areas, and equips you with a range of skills in drafting, advice work and advocacy that are transferrable within and outside of law.



**Bronwyn
Lincoln**
Partner

Arbitration is not litigation

As a disputes partner at Thomson Geer I have a unique practice – on the one hand I run commercial litigation in all of the superior and federal courts (across a full range of industries and subject matter); on the other hand I act as counsel and as arbitrator in international commercial arbitration.

The genesis of my practice was construction and project disputes. And it was informed by a short secondment with Clifford Chance in London at a time when London was already a major seat for international arbitration whereas Australia was only at the start of the arbitration journey.

Many of my friends at Clifford Chance worked in the arbitration group, already a standalone practice where the lawyers focussed solely on arbitration. Litigation matters were run out of the litigation group. Whilst I was placed in the litigation group, I became intrigued by the work of my arbitration colleagues.

When I returned to Melbourne, it was at a time when my clients were investing offshore. Within 12 months of my return I was conducting an ICC arbitration to resolve significant disputes for Australian entities who had supplied components for a 900 km pipeline in northern India. The tribunal included a presiding arbitrator in Paris (where we would go for our case management conferences). The contracts were governed by Swiss law and the seat of the arbitration was Lausanne.

For four years a significant part of my practice was conducting this arbitration. I spent months at a time travelling, including visiting the clients' offshore offices in Delhi, interviewing witnesses in Singapore, Rome and London, attending case management conferences in Paris and working alongside local counsel in Geneva. I was also responsible for advising on strategy for parallel litigation in India, the Czech Republic and Italy and project managing the teams of experts and foreign counsel working in multiple jurisdictions. The role culminated in two separate ten day hearings in a hotel on the shores of Lake Lausanne.

Arbitration is often referred to as alternative dispute resolution and bundled in with mediation and conciliation. It is quite different. Arbitration is essentially the determination of disputes through a private 'adjudicator'. It has some similarity to litigation, in that the tribunal decides the issues based on a form of pleadings (which often take a less formal form than statements of claim and defence), evidence (fact, expert and documentary) and legal submissions. But there are also unique features:

- **First**, the parties can choose their tribunal – this is particularly important in cross border disputes because contracts might be governed by different laws, documents might be in different languages and parties are likely to be culturally diverse.
- **Secondly**, arbitration is private and confidential – this means that only the parties and the tribunal have the right to attend the arbitration hearings (although other persons might be permitted in particular circumstances) and the parties and the tribunal must keep information about the arbitration confidential.
- **Thirdly**, the tribunal, in consultation with the parties, can conduct the arbitration proceedings flexibly and in a manner which best suits the dispute, including deciding issues on the papers, requiring concurrent evidence (from both experts and fact witnesses) and conducting hearings at different locations around the world (or virtually as we have done over the past few years).

- **Fourthly**, international arbitration practices tend to draw on elements of both common law and civil law legal systems. This means, for example, that discovery of documents (which is known as disclosure in international arbitration) is not a given – tribunals need persuasion that particular documents sought from another party are indeed relevant and should be produced.
- **Finally**, the award made in an international arbitration (known as a foreign arbitral award) can be recognised and enforced in over 180 countries around the world who have signed up to the New York Convention without the local court reviewing the merits (provided, in short, that the arbitration has been conducted in accordance with principles of procedural fairness and that the award is not contrary to public policy).

The key to international arbitration for parties is the arbitration agreement. An arbitration agreement is usually recorded in a clause in a transaction document. Parties are not, however, precluded from entering into a standalone arbitration agreement after a dispute arises. An arbitration agreement can be short and sweet: the essential elements are an agreement to refer disputes to arbitration, the language of the arbitration and the seat of the arbitration. The seat (which is usually a city) dictates the procedural law which will govern the arbitration. For example, if the seat is Singapore, then the procedural law will be Singaporean law. This does not impact on or supplant the governing law of the parties' contract; the tribunal will apply the law chosen by the parties and either expressly set out in the contract or as a result of a conflicts of laws analysis.

Arbitration can be *ad hoc* or institutional. Institutional arbitration is administered by an arbitral institution, for example, the Australian Centre for International Commercial Arbitration. Each institution has its own arbitration rules which set out the procedure for the arbitration (including the appointment of the tribunal). In *ad hoc* arbitration, the parties and the tribunal determine the procedure.

A career in international commercial arbitration, either as counsel or as arbitrator (or both, as I have) requires discipline. There is truly an international arbitration community around the world; it is important to be recognised by your peers as having the requisite expertise and experience. Conducting arbitrations for clients is not enough to gain this recognition; you need to be involved in arbitral institutions, to publish widely and to be seen at conferences (preferably in a speaking capacity).

Australian courts have limited power to intervene in international commercial arbitration. Their main role is in the enforcement of foreign arbitral awards. The Supreme Courts and Federal Court have concurrent jurisdiction under the International Arbitration Act 1974 (Cth).

The combination of litigation, where I assist clients in complex and high value disputes, and international commercial arbitration, where I am constantly exposed to foreign laws and practices, is for me a perfect balance.



CLERKSHIP EXPERIENCES

My Clerkship Experience



Anneke Watson
Seasonal Clerk

Studied: Bachelor of Laws (Hons)/
Bachelor of Arts

Rotations: Employment, Digital
Economy & Transactions

Why Ashurst

I chose to work for Ashurst due to its reputation as a leading multinational law firm which offers exciting opportunities for career progression. The more I researched about the firm, the more attracted I became to both its stellar professional reputation and its inclusive, down-to-earth culture. Ashurst's values of quality, collaboration and out-of-the box thinking ensures that its lawyers are always delivering effective and creative solutions to client problems, making it the perfect firm to begin a career in law.

Your work as a clerk

In my clerkship, I rotated through the Employment team and the Digital Economy and Transactions team. In my Employment rotation I wrote advices, conducted legal research and drafted court documents. While rotating through Digital Economy and Transactions I attended numerous client meetings, conducted case-law research and assisted in preparing a presentation to a client. I thoroughly enjoyed the variety of the work in both rotations and appreciated the opportunity to be involved in tasks with practical significance to the firm.

As a clerk I also worked on four different team projects. This included an optional pro bono research project for the firm, an additional pro bono project for Canberra Community Law, a project based on innovating the clerkship recruitment process and a presentation on a chosen area of Commonwealth commercial activity.

