

CAREERS

GUIDE

2011

Sydney University Law Society

ISSN: 1839-1052



PROVIDED BY
UNIVERSITY OF
SYDNEY UNION

ACKNOWLEDGMENTS

Our thanks goes to all those who have contributed to the creation of this publication. Your involvement is a great service to the many students reading the Guide.

Sydney University Law Society

Executive members:

Clementine Rendle, Vice-President (Careers)

Jackson Wherrett, Publications Director

Luke Reeves, Design Officer

Careers Subcommittee:

Sophia Bai

Peter Chen

Ashwin Dushyanthira

Anthony Duong

Melanie Nasser

Thomas Nguyen

Patrick Weller

Michael Williams

Thank you to our other contributors:

Philip Boncardo

Daniel Lim

Nicholas Mirzai

Jane Taylor

Printing

KopyStop

Shop 3/55 Mountain St, Broadway NSW 2007

Our Sponsors

Platinum Sponsors:

Allen & Overy

Allens Arthur Robinson

Baker & McKenzie

Blake Dawson

Clayton Utz

Corrs Chambers Westgarth

DLA Piper Australia

Freehills

Gilbert + Tobin

Mallesons Stephen Jaques

Gold Sponsors:

Henry Davis York

Minter Ellison Lawyers

Bespoke Sponsors:

College of Law

Johnson Winter & Slattery

Linklaters

Middletons

Norton Rose

Sparke Helmore

FOREWORD: EDITOR-IN-CHIEF

The SULLS Careers Guide is a publication that continues to grow. The 2011 edition is provided thanks not only to this year's editorial team, but those of years past.

SULLS strives to provide for its members in many ways. Connecting you with your career is no exception. We recognise that the budding young law student may not know the ins and outs of the legal sector. More than that, we realise that your law degree is your passport to a career in various fields, not just law. The Guide thus provides information on finding a job generally, qualifying as a corporate lawyer or barrister, and even entering the realm of corporate advisory services. Our message is clear: there are fantastic opportunities out there and these are the tools you need to get them. For those yearning for information about social justice careers, you will find specific opportunities in our separate manual, Publicly Interested.

Thanks go to the many people who have contributed to this publication, from the individuals who have shared their experiences in its pages to the SULLS Executive and Careers Subcommittee who have copy-pasted, designed, edited and printed the document we now present to you. On behalf of these people, I invite you to delve into the 2011 Careers Guide and hope you will find its contents helpful.

Clementine Rendle

Clementine Rendle

SULLS Vice-President (Careers) 2011



CONTENTS

Acknowledgements	3
Foreword: Editor-in-Chief	4
Human Resources: Applications	7
Overview of Organisations	8
Submitting an Application	9
How to Use cvmail	11
Public Service Jobs	13
How to Address Selection Criteria	16
Writing a Cover Letter	18
Writing a CV/Resume	21
Human Resources: Interviews	23
Attending the Interview	24
Individual and Group Interviews	26
Interview Questions	27
Human Resources: Qualifying to Practice	30
Practicing Locally	31
Going to the Bar	32
Practicing in the UK	35
Practicing in the US	37
Practicing in Hong Kong	40
Practicing in Singapore	41
Practicing in Korea	42
Commercial Law: Domestic Opportunities	43
Allen & Overy	44
Allens Arthur Robinson	48
Baker & McKenzie	51
Blake Dawson	57
Brown Wright Stein Lawyers	61
Clayton Utz	63
Corrs Chambers Westgarth	67
Dibbsbarker	71
DLA Piper Australia	73
Freehills	79
Gadens Lawyers	83
Gilbert+Tobin	86
Henry Davis York	91
Johnson Winter & Slattery	96
Jones Day	100
Mallesons Stephen Jaques	103
Marque Lawyers	109
Middletons	112
Minter Ellison Lawyers	116
Norton Rose	121
Piper Alderman	125

CONTENTS

Slater & Gordon Lawyers	128
Sparke Helmore Laywers	130
Thomsons Lawyers	134
Webb Henderson	136
Commercial Law: International Opportunities	139
Allen & Overy	140
Herbert Smith LLP	142
Linklaters LLP	144
Mallesons Stephen Jaques	149
Simmons & Simmons	154
Skadden, Arps, Slate, Meagher & Flom	157
Public Sector	159
Department of Attorney General and Justice	160
Public Defenders Office	162
Australian Competition and Consumer Commission (ACCC)	163
NSW Crown Solicitor's Office	166
New South Wales Law Reform Commission	168
The Court	171
High Court of Australia - Jane Taylor	172
Federal Court of Australia - Daniel Lim	174
Supreme Court of NSW - Nicholas Mirzai	176
Supreme Court of NSW - Philip Boncardo	178
Corporate Advisory:	181
Corporate Advisory: Investment Banking	183
Goldman Sachs	184
Macquarie Group Australia	188
UBS AG	190
Corporate Advisory: Management Consulting	192
Bain & Company	193
Booz & Company	194
The Boston Consulting Group	196
McKinsey & Company	198
Port Jackson Partners	199
Corporate Advisory: Corporate/Insolvency Recovery	201
Kordamentha	202
McGrathNicol	204
Corporate Advisory: Accounting, Tax & Corporate Advisory	207
Deloitte	208
KPMG	210
Postscript: Publications Director	214

Human Resources

Applications



OVERVIEW OF ORGANISATIONS

Domestic Law Firms

Summer Clerkships

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

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

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

Graduate Programs

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

Government Departments

Graduate Programs

All government departments recruit candidates solely via a graduate intake selection process and do not offer summer clerkships. Application procedures involve stages such as interviews, group discussions, and psychometric and aptitude testing. Interviews are usually formal and in a question-answer style.

Social Justice Organisations

Most social justice organisations do not have formal internship or vacation programs, but are happy to take on volunteer workers during their penultimate and final years at university. Most social justice organisations also offer graduate opportunities. Their application procedures vary significantly. For more information, see our other publication *Publicly Interested*, your guide to social justice careers.

International Law Firms

Applications for vacation programs overseas generally close earlier in the year than summer clerkships and the process is more compact. Be prepared for commercially-orientated questions. Likewise for graduate recruitment, be aware that applications do not occur at the same time as Australian firms. Some firms recruit up to two years in advance.

Other Corporate Applications

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

SUBMITTING AN APPLICATION

Domestic Law Firms and Online Application Procedures

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

It is important that your application is free from any elementary mistakes. Some of the most common ones are the incorrect name of the firm, incorrect name of the person addressed, and grammatical and spelling errors. To avoid these pitfalls be sure to proofread your applications carefully, and ask a second person such as a friend or family member to read over your application before submitting.

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

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

This style of question is designed to encourage candidates to discuss achievements which they are particularly proud of. As part of your response, you should aim to describe specific situations and achievements that have showcased your skills and qualities. This ensures that candidates are not just academically successful, but display many talents and are well-rounded. This is a perfect opportunity for you to include the extra-curricular activities that you have been involved in, and expand on your most impressive achievements and relevant skills.

Examples questions under this category may include:

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

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

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

To better prepare yourself for this style of questions, it is important that you have familiarised yourself with the background of the organisation, key areas it is particularly proud of, and elements about the firm that are different from its competitors.

Examples of questions in this category may include:

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

3. Questions aimed at testing your level of commercial awareness

The purpose of these questions is to test how much knowledge the candidate has about the particular area, and how recent news affects their activities. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms. This information can often be gleaned from reading *The Australian* or *The Australian Financial Review*.

On the other hand, if you are applying for a social justice organisation or a public sector department, the type of questions will be substantially different, although they will remain focused on the activities of the organisation.

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

Examples of questions in this category may include:

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

4. Residual section

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

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



HOW TO USE CVMAIL

cvmail is a law student portal run by Thomson Reuters, which provides information about the legal industry and enables law students to apply and schedule interviews online.

A number of major firms in Victoria, New South Wales, Queensland, Western Australia and the Australian Capital Territory (as well as some overseas firms) now prefer applications online via <http://www.cvmail.com.au>

Benefits of using cvmail

- The application is sent via the secure online cvmail uplink
- Applicants only enter personal and academic details once
- The Application Manager keeps track of the closing dates for each firm.
- The Application Manager keeps track of the firms candidates have applied to.
- The Mycvmail Interview Scheduler allows candidates to arrange the most suitable dates and times for interviews, and provides interview detail sheets.
- The Mycvmail Messenger records all email correspondence from firms to candidates.
- Candidates can browse comprehensive information about firms and the application process.
- Candidates have access to feedback from new graduates regarding firms and interviews.
- There are important tips such as how to compile the application, what to include in a covering letter, and resume examples.

Using cvmail online

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

Step 1: Personal Profile

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

Step 2: Academic Profile

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

Step 3: Submit Your Applications

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

Candidates can practice submitting an application to a practice firm prior to submitting a real application, which allows candidates to familiarise themselves with the electronic application process. When the application is ready to submit, simply click onto the 'Apply here' button, which is located next to the relevant firm applied to.

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

Examples of questions in this category will include:

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

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

- Please outline any achievements, award, or prizes you have obtained including academic, sporting, community, and charities.
- What interests do you hold outside your studies?
- Where do you see yourself in the next five years?
- Is there any other information that is relevant to your application?

Step 4: Successful Completion

After submitting the application, an automated confirmation will be displayed notifying of that the application has been successfully sent to the firm. It is advisable to save and view the submitted application prior to attending an interview with the firm.

Important points to consider:

- Do not limit yourself only to cvMail, as many firms written applications via their own website.
- cvmail can only store *one* work-in-progress application form, so you can only work on one application at a time. Finish one application and submit it, thereafter you can choose to modify your responses for the next application as required.
- Be sure to tailor your cover letter to each firm
- Partial applications can be saved, allowing candidates to return and complete at a later time, although be advised that some organisations monitor the time an application was commenced and the time it was submitted
- Whilst cvmail allows candidates to reproduce standard information efficiently, try to adapt each application to demonstrate a genuine interest and suitability to each firm
- Proofreading is essential, as spelling mistakes can be difficult to detect when reading from a computer screen
- Ensure you have ample time to submit the applications to avoid last minute panic and Internet traffic



PUBLIC SERVICE JOBS

COURTESY OF UNIVERSITY OF SYDNEY CAREERS CENTRE

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

Graduate Recruitment Programs

Have you considered a career in Federal, State or Local Government?

Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

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

Public service employers on campus

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

The Public Service Careers Fair brings representatives from Federal Government departments onto campus to promote their graduate recruitment programs. This is your opportunity to explore the options open to you and learn more about the type of work undertaken by graduates in a range of government departments.

In addition, many Public Sector organisations will address students at an Employer Presentation on campus. Attend the sessions of interest to you. It's a great idea to do some research about the organisation before the session so that you can make the most of the event and ask questions which may help you to determine your preferred organisation.

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

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

Australian Government links

Australian Government website by portfolio and A-Z list by Department: <http://www.australia.gov.au/directories/government-sites-by-portfolio>

Australian Public Service Jobs website: <http://www.apsjobs.gov.au/>

Australian Government Job Search website: <http://jobsearch.gov.au/government>

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

New South Wales Government links

Information and links to NSW Government recruitment: <http://jobs.nsw.gov.au/>

NSW Department of Premier and Cabinet website: <http://www.dpc.nsw.gov.au/home>

Local Government links

For graduate recruitment programs: <http://www.chandlermacleod.com/lgradnsw/>

For local government council jobs in Australia and New Zealand (many graduate roles are advertised on this job board): <http://www.counciljobs.com/>

Local Government Jobs Board: www.lgjobs.com.au

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

Applying for public service jobs

Location of government jobs

Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency.

Most, but not all, Federal Government jobs are located in Canberra.

New South Wales Government jobs are located throughout New South Wales, not just in the Central Business District of Sydney.

Eligibility for employment

To save time and energy, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

Application forms

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

Getting all the information

- Advertisements for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role's degree of responsibility and complexity.
- You'll find a reference number for the position in the job advertisement and this must be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that it's received by the closing date.
- Ensure that you download any available position information package about the position vacant from the department's website. The information package includes a statement of duties for the position and general information about the department.
- Advertisements for public sector positions generally include a contact officer and number. It's important to ring the contact officer to ask for any additional information that can be provided in relation to the vacancy, the department or division, and the program area where the vacancy is located. If you require clarification after reading the material you have downloaded, speak to the contact officer.

Selection Criteria

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications which do not address the selection criteria will generally not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

- 'Essential Criteria' refers to skills, qualifications, experience and /or knowledge that are absolutely required in order to successfully fulfill

the role. If applying for a public service role you need to ensure that you possess ALL of the Essential Criteria.

- 'Desirable Criteria' refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.

For further information refer to the detailed handout How to Address Selection Criteria on the Careers Centre's website.

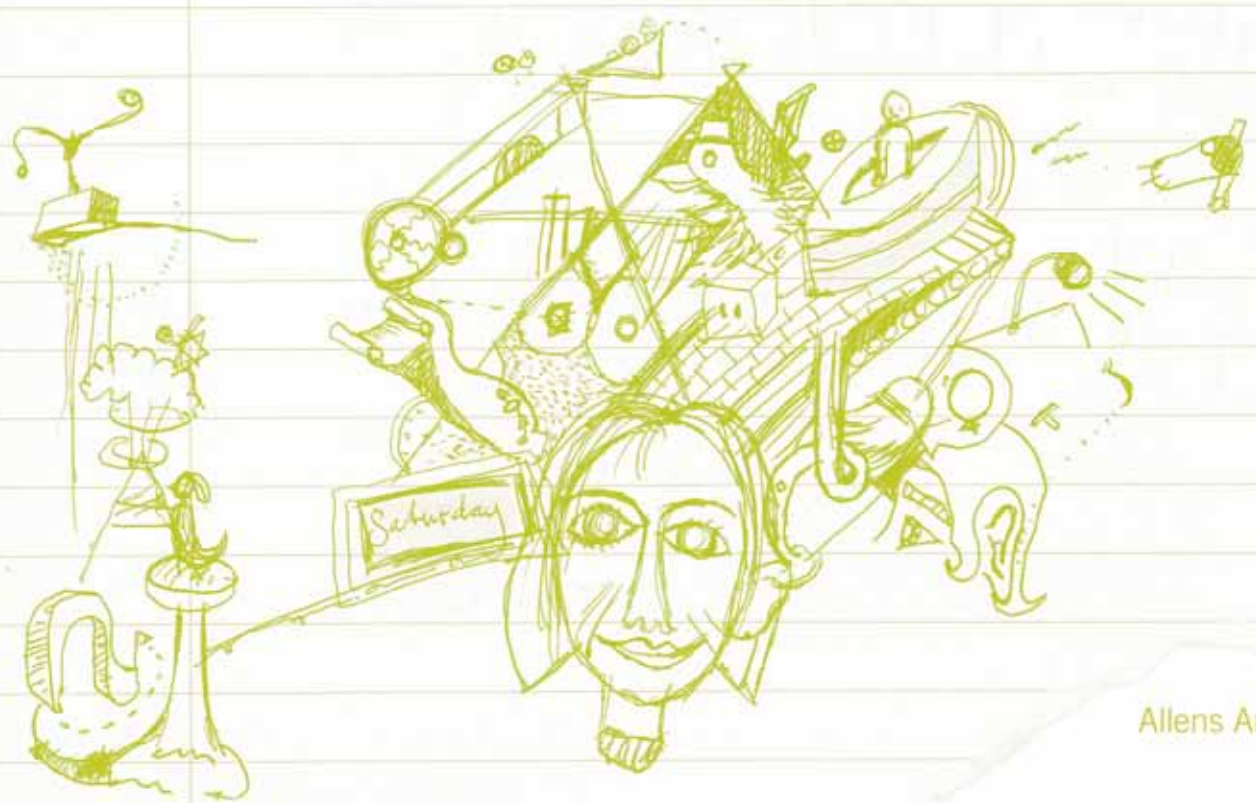
Interviews

Interviews for nearly all Public Service jobs will involve a panel. For further information on panel interviews please see the handout Interview Preparation and Practice on the Careers Centre's website.

It's amazing what a doodle can reveal:
 imagination, interests, intelligence. In short, the things
 we look for in our lawyers. If that sounds like
 you, give us a call or visit our website.



aar.com.au/careers



Allens Arthur Robinson



CLEAR THINKING

HOW TO ADDRESS SELECTION CRITERIA

COURTESY OF UNIVERSITY OF SYDNEY CAREERS CENTRE

What are Selection Criteria?

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

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

Selection criteria common to many graduate jobs include:

- planning and organising
- ability to work as part of a team
- excellent written and oral communication skills
- problem-solving skills and analysing data

Why address selection criteria?

Having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations.

For you as the candidate, addressing selection criteria clearly and effectively increases (although doesn't guarantee) your chance of an interview.

Your completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role.

Private sector roles

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

Selection criteria are usually stated in the job advertisement; however, because some advertisements are very short, you may need to read between the lines, e.g. if the advertisement mentions 'an energetic ideas person' the selection criteria might include initiative, leadership ability, creativity or all of these.

If the advertisement does not specifically list selection criteria then imagine yourself as an employer describing the ideal candidate for that position, and tailor your letter and resume accordingly.

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

To address selection criteria, write about the skills and knowledge gained through your degree, work experience, extracurricular activities and other activities you have been involved in, ensuring that you relate these to each criterion, where relevant. You need to give the employer specific examples that demonstrate each of the selection criteria. It is not sufficient to include general comments stating that you have all the skills being sought.

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

Graduate recruitment roles

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

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

Public sector and other roles

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

You can often obtain further information, such as a duty statement or detailed list of selection criteria, on enquiry.

The application you send is likely to consist of:

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

If asked to submit a Statement of Claims or similar document, you must do so to have any chance of an interview. If you do not provide a statement for each criterion the recruiter is not able to make an assessment of your suitability for the role.

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

Making a good first impression

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

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

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

- Before you call, research the organisation and be prepared to talk about how you meet the main criteria, as you may be asked some questions about your experience.
- Indicate your enthusiasm and clarify any areas where you have questions.
- If possible and appropriate, ask if you can visit the organisation and have a look.

If no contact details have been included in the advertisement, use your judgement as to the selection criteria and address them in your application.

How to write a Statement of Claims

To begin your Statement of Claims, open a new blank document and include your name as a header on each page, with your contact details on the first page. Use the title the organisation has given this document and include the job title and the reference number, if applicable.

List criteria as headings in bold print, and address each criterion in a couple of paragraphs or a list of bulleted points (provide more information if requested). For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.

Deal with the criteria in the same order as in the advertisement or duty statement.

If you've been provided with the relative weighting of criteria, give more detail for the more important ones.

Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/or other documentation, they're good examples to use.

Quantify your experience or skills if you can, e.g. 'three years experience in creating monthly budgets using Microsoft Excel.'

Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

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

- Situation - where, when and context of your example
- Task - the task or problem to be solved
- Action - how you solved the problem, fulfilled the task or handled the situation
- Result - the outcome achieved as result of your action/s

To see an example using the STAR formula, visit the Bureau of Meteorology website (www.bom.gov.au/careers/guide2SC.shtml).

Further Information

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

For information about applying for jobs in the Australian Public Service, including a Fact Sheet on addressing Selection Criteria, visit the Public Service Commission link at <http://www.apsc.gov.au/publications07/crackingthecode.htm>.

WRITING A COVER LETTER

The cover letter is the means by which an employer will gain an initial impression of a candidate. Hence it will be the key ingredient to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview, and many organisations have stated that a well written cover letter is just as important as the resume.

There are a number of significant reasons for a well thought out and written cover letter, including:

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

It is crucial to remember that emphasis must be given to how the candidate can contribute to the organisation, and *not* what the candidate is expecting from the organisation.

Tips to consider

- Plan your cover letter well in advance before you start writing
- The key message underpinning the cover letter is why you are the most suitable applicant for the role. For example, identify strong points in your personal qualities, skills, work/life experience and academic achievements
- It is absolutely necessary to tailor your letter to each organisation
- Make sure you are familiar with the organisation and the selection criteria which must be addressed in the cover letter
- Make reference to the aspects of the firm which you find interesting, such as areas of practice that appeal to you, or the values and culture of the organisation
- The writing style of a cover letter should be clear and simple, as the use of colourful adjectives and phrases can detract from conveying a strong message
- Be sure not to repeat information from the website or brochures of the firm
- Keep the cover letter to one page, with approximately four brief paragraphs to demonstrate that you are focused and concise
- Meticulously check spelling, grammar and punctuation

Structure

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

Salutation

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

Heading

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

Paragraph 1: Introduction

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

Paragraph 2: Meeting the Criteria

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

Paragraph 3: The Organisation

This paragraph should focus on why you are interested in the role and the organisation. Ideally, you should have conducted research into the organisation through their webpage and industry contacts, and an awareness of the organisation in news headlines is worthy of mentioning.

Paragraph 4: The Result

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

Example Cover Letter

Note: This example is a guideline! You should ensure your CV/resume is personal and meaningful in content and style.

[Date]
[Your name]
[Address]

[Name of contact person]
[Position]
[Name of Organisation]
[Address]

Dear [Mr/Ms Last name of contact person]

Re: Application for [Organisation] Graduate Program 2012

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

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

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

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

Yours sincerely,

[Your name]

MAKE IT.

Great lawyers are not born. They are made. And Corrs is committed to making all our graduates great lawyers. From day one, you'll have a clear direction for your career. It starts with your professional growth through one of the best learning and development programs in the country. And everyday you'll be working with some of Australia's leading lawyers on high profile transactions. **So if you believe you have what it takes to make it, talk to Corrs today.**

APPLY NOW

www.makingcareersense.com



MAKING CAREER
SENSE

CORRS
CHAMBERS
WESTGARTH
lawyers

WRITING A CV/RESUME

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

Taking into account the purpose of a CV is to ensure an offer for an interview with the prospective employer, it is important to consider the format and content, and as such a successfully drafted CV will take considerable time and effort to construct.

The Basics

Some basic points to remember when writing your CV/resume may include:

- Use relevant and professional language.
- Key words highlight your skills and qualifications, such as *achieved*, *delivered*, *negotiated*, *organised*, and *supervised*. Key words are equally important during the 'screening' of CV's as some organisations filter through applications via an electronic process seeking these words.
- There is no single correct format/style to use, however the chosen format/style must be consistent throughout the CV.
- Using 12 point font in Times New Roman ensures the CV is legible.
- Use headings to divide the CV into appropriate sections such as career objective, education, work experience, hobbies and interests.
- Use short sentences and bullet points, rather than dense paragraphs of text.
- Leave a comfortable margin on all sides.
- Keep the CV between two to three pages in length.
- Get a family member or a trusted friend to proofread your CV.
- Don't forget to include your name, address, phone, and email details in the main heading.

Elements of a Successful CV/Resume

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

Personal Details

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

Career Objective

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

Education and Academic Achievements

For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first. This section includes your course of study in reverse chronological order, indicating the name of the course, institution, and period of study. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good). It is advisable to include any academic achievements, honours, awards or scholarships you have received during your education, and may also include your GPA or WAM.

Work Experience

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

Extracurricular Activities

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

Interests

This section allows you to demonstrate that you are a well-rounded person capable of balancing work and study commitments with your other interests, such as reading, researching, or playing tennis.

Referee

At the end of your CV or resume, it should state that "referees are available upon request," and referees should only be submitted if

specifically requested by the employer. Referees should include the name of the contact person (such as your supervisor or manager), their title or position, the company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible). If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for.

Other headings

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

Example CV/Resume

Note: This example is a guideline! You should ensure your CV/resume is personal and meaningful in content and style.

Personal Details

[Your Name]

[Address]

[Contact Phone Number]

[E-mail Address]

Career Objective

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

Education

March 2006 – November 2010

Bachelor of Arts / Bachelor of Laws

The University of Sydney

Awards:

2010 – Awarded First Place in Family Law

2009 – Awarded First Place in Law, Lawyers and Justice

2009 – Awarded Pitt Cobbett Scholarship for Outstanding Achievement in 3rd Year Combined Law

2008 – Awarded First Place in Public Law

Key Work Experience

April 2008 – Present

Jones, James and Associates (Chatswood)

Paralegal

Working for a small firm of solicitors, specialising in contracts for small to mid-sized building works for residential properties.

Responsibilities: research into current building code requirements and recent legal cases, delivery of documents to clients, general office duties.

Achievements: co-authored a precedent document for development applications, discovered a case that was instrumental in successfully defending an action against a client.

Extra-Curricular

2010

Publications Director – Sydney University Law Society (SULS)

Publicised SULS functions and publications, and assisted with the production of the SULS magazine.

Referees are available upon request.



Human Resources

Interviews

ATTENDING THE INTERVIEW

An interview is the culmination of your job search efforts. If you are invited for an interview you know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities.

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

Employers, in order to separate the wheat from the chaff, now utilise more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms and case interviews.

Prior to the interview

The interview process is designed for both you and the organisation to get to know each other. It is vital to research and understand the way the organisation works before the interview itself.

Examining the organisation

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and desire to be a part of it. It is important to do some research on the organisation, including Partners or Directors, especially if they will be interviewing you prior to the interview. What you learn through the research process will assist in helping you identify the culture of the organisation and what the organisation may be looking for in its employees.

Areas of Research

Websites

Websites are a great tool for gathering up-to-date information regarding partner profiles, practice areas, organisational structure, the latest transactions, values and mission statements, and details of the clerkship/graduate programs. The websites of organisations have various sections which can assist you in terms of preparing for interview questions and in answering application questions online, such as "Value Statement" and "Our People".

Media

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

Personal

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

On the day of the interview

First impressions are lasting ones! Be sure to follow these helpful tips:

- ensure your clothes are clean, neat and professional (especially for the ladies: be careful not to go overboard with make-up, jewellery and perfume, remember less is better)
- prepare all relevant documents such as your transcript, references, awards, etc.
- be certain to practice answering questions about past behaviour, which help demonstrate your competencies, known as Behavioural Event Interviewing
- be prepared to share examples of your achievements, failures or past behaviours and discuss them in some detail
- ensure you can describe a situation, the challenges faced, the action you took, and the outcomes of your action

Arriving at the interview

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

Meeting your interviewers

When you are introduced to those who will be conducting the interview, be sure to shake hands with a smile. It is vitally important to remember their names, and address them accordingly during the interview. This is also relevant during “small talk” which interviewers often use to break the ice. Just remember to be yourself, relax, and enjoy the experience.

Body language

The topic of body language must not be underestimated, as without having uttered a simple word, you have already made a lasting impression merely by your body language. To be relaxed, professional, and maintaining eye contact throughout the interview are key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, try and make eye contact with everyone in the room, even if one person seems to be doing all the talking. Occasional eye contact with the other interviewers will establish a connection with them and will involve them in the interview, even if you are not answering their questions.

Listening and talking

The ability to listen is important in any position and you will be demonstrating your listening skills based on how you answer interview questions. Listen carefully to the question being asked, and answer the question by providing detailed answers, which demonstrates that you can fully articulate your ideas.

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

Experience

The organisation will be looking for relevant experience or other life experience that may be appropriate for the role, such as experience in research or dealing with people. It is important at this stage to convey what you have achieved in your life that will set you apart from your competition and makes you the perfect candidate for the role. Remember to draw on areas outside of employment such as extra curricular activities, voluntary roles etc.

Communications and listening skills

Your ability to express yourself orally in a complete yet succinct way, which follows from your ability to listen to the questions asked, will be keenly observed by the interviewers. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways.

People skills and confidence

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

Completion of interview

It will reflect well at the conclusion of your interview if you further demonstrate your genuine desire for the position by commenting with a short sentence such as “thank you for your time, the position sounds very interesting and I do hope to hear from you favourably”. This will be seen as a positive expression of your interest.

Remember, not all positions you apply for are right for you. The purpose of the interview is to help sort out if the ‘organisational fit’ is right in terms of matching the position and organisation with your personal values. You must ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture.