Career development at Ashurst

I was extremely impressed with the level of investment that Ashurst puts into the professional development of its clerks

and graduates. At the start of our clerkship, we had a two-day induction which helped introduce us to the firm, including a research tutorial (which I wish I could have done at the start of my degree!). The Ashurst Canberra office is also extremely collaborative, so there are lots of valuable opportunities to learn and work with a variety of senior lawyers over the course of the clerkship. Each clerk also had a junior lawyer allocated to us as a buddy who mentored us throughout the process and answered any questions we had.

Social aspects of the clerkship

The social experience at Ashurst is one of my favourite aspects of the firm. From Friday afternoon drinks in the office, to team development dinners, there are always plenty of events going on. Importantly, as a clerk, you are always encouraged to attend any and all social events and made to feel very welcome.

Ashurst in the community

Ashurst is renowned for its commitment to giving back to the community. Ashurst treats all its pro bono work as extremely important – in fact, all pro bono hours count towards its lawyers' billable targets. Over the course of the clerkship, I had the opportunity to work on a pro bono project for Canberra Community Law. My team was responsible for creating a presentation on social security law that could be presented to and utilized as a resource by volunteers working in this area. This gave an overview of the laws governing key payments such as the Disability Support Pension, Youth Allowance and Jobseeker.

Application tips

My biggest piece of advice on applying for a clerkship is to create a narrative for yourself, using the experiences you have accumulated through your work, sport, studies or volunteering to highlight what you can bring to the firm. Ashurst is not looking for any particular person so don't be afraid to stand out from the crowd. I would also strongly recommend talking to everyone you can at clerkship events or through your own personal network to gain an accurate impression of the firm and what distinguishes it from other top tier law firms.

At Ashurst our people are our greatest asset.

We invite you to explore the stories of our people, history and culture at all levels of the firm, both past and present and hope that in doing so, you will reflect on creating your own story at Ashurst.

Who should apply

An Ashurst clerkship is a great way to spend the summer. You will have the opportunity to work in an incredibly friendly and supportive office with industry-leading experts while developing skills you will be able to take with you throughout your entire career.



Outpacing change

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Ethan Hosking
Junior Associate

My Baker McKenzie journey began with a clerkship. Even in those early days, Bakers stood out to me with its opportunities to work on cross-border transactions and its inclusive and supportive culture.

Being in one group was great, as it really allowed me to immerse myself in the team and get stuck into meaningful work. As a clerk in the Commercial Real Estate Group (CREG), I was lucky to work on a market leading healthcare and life sciences project where the CREG team assisted with the property aspects of an mRNA vaccine facility in Victoria (ironically whilst working from home with COVID!). It was inspiring to see I was contributing to such a significant project.

Although you may feel that clerkships are about firms scrutinising you, firms do really want to get to know you and give you an opportunity to undertake legal work. Clerkships are also an opportunity for you to get to know law firms and figure out where you'd like to start your legal career. For me, Bakers was the clear frontrunner!

GRADUATE PROGRAM

The transition from clerk to graduate was an exciting time. Before we commenced, we completed a one-week off-site PLT intensive. It was great to catch up with the other grads and chat about our travels over the break (and, of course, do some learning!). Upon commencing with the Firm, we had an induction program designed to help us succeed during our Graduate Program. Sessions again included technical training, legal and soft skill training, targeted specifically at new graduates. These sessions were highly valuable and really supported our transition.

As recommended, I balanced my graduate rotations to ensure I was exposed to a mix of transactional and litigious work. I commenced in CREG (again!) in my first rotation, followed by Corporate M&A for my second rotation. In these rotations, I worked on due diligence projects, drafted transaction documents and correspondence, and updated completion checklists. I capped off the Graduate Program in Dispute Resolution, working on a broad range of matters including regulatory disputes (acting for both private clients and government regulatory bodies), commercial disputes, and restructuring and insolvency matters. It was invaluable to undertake different areas of legal practice as I gained broad skills and a strong understanding of various commercial clients, particularly thanks to my partner supervisors and buddies.

One thing that stood out to me was the interconnectedness of Bakers' network. In any given day, you could be working with your Australian colleagues across the eastern seaboard or overseas colleagues – which happened seamlessly through our various global platforms.

From Life as a Clerk to Life as a Graduate

CLERKSHIP PROGRAM

Our clerkship year was not immune to the Victorian lockdowns. Fortunately, by the time the winter clerkship commenced, we were able to attend the office. Despite the new hybrid environment firms were adapting to, I was surrounded by colleagues who wanted the best for me and routinely went out of their way to ensure my questions were answered. Clerkships can be a tough gig and big adjustment for students but I felt supported every step of the way.

Our clerkship began with a thorough induction program, involving training on the Firm's systems and legal/soft-skill training in areas like legal research, drafting, personal brand, client service and teamwork. Throughout the clerkship, there were further sessions too such as panels with junior lawyers, lawyers from each practice group and lawyers who'd undertaken the Firm's global programs.

Clerks at Bakers are placed in one practice group during the four week program, and are given a partner supervisor and associate buddy to support them throughout the clerkship.

BEYOND WORK

It's not just about work at Bakers. I am a part of Bakers' sport and social committee and am the co-captain of Bakers' mixed netball team, "Here if you Knead" (apologies to anyone who does not appreciate this baking pun). These avenues are a great way to meet new people and get to know colleagues outside of work.

Throughout my time at Bakers – as a clerk, graduate and now junior associate – the common feature that has stood out is the people. During each step of my journey, I have felt supported by genuinely friendly, highly approachable, and thoughtful colleagues – many of which have become my good friends. As I head to this next stage of my career, in my permanent group, I look forward to learning and developing and cannot wait to see what's in store for me!

Early careers at MinterEllison



Joanna Gu, Lawyer, Melbourne shares her career journey, hints and tips.

Tell us a bit about yourself and your time so far at MinterEllison?

I was raised in Auckland, New Zealand, and moved to Melbourne to pursue my Juris Doctorate. I commenced in the winter of 2022 as a clerk. Initially, my plans were to head overseas after completing my JD. However, the stimulating work and the incredible people I met during my clerkship at Minters swayed me to stay and begin my legal career here. Fast forward to 2023, I started my graduate role at the firm. The diversity of people I've worked with and both the breadth and calibre of legal work I've been exposed to have been remarkable.

You've recently done a clerkship with us, how was that process and any advice for future clerks?

Firstly, recognise that everyone in the firm is invested in your success, and that mistakes are a natural part of the learning process. You'll find a supportive network of mentors ready to guide you, and it's comforting to remember that even the most senior lawyers began their journeys much like you. Don't hesitate to ask questions, no matter how trivial they may seem, and seize every opportunity for casual interaction, such as coffee catch-ups. These moments provide a valuable platform for informal learning and networking. Stay open-minded about the diversity of work you'll be exposed to and the wide range of backgrounds of the people you'll meet. Remember that your clerkship is not just an opportunity to grow and network, but also a platform to contribute and effect change. Embrace it, and enjoy the journey!

What was it that attracted you to MinterEllison?

I first rotated through the Finance Solutions team. I found it to be an exceptional starting point. It offered me a deep dive into various financial sectors, such as property finance, corporate finance, and structured finance. It was especially beneficial for us as junior lawyers, as it provided an opportunity to learn through osmosis. I was actively involved in meetings, client-facing work, and fundamental skills training sessions led by experienced senior team members.

I am currently in my second rotation in the firm's innovative Competition, Climate and Technology (CCT) team. This multifaceted team at Minters collaborates with both private and public sector clients across a range of industries. Working within this team has broadened my exposure to diverse types of work.

This includes providing strategic advice, drafting and negotiating agreements, and contributing to pro bono projects. The variety keeps me engaged and ensures that every day is different, presenting new challenges and learning opportunities.

Have you had the opportunity to participate in any of the firm's internal networks or committees?

I've had the opportunity to be involved in several of the firm's internal networks and committees, which have greatly enriched my experience as a graduate at the firm.

EMBRACE, led by a national committee of employees from all firm areas, assists in progressing our cultural diversity strategy. Its key objectives are to celebrate cultural diversity, provide educational opportunities for increased cultural awareness, foster a supportive network for culturally diverse employees, and create opportunities for client connections. A standout moment was organising the national Embrace panel, where we invited Western Bulldogs' player, Jamarra Ugle-Hagan, to discuss fostering cultural diversity in the workplace.

I'm also part of the firm's WISE network (Women, Support, Inclusion, Equality), which focuses on facilitating education and engagement on gender issues within the firm and the wider community. Since joining WISE, I've been paired with a mentor for regular coffee catch-ups, which offers a fantastic support system and an opportunity to discuss both professional and personal development.

What surprised you the most about the firm?

What took me by surprise about Minters was its prioritisation of individuality over conformity, a standout characteristic in the typically high-pressure legal sector. This unique approach was a breath of fresh air amid the intense competition prevalent in the field of law. This celebration of individuality has instilled in me the confidence to find and utilise my distinct voice. I've been heartened by the encouragement to openly discuss my interests and aspirations with my supervisors, partners and colleagues. Such open dialogue has been instrumental in enabling me to express my interest in specific areas of law. Instead of trying to fit into us into a cookie-cutter mould, Minters have urged me to embrace and bring my authentic self to work. This has empowered me to find my voice and contribute my unique perspectives to the firm.

Early careers at MinterEllison



Francesco Barrese, Lawyer, Sydney shares his career journey, hints and tips.

Tell us a bit about yourself and your time so far at MinterEllison?

As a proud Italian-Australian, I cherish family, food and I'm always down to talk anything soccer. I started at MinterEllison two years ago as a clerk and continued working as a paralegal during my final year of university. I'm now an admitted lawyer having rotated in the Transactions Solutions (M&A) and Environment and Planning teams, and I am looking forward to new and exciting experiences in my third rotation.

Where did you clerk and why?

I clerked in the Competition and Real Estate teams. I jumped at the chance to rotate through Competition because 'Competition and Consumer Law' was my favourite subject at university, and I chose Real Estate because I wanted to experience transactional legal work in an area of interest. I particularly enjoyed the strategic advisory aspects of each team and how those practice areas bring together legal and commercial considerations to solve complex issues.

What practice areas have you worked in?

I have rotated in the M&A and the Environment and Planning teams. The contrast in work styles, legal issues, and tasks given to graduates in each of these teams has provided enriching learning opportunities for me to draw from. Also, six months in these rotations has allowed ample time to understand the areas of law, learn from different ways of thinking to develop my skillset, and develop meaningful relationships across the firm.

Can you share some of the key skills you believe were crucial during your clerkship?

I think some of the key skills that helped me throughout the clerkship were:

- Enthusiasm and positivity about the opportunity and work given to me. Enthusiasm can be infectious, boost the morale of others, and make challenges manageable!
- Attention to detail. Legal work often involves intricate details and it's important that your work isn't undermined by silly mistakes or oversights.

- Curiosity and a willingness to learn. Asking questions and having conversations with people is a great way to learn more about an area of law and the corporate world (and also get to know people on a human level - it's not all about work!).

How has the clerkship shaped your career path or influenced your areas of interest within law?

Before starting the clerkship, I had a limited understanding of the different areas of practice in commercial law. The two clerkship rotations and conversations I had with lawyers across the firm introduced me to different practice groups that piqued my interest. These experiences highlighted the value in learning about and keeping an open mind about different areas of law. As a graduate, this has led me to find out more about and ultimately rotate through the M&A and Environment and Planning teams, both of which I have found greatly rewarding.

Can you share a memorable experience from your clerkship that had a significant impact on you?

For me, the highlight was the clerk social events and team interactions. Although some find the prospect of making friends with 30 fellow clerks overwhelming, I was fortunate to clerk at MinterEllison at the same time as my partner and one of my best friends. However, any perceived advantage I thought this would give me was nullified because of the strong camaraderie among the clerks and how easy it was to get along with everyone in the teams I rotated in. These experiences highlighted the firm's friendly and down-to-earth culture that sets it apart and influenced my decision to undertake my graduate program at MinterEllison.

How has the team at MinterEllison helped to support you?

In so many ways! On a personal level, being surrounded by down-to-earth people who genuinely care about your experiences and wellbeing makes a big difference to my life as a junior lawyer. On a professional level, each team provides a buddy and supervisor who happily answer any questions and act as mentors to facilitate your growth and development. The firm also has various committees that host events that demonstrate its strong commitment to inclusivity and supporting its people which is really valuable to me.