If you suffer several rejections, try not to take it personally. Interviewing is very much a skill that comes with practice, so treat your interviews as a learning experience and be sure to reflect upon it as a stepping stone, and use it towards positive growth.

INDIVIDUAL AND GROUP INTERVIEWS

Individual

This remains one of the most dominant forms of interview – there will hardly be an organisation which does not use individual interviews. In a one-on-one interview, a senior person from the organisation such as a Manager or Partner will ask you questions on how and why you would fit within the organisation.

The aim of such an interview is:

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

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

1. Questions to analyse you and what you have achieved. Examples include 'tell us about your favourite subject at uni and why it interested you,' or 'explain what led you to select your major/s.'
2. Questions to determine if you are a 'best fit' within the organisation. Examples include 'describe a time where you represented the values of this organisation,' or 'tell us about a time where you displayed courage to lead or to think step outside of your comfort zone,' or 'what do you value in a professional relationship?'

During the interviews, it is important to relax and absorb the dynamic of the interview. It is often possible to understand the culture within the organisation based on the questions asked and the conduct of the interviewer.

Group

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

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

The relevance of a group type interview is to assess how you would interact with team members, and when interacting in this sort of environment, you are likely to notice different types of individuals, such as

The 'Talker'

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

The 'Quiet Person'

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

The 'Complainer'

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

The 'Mediator'

Within a group interview, it is best to establish yourself as the 'mediator' between the different 'factions' as noted above, and seek to find the middle ground. For example, when the 'talker' is in the middle of forcing their opinions, try to pause and get input from the 'quiet' person on what they think of the scenario.

INTERVIEW QUESTIONS

Typical questions an interviewer may ask

Try to think of a few answers to these typical questions before going into your interview. You may even wish to practice answering them out loud. This way you will appear calm, prepared and capable when you receive a similar question in the interview.

You have chosen to pursue a career path in criminal law, what aspects of criminal law have captured your interest?

The key to answering any question, including this one is quite simply to be honest.

What do you think sets you apart from other applicants?

Answering this type of question requires self confidence and an ability to assess your own capabilities. It provides the opportunity to highlight your best qualities for the role.

How have you demonstrated leadership skills within a group situation?

This is the perfect question where you can describe your leadership skills in terms of a specific event. Remember to outline what the situation was, the task required, the action taken, and the outcome.

What has attracted you to this organisation?

To best answer this question, be certain to research the website of the firm and consider the future direction of the firm.

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

These questions are great in highlighting your ability to face a difficulty, address the situation, and apply your problem solving skills.

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

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

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

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

What specific skills can you contribute to this position?

This is another opportunity for you to highlight the skills you have gained from your previous employment and why you perceive them to be important for the position.

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

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

What are the core values of this organisation?

This form of question is your opportunity to demonstrate you have conducted research into the organisation, and provide examples of how you have applied such values in your life.

Where do you see yourself in the next five years?

Answering this type of a question requires care and effort, as in most cases the organisation seeks evidence in your answer of your long-term commitment to the role.

What do you regard to be your strengths and weaknesses?


This is a common question that you must be prepared for. You should be aware of your strengths and weaknesses well enough to give an answer that is self-analytical. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement.

Why did you fail a unit?

The first thing to remember is that a fail is not the end of the world! Be honest and explain your reasons for the fail, such as illness, death in the family or full-time work, this is the perfect opportunity to express what you have learnt from it.

Interview Pitfalls to Avoid

- Late for the interview
- Poor manners
- Addressing the interviewer by the wrong name
- Lack of cleanliness and hygiene
- Improper dress code
- Presentation of CV/resume and related documents are poorly organised
- Lying when answering questions
- Inability to listen and consequently not answering the questions appropriately
- Slouching, mumbling, and avoiding eye contact
- Making general statements that lack substance
- Talking too much, or not enough
- Abbreviating or using conjunctions
- Having little/no knowledge about the organisation
- Making derogatory remarks about your previous employer



Don't be
LATE

Questions a candidate may ask the interviewer

Quite often, at the conclusion of an interview you will be provided with an opportunity to ask any questions you may have. As a general rule, ask questions to which you genuinely want to know the answer, and keep it within the boundary of the role and the organisation. This is your opportunity to learn things about the organisation which may not have been available from brochures or the website.

Example questions you could ask include:

Is there a typical day for this role, and if so what does it involve?

- How is the health and well-being of employees encouraged in the organisation?
- How is work/life balance encouraged in the organisation?
- How are long-term career opportunities encouraged in the organisation?
- How is performance management conducted?
- How often is feedback provided?
- How is employee performance rewarded?
- What are the key responsibilities for this position?
- Does the organisation have policies in place for ongoing/further studies?
- How relevant are high grades to that of prior work experience and extra curricular activities of candidates?



HENRY DAVIS YORK
LAWYERS

ONE

SPECTRUM OF OPPORTUNITY

■ One Vision ■ One Purpose ■ One Firm ■ One Decision ■ One Journey ■



Visit <http://summerclerks.hdy.com.au> for more information



Human Resources

Qualifying to practice

You're thinking about your career. You might choose to practice law locally, or internationally. Requirements differ according to the jurisdiction. This section will highlight the requirements which must be met in order to practice law locally, regardless of whether you want to practice in a law firm, in Community Legal Centers, in Legal Aid Commissions or independently. Generally, to practice in Australia, a person must be admitted to practice by the Supreme Court of a State or Territory, and must hold a practicing certificate. To be admitted, requirements include legal knowledge (academic requirements), practical training, and good character.

PRACTICING LOCALLY

Academic and Practical Legal Training Requirements

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

The College of Law program consists of three components:

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

Upon completion, a Certificate of Completion is issued. Depending on which Professional Program you undertook, you may be able to apply directly for admission in NSW, Victoria, Queensland, ACT or the Northern Territory. In order to enrol in the Professional Program, you must be a graduate, or be qualified to graduate, in law or such other relevant course. Foreign degrees or foreign admitted practitioners may also apply, subject to approval by the admitting body.

Further Information

Admission to Practice

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

Practicing Solicitors in New South Wales

To practice as a solicitor in NSW, a person must hold a practicing certificate issued by the NSW Law Society. After receiving the certificate, you must complete two years of supervised practice. Also, to practice on your own account, you must take an approved Practice Management Course. The certificate is renewed annually, subject to compliance with the

requirements of Mandatory Continuing Legal Education (MCLE). A certain number of hours of legal career development must be undertaken each year (10 MCLE credits), which may include attending seminars, publishing journal articles, studying privately, preparing and giving lectures, etc.

Practicing Federal Law

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

Practicing in other Jurisdictions

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

GOING TO THE BAR

Admission Requirements

The path to admission starts with your accreditation as a NSW solicitor. It is assumed that you have completed a law degree from an approved institution and you have completed an accredited program of practical legal training.

Rationale of the Bar Association Programme

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

The Bar Exam

To begin your application you will be required to submit your registration as an examination candidate to the New South Wales Bar Association. This is available on the New South Wales Bar Association website.

- Subjects examined are 'Ethics for barristers', 'Aspects of evidence' and 'Practice and procedure for barristers'.
- A pass mark is 75 per cent for each examination.
- A pass has a currency of ten months. That is, full time practice at the Bar must commence within ten months of passing the exams.
- Candidates may take the three examinations over more than one sitting.
- A non-refundable fee of \$200.00 per examination is administered. Once registered it is not possible to transfer your registration to the next examination period.
- All three exams must be passed over a ten month period, so that the examinee is qualified to commence the Bar Practice Course

Examinations occur in February and July, please refer to the NSW Bar Association website for registration dates.

The Bar Practice Course

- The Bar Practice Course (BPC) is an element of the Reading Program offered by the Bar Association.
- The Course is offered in May and October.
- The Course focuses primarily on advocacy, mediation and an awareness of special considerations and requirements of different jurisdictions, taught through a variety of Lectures, workshops, court practice sessions and informal discussions.
- The course has a mandatory attendance requirement and readers are regularly assessed by instructors.
- The course fee as of 2011 was \$3000

The Reading Program

The reading programme lasts for a period of 12 months and does not affect a pupil's right of audience, which means you may be in court from day one. This must be undertaken with the help of a tutor and readers must complete 10 days of criminal reading within the first six months of their reading programme in conjunction with 10 days of civil reading within the first six months of their reading programme.

Finding a tutor

Prospective readers arrange their own tutors by approaching either a set of chambers that have a practice orientation appropriate to the experience/intentions of the reader, or a practitioner whom they know through briefing or by reputation. All tutors must be on the Bar Association's Statutory List of Tutors.

These arrangements should be initiated at least six months before coming to the Bar. Prospective readers are strongly advised to have two tutors, rather than one.

What is the Statutory List of Tutors?

The list is a requirement of the Legal Profession Act 2004, and is now part of the 'Find a Barrister' database. The list is updated when members, who qualify by attaining seven years seniority, are asked if they would be prepared to undertake tutelage duties with any new barrister. The listing includes chambers, details of areas of practice interest, and names of any previous readers.

Prospective readers should select a few names from the list bearing in mind that new tutors, although they might not have a list of past readers, may have more enthusiasm and time to give to their new role.

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

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

After steps 2 and 3 have been completed, a pupil may apply to receive a practicing certificate and join the ranks of New South Wales's barristers-at-law.

Ongoing requirements

- Barristers must have sufficient Professional Indemnity Insurance.
- Continuing professional development (CPD) points must be collected each financial year for certificate renewal.



“I wanted to hit the ground running”

ALISON KENNEDY - 2010 COLLEGE OF LAW GRADUATE

“I wanted to really make a difference for my law firm from day one so I made sure I got the very best practical legal training.

The College of Law is Australia’s largest PLT provider and they specialise only in legal practice. They also have the best and most flexible online and on-site PLT programs with the most comprehensive practice papers.”

To make the right choice for your career:

Call **1300 856 111** or visit www.collaw.edu.au/plt to find out more or request the handbook



PRACTICING IN THE UNITED KINGDOM

Before you even consider practicing in the UK, you should determine whether you are eligible to work in the UK. The Type 1 visa is available for highly skilled workers, and this is determined on the level of education achieved.

Academic and Practical Legal Training Requirements

The requirements to practice in the UK are similar to those in Australia. Again, the UK requires either a law degree or the completion of the Common Professional Examination (CPE)/Graduate Diploma in Law (GDL).

Once you have your qualification, you must enrol as a student in the Solicitors Regulation Authority and obtain a certificate of completion of the academic stage. From there, you must then complete the vocational training, which includes the Legal Practice Course (LPC) and the training contract.

The LPC is a mandatory examination for all solicitors who wish to practice in England or Wales. It is similar to taking the Bar in the US, as it assesses whether the candidate has the basic knowledge required to practice law in the UK. Topics focus on four key areas: business law; property law; ethical conduct; and skills. For more information, the Solicitors Regulation Authority (UK) has a full list of assessable material.

The training contract in the UK is similar to the College of Law program in NSW. Like NSW, the UK requires you to work under senior lawyers for two years, though this can be reduced by 18 months depending on your level of experience.

For those who want to start their career closer to home and then move to the UK later, the UK accepts foreign qualifications. However, Australian lawyers are required to complete the Qualified Lawyers Transfer Test and demonstrate that they have completed two years of common law work within five years of their application. They must have experience in three separate fields of practice, both contentious and non-contentious. In addition, they must obtain a satisfactory disclosure form, which will list any criminal convictions, police cautions and reprimands.

Applying for a training contract

Applying for a training contract in London is a very rewarding process, although it is structured quite differently from the clerkship process in Australia. The first application submission is usually broadly similar to a clerkship application, including a cover letter, academic transcript and CV. Then, successful applicants are often required to complete an online critical or verbal reasoning test. This consists of 30 to 40 multiple-

choice questions testing your applied comprehension skills and must be completed within a tight time limit.

The second round usually consists of a phone interview or possibly a face-to-face interview if the firm you applied for has contacts in, or happens to be visiting Australia.

The final round consists of an “assessment day”, usually held at the firm’s principal office in London between August and September. It is important to note that most firms recruit two years in advance, so you should be applying for this process in your third or fourth year (undergraduate) or second year (graduate). The only requirement is that you are to complete your law degree before you begin the training contract.

Further Information

Most firms will reimburse you (in whole or in part) for the cost of your trip to London (including flights and accommodation).

The “assessment day” varies according to firm, but is usually a whole-day affair, from 9:00am to 4:00pm and may consist of:

- Written critical reasoning test
- Group mediation task (30 minutes): you are required to negotiate with another candidate on a problem question (usually including financial data), whilst being observed by a partner of the firm. New information is often presented to you during the negotiation. It is important to know when to back-down from your position and you should try to reach a resolution.
- Lunch with recent trainees/graduates
- Case study: you are presented with a legal problem question and required to discuss both the business and legal issues. A good breakdown for this task is: legal issues, such as contract, corporate (i.e. corporate structure), intellectual property, real property and equity issues if these arise; and business issues, including marketing, operations (i.e. logistics, transport), employment relations and financials. It is important to also consider external factors, such as economic cycles and political risk.
- Final interview (45 minutes to 1 hour): this is normally conducted by 2 to 3 partners and is fairly relaxed. Your case study feedback is discussed at this time. It is important to have questions to ask your interviewer at the end of the interview.
- Office tour

The assessment day is a very worthwhile experience, regardless of whether you are offered a position or not. You normally find out very quickly whether you have been accepted, usually within 48 hours.

“

IT'S GREAT TO HAVE
THAT **COLLEGIATE**
ATMOSPHERE AND BE
AROUND PEOPLE WHO
ARE **INTELLECTUALLY**
CURIOS.

Paul Branston

Senior Associate
Corporate, Perth

THERE'S MORE TO US

Visit our Careers pages at
www.freehills.com/careers/grad

”

Freehills

PRACTICING IN THE UNITED STATES

Although the US comprise a large number of legal markets, traditionally New York has been the most receptive to Australian qualified lawyers, mainly due to a good alumni network between US and Australian firms, as well as the transferability of skills in transactional practice areas such as capital markets, M&A (mergers and acquisitions) and banking and finance. It is important to note that for the most part there is no mutual recognition between the Bar the different Bar associations – admittance to the NY Bar only permits you to practice in the state of New York.