My clerkship experience at Norton Rose Fulbright



Charlotte Batten

2023 Summer Clerk | 2024 Administrative Assistant

I was fortunate to join six other clerks to complete the 2023 Summer Clerkship Program at Norton Rose Fulbright (NRF). Prior to joining I attended a 'Meet the Firm' event in their office and the friendly and warm energy I was met with during that event carried through to my experience in the program, especially considering this was my first clerkship. Despite the clerkship being only four weeks long, NRF really showcased what they were all about. The program began with a two-day induction to get us settled with their systems and processes, followed by several talks throughout the program on what NRF had to offer in terms of their international opportunities and the work they undertake. I felt very embraced and supported from day one.

After the two-day induction, I joined the practice team I would be working in for the next four weeks - Restructuring. Despite absolutely no prior knowledge of insolvency or restructuring, the team took me in with open arms. I engaged in a range of work which challenged me and helped me develop my knowledge of the area. I had the opportunity to attend client meetings, court sessions, and an exciting two-day mediation. Additionally, I was also able to grow skills that will be beneficial in my future legal career, including time management, research, formatting, and legal communication. The tasks also really made me feel like a valued member of the team, as my work contributed to the development of ongoing files.

NRF provides a strong culture for development, and I was given prompt and constructive feedback for all the tasks I completed, so I was able to improve for the next task. The team also provided me with information to fill in knowledge gaps I had surrounding insolvency and restructuring generally. At the end of my experience, I was fortunate enough to receive a part-time role in the Restructuring team to continue my growth and development within the firm.

Although we had large and interesting matters running, NRF always kept the positive and social energy high. Morning coffee runs were a regular event, as well as barbeques and casual drinks on the terrace, which were great ways to engage with the graduates, partners, and the rest of the firm. It really highlighted that NRF can do both; have a down to earth and community culture, whilst providing the professional and large-scale platform to experience a range of teams and work.

Other highlights of my clerkship experience include the famed costume themed firm-wide Christmas party, working collaboratively with my fellow clerks to complete a Pro Bono research task (which helps the firm provide advice to a real-life Pro Bono client), and volunteering at Magpie Nest Café where we provided Christmas lunch to those in need.

My advice to future clerks is:

- Don't be afraid to chat! There is no better way to get to know the firm than to grab a coffee and have a chat with someone to understand the type of work they do and their experiences.
- Be realistic. You may receive work from different members of the team, so make sure to keep track of who is giving you work and their deadlines. Don't be afraid to update them of what your schedule looks like to help manage expectations effectively.
- It's okay to feel like you don't know. When starting a clerkship there can be so many unknowns, whether it's finding where your desk is, or understanding a task you have been given. It may take a bit of time to find your feet and that is okay! Make sure you leverage your buddy and mentor – they're there to assist with any queries you may have.



LIFE AT A LAW FIRM



Cassandra Krylov

Pro Bono Senior Associate

A Career at Gadens

After working at Gadens for several years as a Legal Assistant, I commenced the Graduate Program in March 2017. During my Graduate year, I rotated through the Intellectual Property and Technology team, as well as Real Estate and Construction. I undertook various matters that saw me gain a broad range of experience in intellectual property, technology, retail leasing, commercial leasing, and planning and environment matters. At the end of my Graduate year, I settled in the Intellectual Property and Technology team.

During my Graduate year, I undertook a variety of Pro Bono legal tasks, including research projects and volunteering at a public housing tenancy clinic that Gadens staffed in partnership with Moonee Valley Legal Service. As I had a keen interest in Social Justice and Pro Bono work, I dedicated a lot of my time to this. At the end of that year, I was managing the operation of the public housing tenancy clinic at Moonee Valley Legal Service.

As I progressed my legal career, my involvement with Pro Bono legal work also increased. This gave me exposure to colleagues in different practice groups on these matters, as well as being responsible for managing projects and files whilst I was still a junior lawyer, gaining valuable hands-on experience. Whilst in the Intellectual Property and Technology team, I was both a Lawyer, then later an Associate, and our Pro Bono Coordinator.

In April 2020, I moved from the Intellectual Property and Technology Team into our Brands, Clients and Markets team as a Business Development and Pro Bono Coordinator. This gave me invaluable experience in working with all the Firm's practice groups, as well as several clients – I could see how the Firm was marketing itself and securing work from new clients.

In March 2021, there was an opportunity for me to work full-time within our Pro Bono practice (now Sustainability and Social Impact). Having taken this opportunity, I am now a Senior Associate in the Sustainability and Social Impact group and have a range of responsibilities, including managing pro bono partnerships, working on pro bono legal files, being actively involved in our reconciliation and sustainability initiatives and leading our corporate volunteering and fundraising program. I work alongside our Partner and Head of Sustainability and Social Impact, Sophie McNamara, and Shabnum Cassim, Special Counsel.

One of the great parts of working within the Sustainability and Social Impact team is that we work very closely with our Graduates and junior lawyers on a range of pro bono projects, from legal clinics to research projects and individual pro bono matters that are referred to us from our pro bono partners at various community legal centres and other organisations. Our people are given autonomy and carriage of these matters, deal directly with clients and play a vital role in the continued growth and development of our Pro Bono program. Gadens is supportive of its people and their career ambitions – I was supported in making the changes that felt right for me in my legal career, which has led me to a role that I am incredibly passionate about and love working in. I was also supported in my parenthood journey and took a year of parental leave when I had my daughter in September 2021.

I would strongly recommend Gadens for Clerkship and Graduate roles. We are incredibly focused on mentoring and developing our junior lawyers to encourage people to follow their passions and interests. We know that one size does not fit all and we take pride in working with our lawyers to help find the legal career that best suits them.

**Katerina Kovalenko**

Law Graduate

Day in a Life of a Graduate

Dear Law Students with an interest in corporate deals!

Are you looking for a clerkship that offers a realistic and rewarding experience in the legal and corporate world? Look no further than the Corporate Advisory (CA) team!

About the Corporate Advisory team

The CA team specialises in both public and private mergers and acquisitions (M&A), equity capital markets and general corporate advisory work. Many lawyers in the team have wide-ranging experience in various industries, such as the financial, healthcare, agricultural and energy and infrastructure sectors. Each stream of work is vastly different, which gives you the opportunity to diversify your knowledge base and gain more skills. The best thing about the team is that no one lawyer is siloed to a specific practice and you can always ask to be exposed to whatever type of work that interests you.