The West Coast, including Los Angeles and places like San Francisco and Palo Alto (a.k.a. Silicon Valley), have also traditionally been receptive to Australians in more narrow practice areas such as commercial projects, project financing and intellectual property and technology practices. Given the very specialised nature of the work, far fewer Australians make it to these West Coast destinations. As small as the window may be, it will nevertheless still be open for those with an exceptional skill set, particularly in the IP and technology spheres.

Washington DC is another location that often elicits interest, but the market is far more difficult to crack for an Australian qualified commercial lawyer or litigator. The Washington legal market is very much driven by public sector clients and the work generally has a significant government focus. This, combined with its relatively small size makes it almost impossible for an Australian lawyer to enter directly from Australia. Those with their hearts set on a DC practice are usually advised to cut their teeth in New York and then come knocking, armed with quality US experience and a US Bar qualification or Masters.

These are currently the only three US jurisdictions in which Australian lawyers can work. The Bar requirements in the other states require certain units of study which can only be taken in the US. Some jurisdictions, such as Massachusetts, are in the process of relaxing these requirements though it is unclear when these reforms will take place.

US firms in the lateral Australian Market

The second step to finding your way to B is to understand why the level of interest in US firms here is not reflected in the number of ex-pat lawyers that ultimately find themselves practicing in the US. Overall, the number of Australian lawyers that successfully make the transition to New York is small compared to the overall outflow of lawyers from Australia to other locations.

Maciek Motylinski, a senior consultant at EA International, specialises in the cross-jurisdictional recruitment of Australian lawyers. He observes that in recent years firms like Skadden Arps, Milbank and White & Case have been amongst the most active in recruiting laterally in the Australian market. Yet even in the bull market of the 2005 to 2008 period, where recruitment levels were at their peak and Australian firms were haemorrhaging staff to foreign counterparts, each firm at the most took between 5 and 8 lawyers in total from this part of the world. Motylinski considers, this a very small percentage given the overall number of lawyers who take their careers offshore, totaling about 5% of international recruitment practices. Motylinski explains that the bar has always been set at lofty heights, with US firms seeking lawyers with a minimum of two to three years of experience coming from a top tier Australian practice, with a stellar academic background. Lawyers with experience across M&A, capital markets, banking and finance, commercial projects and litigation have been the most sought after, but still require first-rate experience from a leading Australian firm.

There are a variety of other areas within a lawyer's CV and background that leave them vulnerable to being nitpicked out of contention. And we haven't even got to the interview yet. In addition, the overall numbers are also limited by visa requirements for Australians looking to live and work in the US, which are prohibitive – although the introduction of the E3 visa, exclusive for Australians, allows 10,000 visas for Australians, making us slightly more attractive. Given the small numbers of roles and high level of competition it is no small feat to secure an interview, let alone an offer.

How the US firms hire

Unlike their UK counterparts, US firms have traditionally never recruited out of Australia at the graduate level, and (as you may have noticed) have not as yet been seen at any of the graduate fairs here. US firms traditionally take their first year lawyers from the elite US university JD programs and see no reason to supplement this with graduate level recruits from places such as Australia. Motylinski advises that students looking to eventually live and work in the US as lawyers are best served by first gaining top class experience with one of Australia's premier firms in the right practice area in order to position themselves for a lateral move at the two- to four-year level.

US firms have customarily hired experienced lawyers directly from Australia without the requirement of those lawyers actually being in the US, although it is always an advantage to meet firms face to face. Interviews are conducted via videoconference and a number of firms have conducted recruitment campaigns by sending partners out to Australia to perform interviews in person. Most US firms don't require Australian lawyers to have already have a New York or other US Bar qualification, particularly in their transactional practice groups. However, they will require Australian lawyers to sit the Bar Exams within 12 months to become fully qualified US Attorneys. In any case most firms will usually apply a level of discounting to Australian lawyers moving across to NY to take into account their lack of experience in the US and bring a level of equivalency with their US counterparts. As a rule of thumb, Australian lawyers can expect to have 12 months knocked off their Australian experience.

New York Bar Exams and Requalification Requirements

Firms will generally provide great assistance in terms of preparation for Bar Exams, including giving lawyers time off to prepare and making the process as smooth as possible.

Motylinski advises that most firms expect lawyers to pass the New York Bar Exam first go, so there is a little pressure, however the majority of lawyers he has assisted suggest that whilst there is a lot of information to get through, and the hours of preparation are long, the exam itself is not too arduous despite the pass mark being 75%. Your plans to live it up in during your first year away may be somewhat hampered by the reality that many lawyers moving across find themselves with a full-time workload and hefty work hours, as you would expect with a large Manhattan firm, only to be greeted by a full-time study schedule to prepare for exams once they have clocked off. Ouch.

Working in a US law firm

For Australians moving across to New York with a large US firm there are some adjustments to be made from a technical and practical point of view as well as cultural.

Motylinski observes of his major clients that although each firm has an individual culture, one thing that is common to the elite firms in New York is a commitment to excellence and client service. The corollary to this, particularly for transactional lawyers, is that the work hours can be long and arduous. The deal flow in the US and the sheer number of transactions some practices undertake from year to year is also larger than in other mainstream capital markets.

Whilst this is a big draw for lawyers looking to work on the biggest and most complex transactions in the world, it also means a higher intensity of work played out across longer hours. Australian lawyers will also have to come to terms with the US-centric way of structuring and facilitating various deals. In particular, Motylinski finds his candidates comment regularly about the archaic style of drafting in the US, which sits in stark contrast to the principles of plain English drafting promoted amongst law schools and law firms in Australia. However this is all part of the learning process and professional development, which in the end is what precipitated the move to a market like New York. Another point of difference is the nature of billing in the US compared to Australia. Generally lawyers have a target of between 1500 and 1700 hours annually, however it is important to note that lawyers generally have more leeway in the US to bill clients for travel time, thinking time and other less tangible services that would otherwise not be acceptable in Australia.

An Australian's perspective on practicing in the US

Simon Fitzpatrick completed his LLB with Honours from the University of Sydney in 2000 and completed a Harvard LLM in 2002. He completed the NY Bar and worked in intellectual property litigation for eight years, most recently at Ropes & Gray. He returned to Sydney mid-2010 to start at the Bar.

Why did you want to study overseas?

I wanted to study overseas because it seemed like a good way to experience life in another country and get a qualification that would be useful in Australia too. I applied to six law schools in England and America, and I ended up going to Harvard Law School to do a Master of Laws (LLM) because it offered the most courses in my area of interest – intellectual property. I then moved to New York to do IP litigation work in a law firm, and was there for eight years.

How did you get admitted to practise in the US and how difficult was it?

Each US state has its own qualification process but to practise in New York you need to pass the New York Bar Exam. I did the Bar exam after my LLM but the LLM wasn't a prerequisite – a three-year law degree from a common law country is enough, so I was eligible based on my Sydney University LLB. The Bar exam itself is two days of multiple choice, short answer and problem questions across about 25 subjects (constitution law, torts, contracts, property, etc). It requires a lot of study (basically two months full-time) but it's made easier by doing a preparation course that various companies offer. These courses are not cheap but if you have a job at a law firm lined up, the firm will pay for it (that's pretty much standard policy for all incoming lawyers).

How did working in a US firm compare with working in Australia?

I think the biggest difference is the expectation that your job will always be your first priority, which goes hand in hand with the fact that US law firm associates are paid substantially more than solicitors in Australian firms. Pretty much all law firms give their associates BlackBerrys (and have for about ten years), and you are expected to be available all the time – dinner plans, theatre tickets, even vacations give way if you are needed for the case or deal you are working on. I am sure that people work hard in Australian firms too, but things in New York are probably a little more intense.

Was your experience worthwhile?

Absolutely. Living in New York was fantastic fun and I learned a lot from my experience working in an American firm.

Would you recommend it to current students and for what reasons?

Definitely. You won't regret the time you spend living abroad and seeing how another society/culture/economy/country works. It can only expand your horizons and your perspective on life.



PRACTICING IN HONG KONG

What attract clients/lawyers to Hong Kong?

Many clients choose Hong Kong (HK) because it is the global financial market of Asia – where East meets West – and because it serves as a portal for many businesses to reach mainland China. Being one of the few true financial centres in the world, it is characterised by an established stock exchange, which lists some of the world's largest companies, and a CBD littered with high-rises. As the Chinese economy continues to grow, economic activity has also been on the rise. With Chinese companies increasingly looking to be listed on the more mature HK stock exchange, HK has become a hub for investment into China. Naturally, law firms also seek to enter the HK market, as there is always plenty of work for lawyers. For legal practitioners, HK offers a vibrant lifestyle, a selection of prestigious firms, high quality of work and a great salary package. There are also many multi-national transactions, travel opportunities, as well as superb dining and shopping experiences.

If you love a fast-paced lifestyle, HK is the place for you.

How reliable is Hong Kong's legal system?

HK has a well-established common law system, which so far has seen little influence from the mainland Chinese system. Accordingly, most legal principles are similar to those in Australia, with some statutes completely replicating Australian counterparts. The legal system is robust and invariably adheres to the rule of law. Further, all legal documents are drafted in English. Where there is inconsistency between the English and Chinese version of a legal document, the former will prevail.

How is working in Hong Kong different from working in Australia?

The working environment involves longer hours and a faster pace, and juniors are expected to pull their weight. But at the same time, this will mean that juniors are exposed to more difficult work earlier on. There is also a much stronger international vibe, as lawyers come from all over the world to work in HK on a daily basis. Most cases have an international aspect, because either a party or the governing law of a contract is international. As a result, a typical working day may involve briefing counsel in London, followed by calls to clients in Japan, etc. One intern stated that there was never "one type" of person, and it was refreshing to work with people who came from such a diverse range of backgrounds.

Advice for interested lawyers from Australia

Most students said HK is definitely for the young and ambitious. As good as it sounds, the process of getting admitted into HK can be quite lengthy. Before starting the two-year trainee program, Australian students interested in working in HK will need to sit conversion exams as well as study full-time for one year to pass their Postgraduate Certificate in Laws (PCLL). Although not compulsory, a working knowledge of Chinese law is very helpful.



PRACTICING IN SINGAPORE

What attracts clients/lawyers to Singapore?

For clients, the stable political situation of this small nation is a strong driving point. Singapore also has a reputation for strong corporate governance and, as such, many reputable financial institutions have set up operations in Singapore. There are a large range of sophisticated financial services, and developed capital markets with sufficient funds. Singapore is also the trading, telecommunications and transportation centre of Asia. The port of Singapore is currently the world's biggest and busiest container port.

For lawyers, Singapore offers a safe and pleasant working and living environment, as well as opportunities to work on high-profile cross-border transactions. Contrary to popular belief, Singapore's first language is English – therefore all transactions are done in English.

How reliable is the Singapore legal system?

Despite its roots in English law, Singaporean law has now evolved into a distinctive jurisprudence. Developments in the law reflect an acute awareness of the need to recognise and accommodate current international business and commercial practices. With respect to commercial matters, the Singaporean courts have a reputation for impartiality and fairness. Singaporean law firms have consistently been ranked among the top in Asia in prominent legal publications such as Chambers & Partners and The Legal 500. The legal system in Singapore has also received numerous international accolades for its efficiency and integrity. Consequently, Singapore is now widely recognised as a leading legal hub in Asia.

How is working in Singapore different from working in Australia?

Lawyers in Singapore are part of a 'fused profession', in that they act as both a solicitor and an advocate (although they do specialise in litigation, conveyancing or corporate law). The initial working hours are tough (around 50-80 hours a week) and the initial pay rate is around A\$40,400 to A\$80,700 per annum. After around 5 years, depending on the circumstances, the pay rises to approximately AUD\$80,700 to AUD\$161,300 per annum. To get called to the Bar in Singapore, you must have graduated from an approved university, (the University of Sydney is approved), have completed pupillage and have successfully passed the Bar Exam.

Advice for interested lawyers from Australia

Singapore is a good place to live in because of its safe environment and relatively low cost of living when compared with Australia. It is a thriving cosmopolitan city with a multiplicity of culture, language, arts and architecture. The transport system is world class and efficient, and the choice of food and shopping spans a wide range. From a career advancement perspective, working in Singapore generally provides an opportunity to work on the cutting edge in high profile deals in the Asian market.



PRACTICING IN KOREA

What attracts clients/lawyers to Korea?

Korea is one of the original 'Asian tigers', and as a market it has become modernised in an extremely short period of time. It is wedged in the geopolitical epicentre of the new world, uniquely positioned near China, Russia and Japan. As an investment destination, it offers foreign investors the growth profile of an emerging market without the wild instability of a still-burgeoning China, or the stagnant returns of a debt-laden Japan.

It is also a forerunner in terms of research and development, as well as a highly underrated producer of design and technology. Brands such as Samsung, LG and Hyundai are examples of such Korean corporations.

How reliable is the Korean legal system?

Korea works under a civil law jurisdiction and thus there is a certain prescriptive and uniform manner in which the laws are applied to factual cases. For foreign investors concerned with the legal protection of their Korean investments, Korea is a signatory or contracting party to the major international trade treaties, such as the United Nations Convention on Contracts for the International Sale of Goods (CISG) and international arbitration treaties such as the International Council of Societies of Industrial Design (ICSID).

The one area where Korea's legal system requires improvement is in enforcement of the rule of law. However, recent interns note the intention of the Korean Government and legal profession to entrench the rule of law to the same extent as jurisdictions such as Australia.


How is working in Korea different from working in Australia?

The management style in Korea is generally a lot more hierarchical than Australia – probably because of the nation's Confucian roots. Lines of communication and external demonstrations of respect and formality are therefore extremely prominent. It is also very important to know other colleagues' official positions and to refer to them by their correct title. Business transactions in corporate Korea are based less on prescriptive, arms-length engagement and more on unwritten conventions of Korean business relationships. Written commercial contracts may be shorter than those one would see in Australia. And as with most Asian countries, office hours of lawyers in Korea tend to be longer than those of their counterparts in Australia.

Advice for interested lawyers from Australia

Interested lawyers have to be prepared to take on client responsibility as the English spokesperson on deals, and to experience frustration at having to manage day-to-day legal work that is at a level or two below what you would be asked to do in Australia. There is also a lot of translation work involved in a Korean law firm – this means some poorly translated legal documents that will require your patience and ability to reword them into English. As with most Asian countries, be prepared to work hard and to learn about a culture completely different from the one in Australia.



A close-up photograph of two hands holding a pen over a document. The hands are positioned as if about to sign or write on the paper. The document is slightly out of focus, showing some text and a table. The lighting is warm and focused on the hands and the pen.

Commercial Law

Domestic Opportunities

Address:
Level 7
1 Alfred Street
Sydney 2000

Contact person: Sarah Harris
Telephone: 02 9373 7711
Email: sarah.harris@allenoverly.com

Number of lawyers: 140
Number of partners: 21

Office locations:
We have 36 offices in 26 countries. These include Abu Dhabi, Amsterdam, Antwerp, Athens, Bangkok, Beijing, Bratislava, Brussels, Bucharest (associated office), Budapest, Doha, Dubai, Dusseldorf, Frankfurt, Hamburg, Hong Kong, Jakarta (associated office), London, Luxembourg, Madrid, Mannheim, Milan, Moscow, Munich, New York, Paris, Perth, Prague, Riyadh (associated office), Rome, Sao Paulo, Shanghai, Singapore, Sydney, Tokyo and Warsaw.

Areas of practice:
Our Australian offices operate in all aspects of banking and finance, corporate/M&A and capital markets across a range of sectors. We provide clients with the extensive resources and award-winning expertise of our global team, seamlessly delivered in Australia via our local experts.

ALLEN & OVERY

About the Firm

What sets this firm apart from others?

Allen & Overy is a premium firm that capitalises on opportunities. Our decision to establish a presence in Australia rested largely on the increasing importance of this market in the global and Asia-Pacific economies. Clients increasingly need global service providers and we are currently one of the only firms in Australia able to provide an integrated regional and global offering. We saw the opportunity to offer the market a unique service, a focused practice combined with the ability to offer a single sign off across key international jurisdictions.

How does the firm encourage employees to grow their potential?

Allen & Overy is one of the best legal practices in the world for high quality training and development, where a powerful learning culture creates an exciting and challenging place to work.

Throughout a career with us, you will enjoy a world of learning that ensures your legal expertise is cutting-edge and you possess the skills to provide exceptional service to clients. We will also ensure your personal development through programs which explore skills such as leadership and team building. We constantly look for creative ways of training and during your career you will have the opportunity to attend global programs to meet colleagues and learn in a diverse and creative environment.

Simply put, at Allen & Overy we never stop learning.

What does the firm look for in a potential employee?

We realise that each applicant brings their own unique skills and qualities. However, we do look for certain characteristics. Applicants for a seasonal clerkship should be in their penultimate year of an Australian law degree and should have excellent academic results. Beyond this, we want to see evidence of teamwork, communication skills, planning and organisation, problem solving, commercial awareness and commitment to a career in law and a career with Allen & Overy.

ALLEN & OVERY

We saw the opportunity.

Can *you* see the opportunity in us?

The globalisation of commerce is having a major impact on the provision of legal services. The emergence of new markets means that now, more than ever, clients are looking for internationally capable lawyers – people who combine legal and commercial expertise with the ability and the resources to operate in multi-disciplined, cross border teams. Is that the kind of lawyer you want to be?

It is almost a year since Allen & Overy was the first global elite law firm to commence operations in Australia. The response to our arrival has been overwhelming and we are continuing to grow. We are looking to recruit summer clerks and graduates, who want to develop their careers on a global scale.

Joining Allen & Overy means playing a part in a diverse, international team spanning a network of 36 offices in 26 countries, tackling challenges in established and emerging markets and helping the firm continue to set the pace in a rapidly evolving legal landscape.

If you are interested in starting your career with the firm setting the pace in the legal industry globally, who can offer you a world of opportunity, please visit:

www.allenoverly.com/careers



Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Our preference is that students applying for a summer clerkship are in their penultimate year.

What work does the firm offer a clerk?

During your clerkship with us, you will have the opportunity to undertake two rotations; each in a different practice group. You will be involved in a variety of interesting matters and work with lawyers at all levels, as well as undertaking a mock transaction and a mock pitch to a potential client.

How do students apply for a clerkship?

Please visit www.allenoverly.com/careers and search for Australia. You will need to complete the online application, attaching your CV, covering letter and academic transcript.

Applications will be accepted from 23 June - 22 July 2011

Interviews will take place from 22 August

Offer of clerkships will be made on 23 September

Personal Profile

Alison Cranney

University of Sydney student and Summer Clerk, Allen & Overy, 2010-2011

I've always been a last minute person. And true to form, the night clerkship applications were due I was two red bulls deep and pumping out cover letters at a dizzying speed. With exactly four minutes left on the clock before the midnight deadline, just moments before the firm's virtual mailbox slammed shut, I slipped through an application to Allen & Overy. Lucky I made it, because submitting that application turned out to be one of the best decisions I've ever made.

Why Choose Allen & Overy?

There are many fantastic commercial law firms in Sydney, and as a student at the application stage, it can be difficult to differentiate between them. Here are the reasons why Allen & Overy came out first for me:

1. Delightful people: from the moment I stepped into reception for my first interview, the people I encountered at Allen & Overy impressed me as warm, friendly and down to earth. The junior lawyers were quick to include me in their after work social activities. The partners' doors were always open, and whenever I had to interrupt someone with a question I was always made to feel welcome. The firm has a very collaborative and non-hierarchical culture, which made it easy to feel at home.

2. Work experience in Asia: the firm sent all its clerks overseas for a week to work in one of Allen & Overy's Asian offices. It was a fantastic opportunity to obtain experience working overseas, and a get real taste of international legal practice. Clerks had a fabulous array of destinations to choose from including Tokyo, Beijing, Shanghai, Singapore, Hong Kong, Bangkok and Jakarta. I went to Hong Kong and assisted the regulatory group in drafting a paper

on recent developments in Hong Kong's privacy law. An unforgettable experience which no other Sydney firm currently offers to its clerks.

3. Small firm mentoring, big firm resources: Allen & Overy's Sydney office is medium sized, about eighty lawyers. That means that clerks have more direct contact with senior lawyers and partners than they might have in a larger firm. There is no danger of getting lost in the crowd. On the other hand, Allen & Overy is a magic circle giant and its Sydney office draws on the firm's huge international network of training resources, precedents, and expertise. The Sydney office also has the client list of a big firm, acting for the premier investment banks, financial institutions, and blue chip companies. Allen & Overy brings the best elements of big and small firms together.

4. Challenging work and fantastic training: during the clerkship I worked on a wide variety of corporate and banking law matters, relating to tax avoidance, competition, insolvency, insider trading, and syndicated lending. Before the clerkship, I hadn't heard of any of these things and didn't know what they were. I would have been out of my depth, except that the lawyers consistently made a point of explaining the legal background of every task they assigned me, and giving me thorough feedback when I had completed it. I felt that they were genuinely interested in training me, not just in delegating work. The learning curve was steep, but I learnt an enormous amount which was extremely satisfying.

The Clerkship Experience

During the clerkship I completed three rotations. In Australia I worked in the banking and corporate groups, and in Hong Kong I worked in the regulatory group. The three rotations gave me exposure to a wide variety of local

and international transactional work, advisory work, and an opportunity to work with several different partners and their teams. I was struck by the amount of responsibility I was given, even early on in the clerkship. As a sample, my tasks included attending client meetings, conducting research on unsettled areas of law, drafting memoranda and advice for both Australian and overseas offices, and conducting the last proof read of documents about to be signed. I never got the sense that the lawyers were creating work to keep me busy, and it was a real thrill to see that documents of which I created the first draft were ultimately billed and sent out to clients with my name credited.

In addition to billable work, the clerks participated in an extensive training and development program. Each week a different partner conducted a two hour seminar on their practice area for the clerks. These seminars were invaluable and greatly deepened my understanding of many areas of commercial legal practice. The clerks were also given two mock tasks which were designed as training exercises to hone our research, presentation and negotiation skills. The first was a mock pitch. The clerks were split into teams and had to pitch against each other for work on a fictitious bank panel (actually comprised of partners from the firm). The second task was a mock company sale transaction. The clerks were split into three teams of lawyers, acting for the bank, the seller, and the buyer

respectively, and had to negotiate the terms of the relevant contracts with each other. The partners, the Human Resources and Business Development departments as well as many other people across the firm expended a huge amount of time and effort in creating and adjudicating these training activities, which is a testament to the firm's commitment to providing training which is second-to-none.

The clerkship also entailed a whirlwind of social activities to attend! We were treated to an excursion to a client's mine in Newcastle, and enjoyed attending weekly drinks and sport with the clerks from other firms. During the couple of weeks before the Christmas break, I found myself celebrating much more than I was working because every team I had worked with made the effort to include me in their revels. After the firm wide Christmas party at Cargo Bar, the corporate barbecue in Centennial Park, the corporate dinner at the Boathouse, the banking party at Sailor's Thai, the second banking party at the Rocks, and the tax drinks at Ivy Pool bar, I was thoroughly partied out and many of my colleagues had become my friends.

My clerkship at Allen & Overy was engaging, stimulating, challenging and fun. I felt that I became part of the team and that my work was valued. If that's what you're looking for, then Allen & Overy is the firm for you.



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

Contact person: Megan Bolton
Telephone: [02] 9230 4832
Email: Megan.Bolton@aar.com.au

Number of lawyers: 870
(international)

Number of partners: 187 (international)

Office locations:

Allens has a strong national and regional presence with fifteen offices throughout the Asia Pacific region. We have four national offices in Sydney, Melbourne, Brisbane and Perth, and another 10 international offices in Bangkok, Beijing (two offices), Hanoi, Ho Chi Minh City, Hong Kong, Jakarta, Port Moresby, Shanghai and Singapore.

Areas of practice:

Corporate; Energy & Resources; Real Estate; Communications, Media & Technology; M&A and Capital Markets; Financial Services & Projects; Banking & Financial Services; Tax; Projects; Litigation & Intellectual Property; Commercial Litigation & Dispute Resolution; Corporate Insolvency & Restructuring; Insurance & Reinsurance; Intellectual Property & PTA.

ALLENS ARTHUR ROBINSON

About the Firm

What sets this firm apart from others?

What makes Allens different from our competitors? It's technical excellence combined with commercial insight. It's the ability to take the most complex questions and provide the clearest answers.

Our lawyers unashamedly love the law. But we understand clients don't want pages on what legislation says. They want succinct answers that achieve their commercial aims. To achieve this, we use our intellectual creativity to distil complexity and provide clear-cut solutions.

Tell us about an interesting new project the firm is currently working on

Our Reconciliation Action Plan (RAP) focuses on the development of relationships between Indigenous and non-Indigenous people, the fostering of respect and the creation of opportunities.

Our firm has long-standing relationships with many Indigenous communities and organisations around Australia. In the first year of our RAP we have built on these relationships and relied on them to deepen our understanding and increase the impact of our work in relation to Indigenous rights, access to justice and Indigenous enterprise.

What other benefits and activities, aside from work, does the firm offer?

Sports and social events are an important part of your working life – they bring people together in competitive and non-competitive events, with an emphasis on fun, participation and getting to know your fellow colleagues. Allens offers a range of benefits and activities including gym memberships, sports teams and firmwide competitions.

Does the firm engage in pro bono or volunteer activities?

For many years, our firm has built close relationships with many charities and has supported them through personal engagement, direct financial support and the provision of pro bono legal assistance.

How does the firm encourage a work/life balance?

We look after our people, structuring work around them where we can and aim to provide a range of social and sporting events, staff benefits and support.

How does the firm encourage employees to grow their potential?

We are committed to providing opportunities that help build your CV. We understand that your growth depends not only on the options we provide you with but also on how we support you in finding and fulfilling them.



It's amazing what a **DOODLE** can reveal:
Imagination... Interests... Intelligence. In short,
the things we look for in our lawyers.
If that sounds like you, give us a call
or visit our website.

aar.com.au/careers

Allens Arthur Robinson

CLEAR THINKING



What does the firm look for in a potential employee?

Imagination Interests Intelligence

At Allens, you will find yourself working alongside colleagues from varied backgrounds. Although our teams are made up of people with countless individual differences and life experiences, common to each of them is the ability to distil simplicity from complexity and to provide clear solutions to our clients. We want people who want to excel and to fulfil their potential. The three key things we look for are:

Imagination: we are a firm of multi-dimensional individuals and teams. We celebrate diverse perspectives and aim to attract individuals who will add to the unique fabric of our firm.

Interests: imaginative people often have varied interests outside of the law and exciting opportunities available to them. Our policies support employees who seek high-quality work, along with time for outside interests.

Intelligence: we value excellence in all that we do. We want people who strive to do their best. We look to recruit people who are not only technically excellent, but also capable of building strong relationships with colleagues and clients to deliver a commercial and solution-driven approach. We look for people who are innovative and creative, and will thrive in our environment.

Do you intend to offer clerkships to students outside their penultimate year?

We recruit our summer clerks to be our future graduates. It is for this reason that we only offer clerkships to penultimate year students.

What work does the firm offer a clerk?

As a summer clerk, you will work with our lawyers as a valued member of a legal team. You will participate in an orientation program, including library and research courses, skills development seminars, Continuing Legal Education seminars, departmental and practice group meetings and performance reviews. You will have the opportunity to participate in pro bono work and there is also a social aspect to the program.

How do students apply for a clerkship?

Please apply via our online application system at www.aar.com.au/careers.

2011 Clerkships

23 June - Applications open

22 July - Applications close

22 August - Interviews commence

30 September - Offers made

5 October - Offers must be accepted/declined

Late November - Summer clerks commence.