Day in the life of a junior in the Corporate Advisory team

No one day is the same! The following is a snapshot of my most recent day:

Morning

- I wake up early to get a head start on my day, heading to the gym and walking my dog before making breakfast and getting ready for work.
- I then come to work early to catch up on my emails and flick through the AFR to keep up to date with commercial news.
- Our team has fortnightly meetings on Tuesdays, which generally cover one topical update, from ASX listing rules to reverse takeovers, as well as team updates, available training sessions and partner updates on current and future matters.
- Once most of the team has come in, we head out of the office to grab a coffee and catch up.
- This morning I attended an internal meeting and assisted with preparing a Foreign Investment Review Board (FIRB) exemption certificate, with a draft email to the client.
- Our diversity committee organised a deliciously catered morning tea to celebrate Eid al-Fitr.
- I received an email to complete a task for one of our pro bono clients. This task involved some research in respect of registering a marriage in Victoria. I find pro bono work to be a great opportunity to broaden my knowledge and skills outside of my practice area.
- Around 12pm to 1pm, I eat lunch with my friends and colleagues, or I head out for a stroll around the city.

**Katerina Kovalenko**

Law Graduate

Day in a Life of a Graduate cont.

Afternoon

- After lunch, I assisted with reviewing material contracts as part of a due diligence process that we are currently undertaking. This involved reading the contract through a commercial lens and noting down various provisions relating to, for example, the term of the agreement and restrictions on assignment, change of control and termination. Following this, I prepared contract summaries that assisted me in drafting the relevant part of the corporate section in the due diligence report.
- I wrap up and send off any outstanding emails, as well as finalise my time entries for the day.
- The CA social committee kindly booked Melbourne International Comedy Festival tickets for the team, so a group of us headed down the road.

What is it like working at G+T in the Corporate Advisory team?

Working in the CA team at Gilbert + Tobin is an incredibly engaging and rewarding experience. You are encouraged to take on as much responsibility as you are comfortable with from day one in the team, with incredible resources and support structures in place to best support your development. The wide scope of expertise in the team means that CA lawyers work with clients in different industries and on transactions of different sizes and complexities, from discrete FIRB applications and capital raisings to large-scale M&A or initial public offerings.

As a junior lawyer, you will learn from some of the most experienced lawyers in the industry and you will be given the opportunity to contribute to some of the most impressive deals on the market. This involves communicating directly with clients, lawyers or other counterparties to a transaction. As a clerk you will be involved in real deals, contributing your insights and ideas to help the team achieve successful outcomes for clients.

Highlights as a junior in the CA team

- Feeling a sense of achievement when a deal you have worked on from its inception gets signed and the acquisition completes. It is even more exciting when the work you have contributed to gets published on the news and the AFR.
- Attending exciting social events and gatherings organised by our amazing CA social committee and general firm social committee, which includes activities such as pickleball, clay pigeon shooting, attending offsites in Sydney and heading out for casual food and drinks.
- Feeling appreciated for your work, time and effort as you are reminded of the important role that you play in the team's success – whether it be a simple thank you, a kind email, a note of appreciation, a more formal recognition post or an honourable mention.

From Melbourne to Brisbane and back again: How I became a lawyer

Jordan Beveridge
Lawyer



Hi! I'm Jordan Beveridge, a first-year lawyer at Hall & Wilcox in Melbourne.

After completing a Bachelor of Laws and a Bachelor of Criminology at La Trobe University in December 2022, I headed north toward the sunshine state for a sea change and relocated to Brisbane in February 2023 to commence my graduate year at Hall & Wilcox.

Small, but propelled by a strong sense of collegiality, the Brisbane graduate cohort of five flew down to the Melbourne office in the program's first week to meet our national cohort. Those three days were jam-packed with informative and thoughtful learning and development sessions, giving us a real taste of the firm's strong culture, which our colleagues embody every day - genuine, forward-thinking and approachable. And it wasn't all work; plenty of social activities were woven into our schedule so we could bond. Building these authentic and robust relationships with each other truly reflects the firm's core values, known as Hallmarks, 'stay true', 'be remarkable', 'respect respect', 'evolve always' and 'better together'.

Week two saw us offsite at College of the Law to complete the Practical Legal Training (PLT) 'intensive week'. You're fully supported by partners, mentors and the firm as you juggle competing deadlines between client work and PLT assessments.

Bright eyed and bushy tailed, by week three, we were introduced to, and warmly welcomed by, the team of our first rotation. Starting off in Commercial Dispute Resolution (CDR), I predominantly worked on insolvency and restructuring matters and assisted in multiple public interest litigation files. As a snapshot, I drafted various correspondence, prepared written advice to clients and memorandums of advice for counsel and prepared court books ahead of trials. My time in CDR became even more memorable when I found myself flanked by King's Counsel and Junior Counsel walking into the Federal Court of Australia in Melbourne as an instructing solicitor!

Time flies when you're having fun, and in the blink of an eye, it was July, marking my second rotation in Property & Projects. What stood out to me was the team's knack for exceeding client expectations. The team acts for a range of clients whose operations range from local to international across the government, large-scale development and mining and resources sectors. Hall & Wilcox prides itself on offering cross-practice and cross-office service, providing graduates like me with opportunities to collaborate with partners nationwide, gaining valuable insights into niche areas of the law. My tasks included attending property settlements, preparing transactional documents for retail and commercial leasing, as well as drafting deeds for land acquisitions and easement lodgements over parcels of land in Queensland, New South Wales and Victoria.

November rolled around in no time, signalling the start of my last rotation—a unique split between Corporate & Commercial and Pro Bono & Community. While I continued to work on pro bono matters throughout the graduate program, rotating through Pro Bono & Community saw me spend two days per week as a secondee at the LGBTI Legal Service and Caxton Legal Service. Alongside gaining legal experience on pro bono matters, I had the opportunity to make a material difference in the lives of society's most vulnerable individuals through these community legal centres. In my remaining time, I assisted the Corporate & Commercial team in drafting various transactional, ASX and ASIC documents, as well as advices for companies before their initial public offering.

I had an exceptional graduate experience at Hall & Wilcox; the firm's point of difference truly is the flexible working nature that's been embedded into its culture. So much so, after an amazing opportunity presented itself, I recently settled in Melbourne's CDR team. Living closer to family and friends and being back in this beautiful, lively city — oh, and having access to some of the best drops of coffee one ever did taste — are just a few of the ancillary perks.