Does the firm take graduates directly?

In our Sydney office, we recruit the majority of our Graduates via our Summer Clerkship program.

What is the typical progression path of graduates within their respective team(s)?

Law graduates spend their first two years rotating through two practice groups that are ideally in different departments. Gaining extensive first-hand experience in two different practice groups can help you decide the area that you'd like to work in on a longer-term basis. We believe that our 12-month rotation program provides a comprehensive, rather than superficial, knowledge of each practice area, giving graduates an opportunity to develop strong relationships with partners and other lawyers in the practice group. At the end of their second rotation, our lawyers may choose to specialise or complete a third rotation in another practice group.

Anticipated graduate intake for this year

Our intake of graduates has been finalised for 2012.

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

Expressions of interest can be submitted via our online application system at www.aar.com.au/careers.

BAKER & MCKENZIE

About the firm

Baker & McKenzie was conceived and built as a global law firm, so thinking and working globally is embedded in our culture. Baker & McKenzie was formed in 1949 when an entrepreneurial Chicago attorney, Russell Baker, met the litigator, John McKenzie. McKenzie shared Baker's vision of creating the world's first multicultural, global law firm. The Firm's second office was opened in Caracas in 1955. Our Australian story began in Sydney in 1964 and the Melbourne office was opened in 1982. Six decades later, Baker & McKenzie now has 68 offices in 40 countries.

With 90 partners and 270 lawyers in Sydney and Melbourne, Baker & McKenzie Australia can offer you access to complex, market-leading matters working with some of the world's best legal minds – people who know the law and who understand business.

We have an unrivalled ability to provide training and secondment opportunities across our global network. Locally, we have an inclusive culture of learning, coaching and opportunity where you will work in small teams on matters that often cross borders. We value people who think ahead and get noticed.

Tell us about an interesting new project the firm is currently working on:

We were the first law firm to establish a dedicated Climate Change team, more than a decade ago. Led from Sydney, the team continues its truly global practice, leadership and capacity building in 2010. We have worked with the Global Carbon Capture and Storage Institute here in Sydney, with Austrade and others on a review of Clean and Renewable Energy Market Opportunities in Korea and Australia, and with the Australian Solar Institute on a Global Benchmarking Report of Solar RD&D Funding Sources and Models. We continue to partner with the ANU Centre for Climate Law and Policy, of which Baker & McKenzie is the founding sponsor, to drive the development of the laws that will address human's adaptation to climate change. In 2010 we worked with governments in Australian and across the world to develop climate change legislation, and advised the World Bank, African Development Bank and host of other multi-lateral organisations in response to climate change.

Does the firm engage in pro bono or volunteer activities?

We care about the same things you do. Poverty, hunger and homelessness. The health of our planet. Social justice. Quality legal representation for all. We believe that connecting with the community and sharing one's skills and time with those in need are core professional responsibilities. In 2010, we billed about 10,000 hours of our lawyers' time to pro bono and over 80% of our lawyers and staff participated in one or more programs. As a clerk and graduate lawyer, you will work closely with other lawyers to run Pro Bono matters and you will have the opportunity to participate in our community service initiatives.

What other benefits and activities, aside from work, does the firm offer?

Being global is in our DNA. You will begin to build your global professional network straight away through exposure to international clients and colleagues. Clerks who have accepted a graduate role with us are eligible to apply for an International Clerkship, with the opportunity to work for up to 4 weeks in one of our overseas offices in the year following their clerkship. After 12 months, you may apply to work in one of our Asia Pacific offices for up to three months as part of the Asia Pacific Secondment Program—a chance to build new skills in another jurisdiction and continue to build

Address:
Level 27, AMP Centre
50 Bridge Street
Sydney NSW 2000
Australia

Contact person: Posy McGrane (Talent Management Consultant – Graduates)
Telephone: +61 2 8922 5482 (Direct)
Email: posy.mcgrane@bakermckenzie.com

Number of lawyers:
Australia: 270
Firm-wide: 3,750

Number of partners:
Australia: 90
Firm-wide: 1,355

Office locations:
Baker & McKenzie is an instinctively global law firm. Our Australian practice is the fourth largest in our network of 68 offices in 40 countries around the world.

Areas of practice:
Baker & McKenzie's key Australian specialise areas – set out below – cover a broad range of expertise:
Banking & Finance; Employment & Industrial Relations; Financial Services & Structured Transactions; Private Equity; Capital Markets; Energy, Resources, Infrastructure and Corporate; Hotels, Resorts and Tourism; Taxation; Commercial Real Estate; Environmental Markets; Intellectual Property; Technology, Communications and Commercial; Construction; Mergers & Acquisitions; Dispute Resolution and Litigation

your global network of colleagues. Later in your career, you will be eligible to spend up to two years in another office anywhere in the Baker & McKenzie network through the Associate Training Program. We want you to thrive, locally and globally.

How does the firm encourage a work/life balance?

Baker & McKenzie is committed to ensuring a healthy work/life balance for all staff. As part of this commitment, the Australian offices offer a range of policies and programs designed to enhance the work/life balance of all staff. Our "Finding Your Balance" program includes a range of workshops and sessions available to all members of the Firm. Past areas of focus include Health & Fitness, Family, Mental Health, Sustainability and Happiness.

The Firm has an established Diversity and Flexibility Committee and its current main areas of focus are culture of inclusion, flexibility, parental /carer's responsibilities, and women achieving their potential. The Firm recognises the need to provide greater flexibility for its employees, and acknowledges that employees' personal needs may require flexibility in their work arrangements. The Firm endeavours to accommodate the carers' responsibilities of all staff.

How does the firm encourage employees to grow their potential?

Baker & McKenzie's world-class learning programs will help you develop as far and as fast as your talents and drive will take you. We offer great learning programs and study support to help you, and a culture that values and encourages mentoring and coaching as an essential, everyday activity.

Our development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker & McKenzie. It is the product of a careful study of our clients and lawyers' views about what success looks like at our Firm. A living document, the Development Framework shapes the way we recruit, select, develop, manage and promote our lawyers. For you, the Development Framework 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 professional development curriculum based on the Development Framework. We pay serious attention to black letter law for both junior and senior lawyers while also offering practice-specific skills and knowledge development at the local, regional and global levels. We encourage lawyers to build core professional skills from the beginning. For example, our communication programs include a focus on clear, powerful business writing and effective speaking. We also offer formal and informal mentoring and coaching programs at all levels.

We recognise the importance of on-the-job learning. This is why the career paths of our graduates and lawyers typically include early opportunities to contribute to large and complex matters, secondments to clients, and interstate and overseas experience. This is also why we are so pleased to offer rich legal and client skills development to lawyers through our Pro Bono and Community Service Program.

What does the firm look for in a potential employee?

Our Graduate and Summer Clerkship programs are designed for people who enjoy a challenge and seek new opportunities; who have sound academics and are practical in their approach; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas; and who seek a friendly and inclusive culture that encourages making a difference to our local and global communities.

Do you intend to offer Summer Clerkships to students outside their penultimate year?

In Sydney, we offer Summer Clerkships only to students in their penultimate year. You may apply to join our Summer Clerkship program for 2011-2012 if you are legally entitled to work in Australia and if you are enrolled on 30 June 2011 in a law degree or equivalent that will qualify you for admission as a legal practitioner. You must also have at least two, but no more than four, whole semesters to complete in order to obtain a law degree, and must not have already held a Summer Clerkship.

Anticipated Summer Clerkship intake for this year

In Sydney, we tend to have between 15-20 Summer Clerks.

What work does the firm offer a Summer Clerk?

Right from the start, our clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, mini-client secondments, shadowing, research and other everyday activities within your assigned practice group.

Our clerks work closely with other lawyers and, in each rotation, are guided by a Supervising Partner and Associate 'Buddy'. You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for seasonal clerks, as well as firm-wide sessions.

Clerks who accept a graduate role with the Firm are eligible to apply for an International Clerkship, with the opportunity to work for up to four weeks in one of our overseas offices in the year following their clerkship.

In Sydney, the Summer Clerkship Program runs from late November to February each year with clerks completing two rotations over the 11 week period. We tend to have between 15-20 clerks in our Sydney program. In Melbourne, the Seasonal Clerkship Programs run for four

EXPLORE OUR WORLD

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

Our difference is in our global platform — none is bigger. It is in the scope of our practice — none is broader. It is in our client list — a who's who of global business.

Join an entrepreneurial firm where new ideas and innovation are expected. A place where you will exchange rich local insights and knowledge with the best legal minds from all over the world — people who know the law and who understand business.

Our global reach will open you to an extraordinary career in the global economy. And our world-class learning programs will help you develop as far and as fast as your talents and drive will take you.

Ready to explore our world?

Gemma Hudson in Melbourne
+61 3 9617 4226

Posy McGrane in Sydney
+61 2 8922 5482

www.careers.bakermckenzie.com

BAKER & MCKENZIE

weeks in both July and December. We generally take 10-12 clerks in each intake.

Applications for seasonal Summer Clerkships should be submitted online at www.cvmail.com.au and should include a cover letter, details of your work experience, extra curricular activities and interests as well as academic results.

Key dates for 2011:

Applications open: Thursday 23 June 2011

Applications close: 5.00pm, Friday 22 July 2011

Offers: From Friday 30 September 2011

Summer Clerkships start: Late November 2011 until mid February 2012

Does the firm take graduates directly?

Our Sydney office recruits graduates directly from the Summer Clerkship pool and then on an ad hoc basis as required (applications or expressions of interest can be submitted through the Career Opportunities page on our website). Our Melbourne office participates in the priority offer system where, to be eligible for a priority offer, candidates must have completed a Seasonal Summer Clerkship or 30 days paralegal work with the Firm during the past two years.

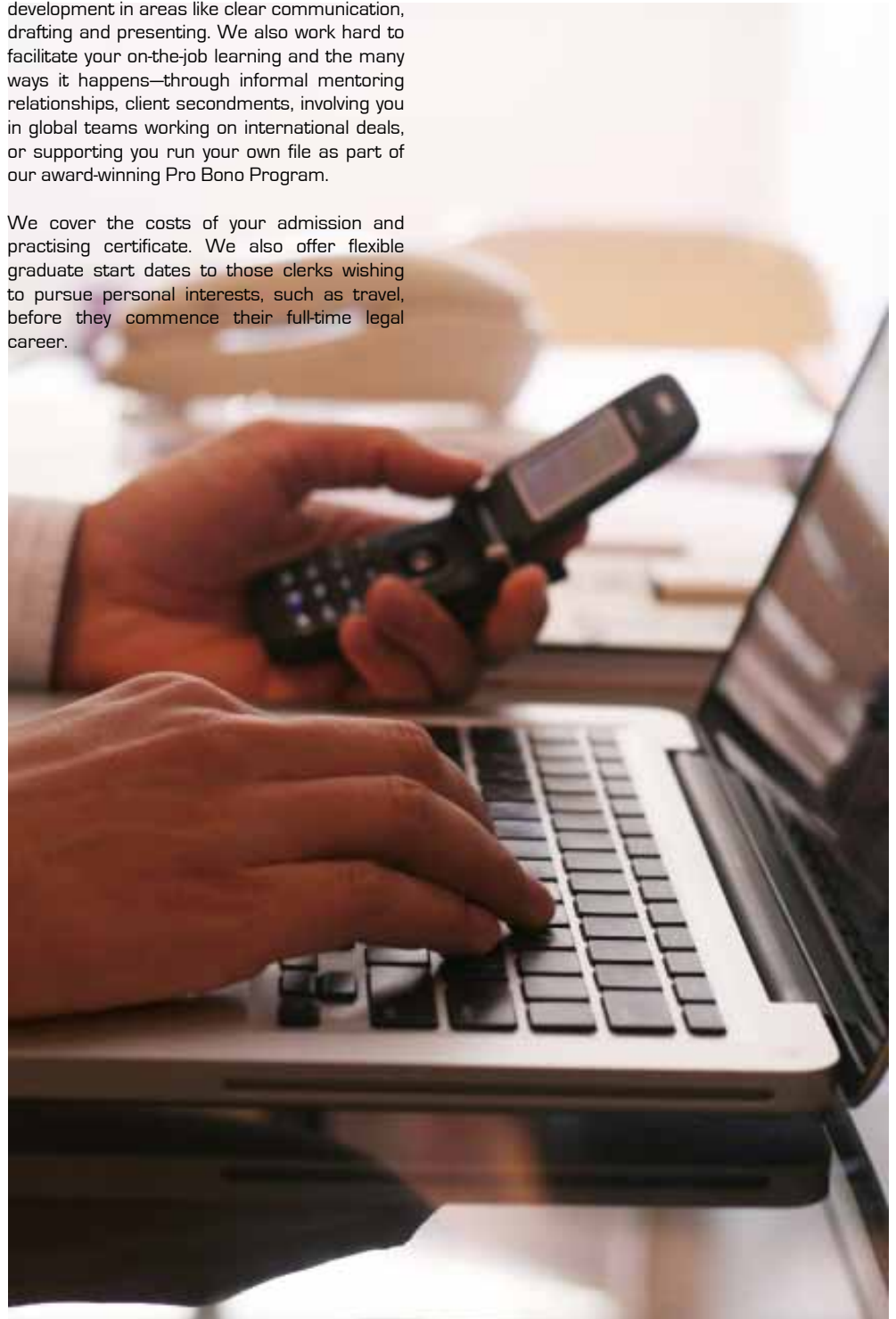
What is the typical progression path of graduates within their respective team(s)?

Graduates in Sydney complete three rotations over 24 months and in Melbourne they complete three rotations over 18 months before they join a particular practice as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

At Baker & McKenzie, we have a deep commitment to your development. We work with each graduate to create a tailored development plan and career goals. To help you reach your goals, we offer tailored learning opportunities—from seminars on core legal topics to skills

development in areas like clear communication, drafting and presenting. We also work hard to facilitate your on-the-job learning and the many ways it happens—through informal mentoring relationships, client secondments, involving you in global teams working on international deals, or supporting you run your own file as part of our award-winning Pro Bono Program.

We cover the costs of your admission and practising certificate. We also offer flexible graduate start dates to those clerks wishing to pursue personal interests, such as travel, before they commence their full-time legal career.



Personal Profile

Edwina Tidmarsh

University of Sydney student and Summer Clerk, Baker & McKenzie, 2010-2011

I honestly could not have had a more enjoyable or rewarding summer clerkship than the one I had at Baker & McKenzie. This could have been because of my daily exposure to the Firm's global capabilities and networks, the innovative and diverse work I undertook, or simply the friendly and inclusive dynamic I enjoyed with colleagues and fellow summer clerks. Regardless, Baker & McKenzie was undoubtedly the perfect fit for me.

International experience

While the choice of firms in the summer clerkship application process can be overwhelming, I believe the unique package offered by Baker & McKenzie is difficult to surpass. As well as being a strong competitor in Sydney and Melbourne, its position as a global law firm, with 68 offices in 40 countries, provides a plethora of opportunities – not only to work with colleagues from offices abroad, but also to participate in one (or more) of its many international mobility and training programs. While this was particularly attractive for me, with the option to combine my passion for foreign languages with commercial law, the globalised nature of commercial law today ensures the Firm's broad practical appeal. The international opportunities on offer are extensive. Summer clerks can spend four weeks in any of the Firm's overseas offices as an international clerk, junior lawyers can undertake a three-month secondment to any of the Firm's Asia Pacific offices and more senior lawyers can complete a longer secondment in any of the Firm's overseas offices.

Innovative work

The matters I was involved in, and the extent of my involvement, really gave me a strong feel for work in a commercial law firm. Summer clerks undertake two five-week rotations – my own being in the Intellectual Property and Pro Bono Groups – which were long enough to provide me with a strong grasp of both areas of practice. Far from being glued to the photocopier, I was constantly involved in the matters of my supervising partner. I also shared an office with him, which facilitated my on-the-job learning. I could not have had a more impressive way to start my summer clerkship than my own: becoming involved in a copyright assignment case. My experience in the area's commercial and transactional aspects has spawned a greater interest in intellectual property law and I am currently undertaking two electives – 'Copyright' and 'Trade Marks' – as part of my final year.

Opportunity to undertake a pro bono rotation

The opportunity to apply for a five-week rotation in the Pro Bono Group is a distinctive part of Baker & McKenzie's Summer Clerkship program and an experience that was invaluable. Working as part of a much smaller team, I was given a considerable amount of independence to manage individual files for the Cancer Patients' Legal Service, and to attend the Homeless Persons' Legal Service Clinic at the Oasis Youth Centre each week for their Drop-In Legal Service. As well as the highly rewarding nature of the work, I enjoyed the direct and frequent contact with clients and found that the work developed my legal writing and communication skills.

Client secondment

Another unique aspect of the Baker & McKenzie summer clerkship is the client mini-secondments, whereby each summer clerk can elect to spend up to a week on secondment at one of the Firm's clients. As I was in Pro Bono, I was able to attend the Cancer Council's Cancer Patients' Legal Referral Service, taking client calls and undertaking general research. It was fabulous to work with in-house counsel and see the other side of referral work, which greatly complemented the rest of my rotation.

Strong culture of friendliness and support

It is the combination of the highly supportive environment and distinctive employment opportunities that makes Baker & McKenzie so appealing. The Firm's flat structure, thorough training programs and the approachability of its people really help foster an individual's growth and development. I enjoyed being a part of a smaller group of 17 summer clerks, which ensured we were involved together in all facets of clerkship life and we developed close bonds in the process. Whether it be sampling the many delights of the AMP food court, dressing up as sailors for the summer clerkship cruise or banding together to gain first place in the inter-firm summer clerkship social sport tournament (no thanks to my frequent forward passes in the touch game!), Baker & McKenzie's culture of involvement and support really sets the Firm apart.

In light of my highly enjoyable experience, both professionally and socially, I would recommend Baker & McKenzie as the ideal summer clerkship destination.

Blake Dawson

Expect MORE

FROM THE LAW

You've worked hard. Done well. You want it all.
And probably want it right now.

At Blake Dawson we have the billion dollar deals, great clients and everything you would expect at a top tier firm.

AND MORE

For us, more is an environment where your ambition is nurtured and supported by learning programs and partners with open doors.

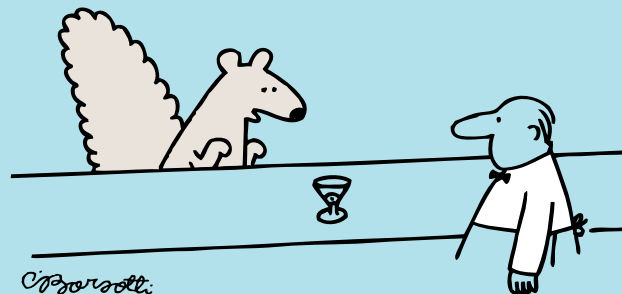
We believe it will make you a better lawyer. When you choose where to make your mark, choose to have more.

Ask us how.

Amy Foulcher
People Development Consultant
Graduate Programs
T 61 2 9258 6924
amy.foulcher@blakedawson.com

Applications open 23 June 2011
and close 22 July 2011

Visit our careers website
<http://careers.blakedawson.com>



"I thought it came with an acorn."

Level 36, Grosvenor Place
225 George Street, Sydney NSW 2000 Australia
T 61 2 9258 6000 F 61 2 9258 6999

WWW.BLAKEDAWSON.COM

BLAKE DAWSON

About the Firm

What sets this firm apart from others?

At Blake Dawson, we choose to champion our peoples' career development because we believe that providing a supportive environment makes you a better lawyer. Approachable partners, an open-door policy and one-on-one honest discussions all help you to develop quickly. As does our focus on mentoring, coaching and interpersonal skills.

Driven to deliver excellent outcomes, we bring a positive attitude and creative thinking to our clients' business issues. Our lawyers' ability to offer strategic counselling is strengthened by their direct industry experience. You'll have the opportunity to go on secondment with leading clients and to give something back to the community by carrying out pro bono work.

Tell us about an interesting new project the firm is currently working on

We have been acting for Lehman Brothers estate in the largest class action currently before the courts in Australia. Our role in acting on the defence of a Federal Court class action against Lehman Brothers Australia has been one of the firm's very largest matters in 2010/11. The class action has been brought by investors from across the nation (mainly local government bodies) who acquired interests in collateralised debt obligations (CDOs) that were promoted by Lehman Brothers (and its predecessor, Grange) between 2003 and 2008. It commenced in July 2010 in Sydney and has proceeded to trial on an expedited timetable. The first stage of the trial was heard over 4 weeks in March 2011 and will resume again in late May 2011. The case is likely to produce the first significant judgment on CDO investor claims internationally, with the liquidators of Lehman Brothers keen to obtain judicial guidance for wider application in the administration of the estate's other prospective CDO liabilities, and on the complex issues of apportionment, proportionate liability and the appropriate tests for applicable damages or other relief. Our team has also been involved in the design of a mass claims ADR process for other estate creditors who are not part of the class action.

Does the firm engage in pro bono or volunteer activities?

Blake Dawson has a strong tradition of pro bono work and since 1999 we have maintained a formal, national pro bono program. In 2007, we became a foundation signatory to the National Resource Centre's target, undertaking to perform an average of at least 35 hours pro bono work per lawyer per year. In the 2010 financial year, we exceeded this target by undertaking an average of 45 hours pro bono work per lawyer per year. We acted on over 640 in-house matters and assisted more than 1,500 people through our secondments, clinics and projects. Our pro bono practice has a focus on particular issues affecting people with intellectual disability or mental illness and their carers, Indigenous Australians and people and organisations in rural, regional and remote areas.

What other benefits and activities, aside from work, does the firm offer?

Summer clerks are able to participate in a wide range of sporting activities (eg touch football, soccer, netball, basketball, triathlons and participating in the City to Surf race as a member of the Blake Dawson team). We have complimentary gym membership available for all our summer clerks. There are also a variety of social functions organised for summer clerks in addition to the inter-firm sports competition and trivia night.

Address:
Level 36, 225 George Street
Sydney NSW 2000

Contact person: Amy Foulcher (People Development Consultant - Graduate Programs)
Telephone: 61 2 9258 6924
Email: amy.foulcher@blakedawson.com

Number of lawyers: 644 (approximately)

Number of partners: 171 (approximately)

Office locations:
Sydney, Melbourne, Brisbane, Perth, Canberra, Adelaide, Shanghai, Singapore, Tokyo, Port Moresby and an associated office in Jakarta.

Areas of practice:
Anti-Money Laundering; Asset & Structured Finance; Banking & Finance; Climate Change; Commercial Property; Company Law & Governance; Competition & Consumer Protection; Construction & Infrastructure; Corporate; Debt Capital Markets & Securitisation; Distressed Investing & Debt Trading; Employment; Energy & Resources; Environment; Equity Capital Markets; Financial Markets; Funds Management; Government; Health & Aged Care; Hotels, Tourism & Gaming; Infrastructure Projects; Insurance Advisory; Intellectual Property; International Arbitration; IT, Communications & Media; Legal Research Resources; Legal Technology; Leveraged Acquisition Finance; Litigation & Dispute Resolution; Mergers & Acquisitions; Native Title; Occupational Health & Safety; Private Equity; Product Liability; Project Finance & PPP; Property Finance; REITs; Restructuring & Insolvency; Retail Finance Services; Superannuation; Tax; and Workplace Training

How does the firm encourage a work/life balance?

At Blake Dawson we see the health and wellbeing of our people as essential to achieving our goal of being the best law firm in Australia, including the best place to work. Blake Dawson supports a work/life balance by providing complimentary gym membership, participation in numerous sporting teams, access to our MBF Corporate Health plan, flexible work arrangements and a flexible leave policy which includes additional leave, time in lieu and leave of absence provisions.

How does the firm encourage employees to grow their potential?

At Blake Dawson we want our employees to expect more from their careers and challenge themselves every day. We realise that success does not come overnight but over time with the support of on-the-job learning, mentoring and continued learning programs. We will help you to grow your potential by getting you involved in 'real' legal work during your summer clerkship and graduate program. We provide comprehensive learning programs which are tailored to specific practice teams and levels of experience. There are also bootcamp workshops for junior lawyers and orientation programs for lawyers making the transition to senior associates and partnership. We provide study support and leave of absence provisions for continuing your education with a Masters degree or other industry specific qualifications. In addition to this, we run a highly successful client and pro bono secondment program, because we realise that there is no better way for you to get an in-depth knowledge of our clients and their commercial and legal challenges than by working directly with them.

What does the firm look for in a potential employee?

We acknowledge and appreciate the diversity of skills and experiences brought to the firm by all of our people. We also recognise that bringing together people with complimentary strengths is more effective in achieving the best team-based outcome for our clients and our people.

We look for a number of abilities and strengths in our summer clerks that can be demonstrated in a variety of ways, for example at interview and through our application form. These are:

- The ability to build rapport with a range of people;
- The ability to work in a team-based environment;
- Academic capacity to excel;
- Demonstrated interest or expertise in a commercial legal environment;
- Willingness to learn;
- Resilience;
- Motivation; and
- A commitment to excellence in both work and client service.

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

We think the best advice we can give you is to understand yourself, your aspirations and those of the firm you are applying to. Do your research and actively seek out the firms which align with your personal values and goals. Understand what each firm is looking for and take the time to tailor your application to the firm's particular requirements.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

We have a preference for candidates in the penultimate year of their Law degree. We will also consider applications from non-penultimate year students who are unable to complete a clerkship during the normal timeframe. If you are a non-penultimate year student applying this year, please detail your circumstances in your covering letter.

Anticipated clerkship intake for this year

Approximately 30-35 summer clerks.

What work does the firm offer a clerk?

During the 12 week program you will complete two rotations in different practice teams. Because we focus on your particular areas of interest, you will have the opportunity to nominate your preferred practice areas in advance of the program.

You will assist with 'real' legal work and receive comprehensive training via our tailored summer clerk learning & development program. We'll involve you in client meetings, research, court visits, and whatever legal work is happening in your team. You may get the opportunity to go on a short client secondment and/or pro bono secondment. You will also be able to assist with various pro bono projects throughout the clerkship program.

An induction to the firm: Our comprehensive one week induction program provides an overview of the firm and an introduction to our knowledge, resources and expertise.

Opportunities for continuing learning for summer clerks: We provide a range of formal and on-the-job learning opportunities. These include practice team overviews, performance feedback, mentoring and coaching, the buddy program, Continuing Legal Education and the Blake Dawson learning & development program.

Performance appraisal and feedback: Our competency-based performance appraisal and development system includes an appraisal process for summer clerks at the end of each rotation. To help you learn as much as possible and grow from your experience, we deliver a session on how to get the most out of your appraisal discussion, to assist you in giving and receiving constructive feedback.

How do students apply for a clerkship?

Method of applying – Applications can be submitted via the Careers page of our website at <http://careers.blakedawson.com>. Please include a copy of your covering letter, CV and academic transcript.

Application deadlines – Applications open 23 June and close 22 July 2011.

Clerkship application process – There are two stages of interviews where you will have the opportunity to meet various partners, senior associates, graduates and members of the People Development team. Interviews will commence from Monday, 22 August 2011.

Graduate Recruitment

Does the firm take graduates directly?

Blake Dawson does not participate in the formal graduate recruitment process due to the success of our summer clerkship program. However we do recruit a small number of additional graduates on an ad hoc basis when the need arises.

What is the typical progression path of graduates within their respective team(s)?

Blake Dawson offers a 12 month graduate program which comprises three four-month rotations in different practice areas. Because we focus on your particular interests, you will have the opportunity to nominate your preferred practice areas in advance of the program. You will receive a two-week induction to the firm and each rotation begins with a tailored orientation to your practice team. The team meetings, CLEs

and one-on-one meetings with your supervisors and buddy will all help you to get involved in challenging work straight away. In addition to support and guidance from your practice team, we also provide you with a graduate learning & development and mentoring program to best prepare you for the transition from law graduate to lawyer.