Much like my experience as a student at La Trobe's Law School, Hall & Wilcox supports its lawyers and ensures everyone is set on the path for success. I strongly encourage all La Trobe penultimate law students to consider applying for a clerkship position at Hall & Wilcox.



From Law Student to Graduate Lawyer: How to make the transition work

The transition from law student to graduate lawyer is a significant milestone in the journey of any legal professional. This period marks the end of an academic chapter and the beginning of a life-long journey of excitement, anticipation, and admittedly, a fair dose of uncertainty.

For many law students, the completion of a law degree lays the foundation for the beginning of this journey. However, the transition to a graduate lawyer goes beyond academic prowess and requires a shift in mindset, from that of a student to a professional, ready to learn to navigate the complexities of legal practice. This pathway of learning is not one that you will walk alone, instead you will have a network of legal professionals and support staff that will help you in navigating your journey of practical learning and implementation.

A crucial aspect of entering the legal profession involves identifying your areas of interests and using these to start looking for graduate positions ahead of your completion of the law degree. If your area of interest is commercial, use the clerkship process to your full advantage. If you are unsure where you would like to be, that is absolutely fine, many others (including myself) have been in your shoes. Utilise your law students' society's resources, attend law career fairs, and network with professionals in the field. Networking can be as simple as an inquisitive LinkedIn message. The competition for positions in law firms, government agencies, and other legal institutions may appear to be fierce. Law graduates must showcase not only their academic achievements but also their interpersonal skills, work ethic, and passion for the field.

Aside from the required practical legal training and the admission ceremony, how do you make the transition work? My answer – be ready to face a steep learning curve. The early years of practice are a time of rapid growth and development. New lawyers are challenged to apply their knowledge in real-world scenarios, often under tight deadlines and with high stakes. Mentorship and ongoing professional development become key components of success as you navigate the complexities of legal practice and strive to build your reputation in the field. In your early years of practice, focus on developing a broad range of legal skills, including research, drafting, advocacy, and client communication. Actively seek feedback from your supervisors and colleagues to identify areas for improvement and take on diverse tasks to broaden your experience. Embrace every opportunity to learn and grow, and remember that the practice of law is not just about applying rules, but also about understanding client needs. More importantly, a successful transition into your legal career is not restricted to your legal role itself.

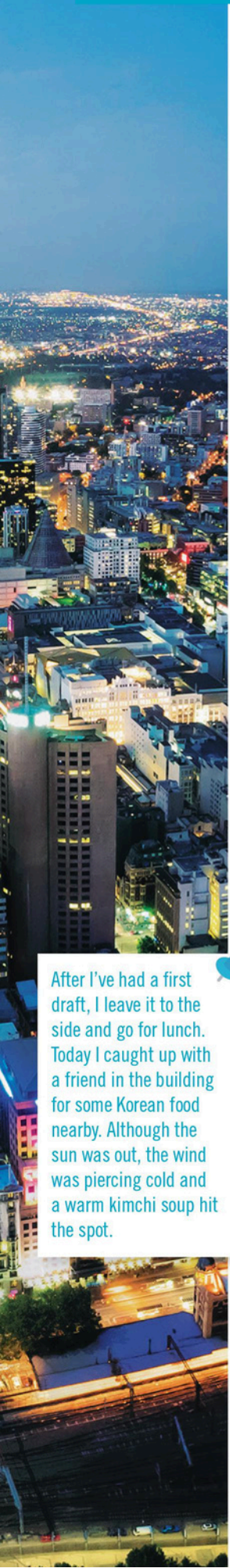
The legal profession can be demanding, so it is essential for a successful transition, to maintain a healthy work-life balance. Set boundaries, manage your time effectively, and prioritise your well-being to ensure a sustainable and fulfilling career. Invest time in activities that rejuvenate you outside of work, whether it's spending time with loved ones, pursuing hobbies, or engaging in physical exercise. This balance is essential to avoid burn out and stay inspired both inside and outside of the workplace. Remember, your well-being is not a luxury, but a necessity for being an effective lawyer. Upon commencing my new role, I often thought about what I would do in my spare time and what my “switch off” periods would look like. I encourage you to think about what you enjoy, what you value and what contributes to your overall contentment.

A crucial lesson I learnt during my transition came from a coffee-catch up I had with my supervisor regarding how I was settling in and her experience as a graduate – she told me that every single year has been a transition for her. After asking to further unpack this point with her, she elaborated that legal reform, ongoing professional development, and increased responsibility were all contributing factors to this inevitable “ongoing transition”. That put things into perspective for me. So, how do you really make the transition work? Find comfort in your new allies – excitement, anticipation, and a fair dose of uncertainty.

"I am a junior lawyer in the Banking and Finance group in Melbourne, having completed my graduate program with K&L Gates. I have diverse experience in transactional teams across global and top tier law firms as well as corporate finance houses, which has shaped my interest in commercial transactions and banking and finance. This is a day in my life as a junior lawyer at K&L Gates."



Angelo Delos Trino, Lawyer
Graduate Lawyer (2023), Seasonal Clerk (2022)
 Studied: Bachelor of Laws/Bachelor of Commerce



After I've had a first draft, I leave it to the side and go for lunch. Today I caught up with a friend in the building for some Korean food nearby. Although the sun was out, the wind was piercing cold and a warm kimchi soup hit the spot.

- 7:00 AM** I wake up after numerous alarms and I try to sneak in some form of exercise or sun exposure to wake me up. Today is a busier day than normal so I do a few bodyweight exercises, cold shower and head out to catch my train.

- 7:30 AM** Thankfully, traffic to my local station isn't bad and the PTV app shows no delays with my train line, I should be able to make it to work with no issues.

- 8:30 AM** I come into work and head straight into a meeting with my partner, Alan Maclean and other lawyers from the US and Singapore to chat through a deal coming out of the New York office. We do a page turn of the initial drafts of the finance documents, this involves turning each page and going through client comments, addressing issues and discussing ways forward. Due to the time zones, this was the most optimal time to sit with our foreign colleagues.

- 9:00 AM** The call finishes up and I have a small debrief with Alan regarding next steps, tasks and conceptual matters to wrap my head around the matter. I am delegated the first draft of the security documents where I must input the deal details in our precedent according to the term sheet. Security Documents involve the Borrower agreeing to provide security on its real and personal property in favour of the Lender, so that in the case the Borrower cannot repay, the Lender has recourse to the Borrower's assets.

- 9:15 AM** Since I came straight in to a meeting, I slow down and I take the time to sift through my emails from the night before. I noticed I have received tasks from Adam Moore, a Special Counsel in our Sydney office, where I have to review certain documents by COB today and others later this week. I hop on Trello to note down my tasks and diarise due dates for my tasks at hand. I find that staying organised is essential to manage a busy workload.

- 9:30 AM** Although a little later than when I'd prefer, I finally head down for a coffee with a few colleagues, in that way I can reset mentally before jumping into my next tasks. Our go-to at the moment is Square One, at the bottom of the Rialto. I have my trusty piccolo with one sugar.

- 10:00 AM** Once I've set myself up, I prioritise which tasks I need to complete. Due to the urgency, I complete a set of trust deed reviews for a real estate financing. Since our team usually acts for Lenders and Banks, this tasks involves making sure the borrower's trusts contain the necessary clauses and mechanisms that are favourable for the bank. I start off by conducting ASIC searches, printing the trust deeds and reading through the clauses. I then go through an internal checklist and note all items of concern that may require amendment.

- 12:00 PM** I send my trust deed reviews off to my supervisor and jump straight into drafting. Alan's working style is to allow the juniors to have a first crack at finance documents and then sit with them and provide direct feedback. I find it valuable to be able to do a page-turn and immediately ask and pick the brain of a seasoned finance lawyer then and there.

- 1:00 PM** **LUNCH**

- 2:00 PM** After lunch, I come back to the finance documents (now with a full stomach) to review my drafting and pick up on any glaring errors before I go through it with Alan.

- 2:30 PM** Alan and I go through the finance documents and we mark it up together. It takes some time, but we make the necessary amendments and prepare the documents and email them to the client.

- 4:00 PM** A deal is nearing completion so a task I have is to annotate a term sheet. This involves inputting the relevant clauses on the term sheet to show the client where all items are and that key concepts have been incorporated in the deal.

- 5:30 PM** I send off all necessary correspondence and draft my time for the day.

- 6:30 PM** I head home, change and then I go to the gym for my weekly Muay Thai class. I find that activities outside of work are important to maintain a good work life balance. I keep a close eye on my emails as I may have to organise a DocuSign for tomorrow.

- 7:30 PM** An email comes in saying that the client has agreed on the finance documents and it is ready for execution. I prepare the DocuSign for the first thing tomorrow morning. Once I go in to the office I'll be able to monitor the execution with all the relevant parties. After all of that, I finalise my time and prepare myself for the next day. I like to decompress by watching some shows, at the moment I'm re-watching 'How I Met Your Mother'.

Find out more at <https://www.klgates.com/australia-clerkships>



klgates.com



Laura Dann
Law Graduate

A day in the life of a Graduate Lawyer

My first rotation as a Grad Lawyer is in the Labour, Employment and Workplace Safety (LEWS) team. This is the same team that I clerked in - so I'm lucky to already have a bit of an understanding of the area of law, however I still continue to learn something new every day.

A typical day as a Grad in the LEWS team goes something like this:

- I try and do a gym class or a walk before work to help energise me for the day ahead.
- I arrive at work a bit after 8.30 and check my emails to see if there are any urgent tasks I need to get done.
- After checking my emails, I head down to the weekly K&L Gates Konnect breakfast and have a barista-made coffee and some food from the buffet-style spread that is put on for us. The food choices are endless! I love the weekly breakfasts as they are a great opportunity to chat with people from different practice areas and from the other floors in our office.
- I head back up to level 26 and get called into my supervising partner's office. He tells me that a client has reached out to him who wants to terminate an employee but needs some advice about how to do this without exposing themselves to the risk of an unfair dismissal claim. He provides me with a research task in relation to the matter and tells me that afterwards I will draft an email to the client providing some initial advice. I will also sit in on the call he will have with the client in a few days.
- I get back to my desk and see that I have been given a pro bono matter that I will be doing with a partner in the team. The matter is from the Workplace Advice Service and we will be providing some initial advice to an employee who has lodged an unfair dismissal claim. I note on my to-do list that I will have a chat to the partner about this new matter- but for now, it is 10am which means we have our LEWS capacity meeting (which we have three times a week).
- I jump onto the Teams meeting and everyone in the team provides an update about the current matters they are working on and whether they have capacity to take on any more tasks. I tell the team about the two tasks I have received this morning and let them know I should have some capacity to take on more work after lunch.
- After the meeting, I complete my research task and send my supervising partner the email I drafted to the client. He makes a few amendments and then sends it off, cc-ing me in. The client responds that the initial advice was very informative and she would love to have a call tomorrow to discuss further. It is really rewarding to see that the research I did and advice I drafted was beneficial to the client.
- Now onto the pro bono task.
- I go and knock on the partner's office door and ask if he has a minute to chat about the matter. He runs me through his initial thoughts and outlines the documents we are missing from the client. I draft an email to the client explaining that we will be assisting her with her matter and list the documents/information we need from her. The Partner has a read over the email and tells me it's good to send off.
- Ten minutes later, the pro bono client responds with the requested documents. I have a read over them and then have a further discussion with the partner. He asks me to conduct some research into similar cases and the amount of compensation that was awarded, to help us advise the client.
- He also asks me to book in a telephone appointment with the pro bono client (for two days' time) that the two of us will attend together. K&L Gates mainly acts for employers, so it is cool to occasionally do pro bono work for employees. I also think it helps us when defending claims because we can better anticipate what will be argued by the employee.
- At lunch time we have a graduate library training session and get some more free food. (As a clerk or grad at K&L Gates, you will be very well-fed!)
- The rest of the day is taken up with a research task and reviewing some draft court documents for a Senior Associate in the team. I leave the office at about 5.30.

A DAY IN THE LIFE OF A LAW GRADUATE



Despina Hrambanis

Lawyer - Dispute Resolution
(2023 Law Graduate)

The day has finally arrived, after countless years at university and the gruelling clerkship process; day one as a law graduate is here! During my clerkship at Russell Kennedy Lawyers (RK), I was blown away by the support I received and how I enjoyed the variety of matters the firm works across, as well as spending time with people at the firm. It felt like I had finally found my place, and after applying for the grad program, I was thrilled to find out my grad year was no different.

The grad year at RK consists of four, three-month rotations. For me, this was the perfect amount of time in each team because it gave me a wide range of experience in different practice areas. During my graduate year, I rotated through the Corporate and Commercial, Public Law and Regulatory Compliance, Dispute Resolution and Insurance and Compensation teams.

So, what do you actually do as a law graduate?

This depends on which team you are in. For example, the Corporate and Commercial team's work is mostly transactional, graduates get the opportunity to attend and present at client meetings, draft contracts or letters to clients and perform due diligence in preparation for upcoming mergers. In litigious teams such as Dispute Resolution and Insurance and Compensation, graduates may instruct in court and tribunals, run their own files (which was awesome to do in my first year!) and draft pleadings.

Coming in as a graduate, I had fears I would be stuck with cumbersome and routine tasks, such as discovery for six months. That fear was quickly proven wrong. I was continuously challenged each day with interesting legal work. For instance, within my three-month rotation in Dispute Resolution, I co instructed in a three week trial in the Supreme Court of Victoria and assisted with discrete research tasks, emailing counsel and the other side when necessary and performing legal tasks like assessing whether a bill of costs is reasonable. During my first week in Insurance and Compensation, I was given my own workers compensation file to run. This meant I had to review the file, figure out what my next steps were and implement them. While nervous at first, I had the backing of my graduate support and rotational supervisor to help me run this file and learnt so much in the process.

A huge positive for me (that was somewhat unexpected) is how much day-to-day interaction I had with senior members of staff. For example, I work directly with principals and senior associates and feel comfortable approaching them with questions. They took the time to review my work with me and provide feedback which has supported my development as a law graduate and increased my confidence.

If you are curious what an average day for me looks like:

8:45am – 9:15am

o Morning coffee with the team

9:15am – 10:00am

o Reviewing my inbox, my to do list for the day and preparing for Court

10:00am – 12:00pm

*o Instructing in Court and debriefing with the barrister
o Tidying up my file note*

12:00pm – 1:00pm

*o Draft a summary email of the court hearing to the client and send to the principal in charge of the matter for review
o For another matter, call an employer to discuss a workplace injury that occurred*

1:00pm – 2:00pm

o Lunch with the grads

2:00pm – 3:30pm

o Continue to draft the advice I have started for the workplace matter

3:30pm – 4:30pm

o Sit down with a senior associate to discuss a Schedule of Amendments to an agreement I drafted for a matter

4:30pm – 5:00pm

*o Tick off any final things for the day and plan my day for tomorrow.
o Attend End of Month drinks with the firm*

Final Notes

Having studied at Deakin and been involved in a number of societies and extra-curricular activities, I wanted to maintain this when I became a law graduate. At RK, I was encouraged to join different committees and speak to as many people as possible about their experiences. I am now part of the Kaleidoscope committee (RK's cultural diversity committee) which has built my connections both in and outside the firm.

While the grad year can be challenging and sometimes stressful, the culture and people of RK have made it all the worthwhile. From the morning coffees with colleagues to the support of my wonderful grad group, life at RK has been the perfect fit for me.

Together we make a mark

Hear from Melbourne graduates Annie Tran and Alice Noonan on how they spent their overseas seats and what they'll take away from the experience

Why did you choose Singapore (Annie) and Abu Dhabi (Alice) for your overseas rotation?

Annie Tran: Other graduates told me that the opportunity to work in a region that is spearheading global development is incredibly rewarding both professionally and personally. Going there was also a chance to start building my network and learn from people and practice groups that I would work with in the future. Finally, it seemed like a great opportunity for travel around Asia-Pacific and to experience all the incredible food Asia-Pacific has to offer!

Alice Noonan: Abu Dhabi was quite unfamiliar to me (I'd never even been to the Middle East!), but I knew that a lot of our market-leading projects work, and clients are based in the Middle East. I had completed my first seat in project delivery in Australia and really enjoyed it, so the Project Delivery and Finance team in the Abu Dhabi office seemed like the right place to keep learning and gaining some new perspective.

Tell us about the professional highlight of your seat?

AT: That would be the first closing I was asked to run when I arrived in Singapore. Getting the opportunity to take ownership over the matter, attend meetings with clients and work closely on drafts of documents for a major offshore windfarm was rewarding and an unforgettable learning experience.

AN: I got a last-minute call-up to travel to client meetings in Saudi Arabia—I had been working on the matter for

months by that point, so getting to meet the clients in person and be part of the negotiations made the work I had been doing feel very real. Being from Australia, it also felt very cool to be able to hop on a plane for an hour and be in a different country for the day!

How has your overseas rotation changed your professional ambitions?

AN: I am still really interested in working in the projects space, and the rotation confirmed that. However, my experience in Abu Dhabi helped me realize that I have a strong interest in seeking out work based in emerging markets or with cross-border elements. Overall, it really cemented how global White & Case is.

AT: Before going to Singapore, I was still uncertain as to whether I wanted to be a back-end or front-end lawyer. However, after six months of getting to work in the hub of Asia-Pacific and seeing first-hand how Project Development and Finance was being led, I decided to come back and do another Project Finance seat for my third rotation.

Outside of work, how did you enjoy living in a new city?

AN: Weekends were mainly spent socializing or exploring—we would meet up with trainees from other law firms to go to the beach, brunches (which are huge in Abu Dhabi) or tourist attractions. Though work-related, a personal highlight was definitely attending a client event at the Abu Dhabi Grand Prix!

AT: Along with other trainees, I would often travel on the weekends to different countries around South-East Asia. This included trips to Thailand, the Philippines, Indonesia, Taiwan and Vietnam. The highlight was definitely the trainee group trip to Lombok for Christmas.



Annie Tran
Graduate, Melbourne



Alice Noonan
Graduate, Melbourne

What's your biggest takeaway from the overseas experience?

AT: As someone who came from a completely different seat (Land, Environment & Planning), I was able to build up my experience in front-end work. This included developing my skills in matter management, client advisory, drafting and business development—all skills that I'm excited to apply back in Melbourne.

AN: Beyond developing my technical, legal and interpersonal skills, I was exposed to a huge number of lawyers with different backgrounds and working styles, which allowed me to think a lot about the traits that make a good lawyer and how I can emulate these in my own career going forward.

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