Anticipated graduate intake for this year

We anticipate there will be approximately 31 graduates in our program this year, although this number may vary slightly.

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

We accept speculative applications for our graduate program throughout the year. Applications can be submitted via the Careers page of our website at <http://careers.blakedawson.com>. Please include a copy of your covering letter, CV and academic transcript.

Personal Profile

Amber Dalrymple

Summer Clerk, Blake Dawson, 2010-11

Areas of rotation: Intellectual Property, Communication & Technology and Litigation & Dispute Resolution

Having never worked in a commercial law firm before, I didn't know what to expect from a summer clerkship. I expected to be a small cog in a big machine, but was surprised to be treated as an individual and to have my clerkship tailored especially for me. Blake Dawson's summer clerkship was an inspiring and invaluable learning experience which exceeded my expectations from day one. The first week consisted of a thorough induction program. This was a great opportunity to get to know everyone and to learn of the fantastic resources and facilities on offer.

I completed two five week rotations in the Intellectual Property, Communications & Technology and the Litigation & Dispute Resolution teams. The supervising lawyers and partners always aimed to give me work that was in my area of interest. I was involved in a variety of different tasks from research for drafting advices to assisting in management of documentary evidence. During my first rotation I was fortunate to attend court for a defamation matter, as well as gain experience in the area of trademarks and domain names.

Midway through my second rotation, I was given the opportunity to go on client secondment, and spent a week at the Australian Centre for International Commercial Arbitration. International arbitration is a special interest of mine, and I was thrilled to gain some experience in the area. We were also taken on various client site visits which gave us an additional perspective on life from the client's point of view.

Throughout my clerkship at Blake Dawson I felt that I was being encouraged to grow both as an individual and as an aspiring lawyer. My time at the firm gave me an insight into the world of commercial law and provided me with opportunities and experiences which were tailored to my learning as an individual. I did not expect to meet so many people who were genuinely interested in my aspirations and my progress.

BROWN WRIGHT STEIN LAWYERS

About the Firm

What sets this firm apart from others?

Brown Wright Stein Lawyers is a boutique commercial law firm that specialises in working closely with owner-managed businesses and their advisors. We call this The Owner Managed Business Advisors (OMBA) Network and it's central to the way we work and sets Brown Wright Stein apart from other law firms.

In order to deliver brilliant results for clients, we work closely with members of their business family - accountants, financial advisers, property advisers and business bankers. Combining the perspectives of all these business advisors results in innovative and practical legal solutions. Through sharing perspectives with other advisors, we are able to ensure our advice integrates with our clients' overall personal and business needs.

Brown Wright Stein also has an enviable reputation in the areas of Estate and Taxation Planning, Employment Law and Insolvency.

Tell us about an interesting new project the firm is currently working on

The firm is undertaking a process using a strategic planning and management system used extensively in business, to align our business activities to the vision and strategy of the firm and monitor organisation performance against strategic goals.

Does the firm engage in pro bono or volunteer activities?

Brown Wright Stein has extensive experience in charity law and is actively involved with a number of charitable organisations including Windgap, Giant Steps Sydney, the Stroke Recovery Association, the IT Fund for Kids, the Australian Mitochondrial Disease Foundation, Mercy Aged Care and Mercy Community Services.

We draw on our experience across a number of areas of law including corporations, charitable trusts, taxation, employment, intellectual property and trust accounting in order to advise and assist charitable organisations. Brown Wright Stein takes the initiative in guiding charities through the legislative requirements to ensure each organisation is aware of the duties and responsibilities faced.

What other benefits and activities, aside from work, does the firm offer?

Brown Wright Stein sponsors an international conference each year. Our lawyers have the opportunity to attend the conferences based on their performance and commitment to the firm.

How does the firm encourage a work/life balance?

Brown Wright Stein believes a key component to delivering our clients with timely and creative solutions is to ensure our people maintain a healthy work life balance. Brown Wright Stein encourages

Address:
Level 6, 179 Elizabeth Street
Sydney

Contact person: Lauren Cant (Graduate
Program Co-ordinator)
Telephone: 02 9394 1010
Email: ljc@bwslawyers.com.au

Number of lawyers: 22

Number of partners: 5

Office locations:
Sydney

Areas of practice:
Corporate and Commercial Law;
Taxation Law; Employment Law;
Property Law; Wealth Management &
Estate Planning;
Estate Planning; Insolvency

all professional staff to maintain a healthy balance through working reasonable hours, supporting family and social commitments and promoting regular exercise through sponsored gym membership.

How does the firm encourage employees to grow their potential?

We have a Mentor Induction Program that is informal and flexible. Graduates are each assigned a mentor who helps the graduate develop their skills and supports them in their integration into the firm. Mentoring extends beyond induction as graduates are assigned to a Pod group giving them the opportunity to work with staff across all levels of the firm.

We also have bonuses and incentives for lawyers who wish to accelerate their careers and progress within the firm.

Employees are encouraged to use all training and learning opportunities made available to them, to participate in firm events, attend seminars and conferences and to take responsibility for their professional development.

What does the firm look for in a potential employee?

Brown Wright Stein is looking for graduates who demonstrate initiative, a passion for delivering creative solutions and an understanding of the importance of building and maintaining enduring relationships with clients and colleagues. We are looking for enthusiasm, energy and a hands on approach.

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

Be yourself, be passionate about learning and growing with the firm.

Graduate Recruitment

Does the firm take graduates directly?

No.

What is the typical progression path of graduates within their respective team(s)?

Brown Wright Stein does not have formal practice groups. We aim to expose graduates to various areas of law including tax, property, litigation and commercial matters. We encourage you to take control of your own career path and development. You will be encouraged to identify the areas of law of most interest to you and to maximise the opportunities available to you at Brown Wright Stein.

Anticipated graduate intake for this year

We use an online application process via the Careers page on our website. (www.bwslawyers.com.au)

You are encouraged to provide additional information if you feel it will enhance your prospects for interview, and you may also include your own resume and covering letter if you wish.

Brown Wright Stein accepts graduate applications in line with the dates outlined below.

2011 Graduate Employment Program deadlines:

Day Date Graduate Employment

Tuesday 1st March Applications open

Friday 15th April Applications close at 5pm

Monday 9th May Interviews commence

Friday 10th June Offers can be made

Friday 17th June Offers must be accepted/declined by 5pm

CLAYTON UTZ

About the Firm

What sets this firm apart from others?

We take a pragmatic commercial approach to legal practice that achieves the best results for our diverse and blue-chip client base.

By understanding their business and the environment in which our clients operate, we are able to match our people and their skills to ensure our clients receive the best advice possible, wherever they do business.

Clayton Utz has advised on some of Australia's largest and most complex transactions and litigious matters.

Tell us about an interesting new project the firm is currently working on

Clayton Utz will be moving to 1 Bligh Street in 2011. 1 Bligh Street is the only building in Sydney's CBD with a 6 Star Green Star Office Design (v2 certified) rating.

Does the firm engage in pro bono or volunteer activities?

Clayton Utz is a leader of Australian law firms in Pro Bono practice and Social Responsibility programs.

We were the first national firm to employ a Pro Bono Director (1997), to appoint a Pro Bono Partner (2005), to promote a Pro Bono Senior Associate (2006) and were a Foundation Signatory to the National Aspirational Pro Bono Target.

Since we established our Pro Bono practice in 1997, our lawyers have completed over 350,000 hours of pro bono legal work. That's the equivalent of 220 lawyers working full-time on pro bono matters for a year. Today, our Pro Bono practice represents more than 3% of the firm's total legal work.

What other benefits and activities, aside from work, does the firm offer?

We understand that our people have families and a life outside work. We support our employees in maintaining a balanced lifestyle and provide a range of sporting and social programs for employees. These include social functions, after-work drinks, sporting activities and community service opportunities. Clayton Utz employees can take advantage of 'Select', our Employee Benefits Program. This includes a generous range of benefits specially selected to suit the different lifestyles and life stages of our employees.

How does the firm encourage a work/life balance?

Clayton Utz encourages all its staff to develop and maintain a work/life balance. Clayton Utz offers subsidised gym membership, has a number of sporting teams, and encourages staff to compete in a wide range of sporting events such as the City to Surf.

Address:
1 O'Connell Street
Sydney NSW 2000

Contact person: Catherine Craven
Telephone: (02) 9353 5000
Email: careers@claytonutz.com

Number of lawyers: Approximately 815

Number of partners: Approximately 200

Office locations:
Sydney, Melbourne, Brisbane, Perth,
Canberra and Darwin.

Areas of practice:
Advertising and Marketing,
Agribusiness, Banking and Finance,
Capital Markets and Securities, Climate
Change, Competition, Construction and
Major Projects, Corporate / M&A,
Energy and Resources, Environment
and Planning, Governance and
Compliance, Government Services,
Healthcare and Life Sciences,
Insurance and Risk, Intellectual
Property, International Arbitration,
International Trade, Leisure and
Entertainment, Litigation and Dispute
Resolution, Native Title, Private Equity,
Product Liability, Real Estate Markets,
Restructuring and Insolvency, Taxation,
Telecommunications, Media and
Technology, Transport and Logistics,
Water, and Workplace Relations,
Employment and Safety

How does the firm encourage employees to grow their potential?

Clayton Utz is very supportive of the development of its employees. Clayton Utz offers secondment opportunities to lawyers at all levels. In addition to internal learning and development opportunities, lawyers are encouraged to seek further education and, depending on the course studied, can be offered tuition assistance and study leave.

What does the firm look for in a potential employee?

Clayton Utz is interested in the individual. Most importantly, we are looking for summer clerks who are a good cultural fit and whom we will enjoy having as our colleagues. Such individuals are likely to already be demonstrating Clayton Utz's values in their daily lives.

As a firm that values its client relationships highly, we look for individuals who are personable, practical, commercially savvy and flexible. Our lawyers do complex and innovative legal work, so it's important that our graduates are also intelligent and motivated individuals who aren't afraid of a challenge.

We believe that the best lawyers are those who balance their professional lives with their personal lives. We look for this attribute in our summer clerks and are interested in your extra-curricular activities and interests outside of your studies.

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

Think about what attracts you to Clayton Utz as an employer, and incorporate these factors into your application. Speak with Clayton Utz summer clerks and employees about the firm's values and reflect on whether Clayton Utz's values are consistent with your values.

If you are offered an interview, research your interviewers and think about what you would like to ask them about Clayton Utz.

When accepting a summer clerkship offer, think about the people you enjoyed meeting throughout the process and where you felt most comfortable. This is a good indication of the culture of the firm and whether you will enjoy working with your colleagues.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Clayton Utz will be prioritising applications from students who are able to commence full-time work no later than October 2013.

Anticipated clerkship intake for this year

30

What work does the firm offer a clerk?

Clayton Utz Summer Clerks will participate in a 12-week clerkship program during which they will undertake two rotations. Summer Clerks can expect to undertake meaningful work, and to gain an insight into the practice of law in a top tier environment.

How do students apply for a clerkship?

Please visit www.claytonutz.com/careers to apply.

Graduate Recruitment

Does the firm take graduates directly?

Clayton Utz typically recruits its graduates from the Summer Clerkship program. If there is a further need for graduates, Clayton Utz advertises these opportunities at www.claytonutz.com/careers.

What is the typical progression path of graduates within their respective team(s)?

All Clayton Utz graduates undertake an 18 month graduate program.

Each graduate will undertake three rotations, ideally one rotation in a contentious group and one rotation in a non-contentious group.

Following a third rotation, graduates are placed in a practice area.

Anticipated graduate intake for this year

Clayton Utz has two graduate intakes each year, in April and October. In 2011, there will be approximately 45 graduates commencing their legal career at Clayton Utz.

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

Please visit www.claytonutz.com/careers to register your interest in a graduate position.

CLAYTON UTZ

COMMERCIAL
CLIENT FOCUSED
LAW FIRM

www.claytonutz.com/graduates

Personal Profile

Anique Mawa

University of Sydney student, Summer Clerk, 2010-2011

Areas of Rotation: Telecommunications, Media & Technology / IT (TMT/IT) and Commercial Litigation

A year ago, I found myself asking whether I wanted a career in commercial law, and admittedly, whether I even knew what commercial law was. Now, after having completed a clerkship at Clayton Utz (CU), I am looking forward to working there as a graduate in 2012.

'It's the vibe...'

My interaction with CU began with the firm cocktail night. Just the thought of this was daunting, having to 'mingle' with partners who have had 20+ years experience in 'equity capital markets' or 'international commercial arbitration'. However, I actually really enjoyed the CU nights, and not just because they gave us lolly bags (although, admittedly this was a definite drawback!).

The partners were approachable, friendly and normal – I certainly didn't engage in a 25-minute analysis with a partner at any other firm about the emotional rollercoaster that is True Blood. This affability speaks to the heart of the firm's culture, which I felt exhibited legal excellence without pretension. The people who work at CU are undoubtedly outstanding in their respective fields, but they're also incredibly accessible. This is the foremost reason why I wanted to clerk at the firm, and now, why I want to start a career there.

This attitude extended to the interviews. You never felt you were being tested, they were simply getting to know you – and equally, you had the opportunity to get to know them. You could even spill your water across the table and still get a job! (Note: this was another clerk – I wasn't that bad).

Being real lawyers!

At CU we completed 2 rotations over the 10 weeks (mine being TMT/IT and Commercial Litigation), which gave us enough time in each team to find our feet and understand the practice group.

TMT/IT covers a range of cutting-edge legal issues such as IP and new media, which meant I was involved in writing case notes on recent decisions and researching how existing legal principles operate in light of new contexts and technologies. Despite disliking Contracts at uni, I enjoyed dealing with them in practice. I even got the chance to draft a clause in a contract! ...And then re-draft that one sentence ...20 times ... with the help of a senior lawyer.

Commercial Litigation was fast-paced and it involved many power walks up to the Supreme Court. I had the opportunity to assist on one of the firm's largest matters, which involved a multitude of tasks, from helping to compile affidavits to running to the Court Registry when a new court document was filed (it remains unresolved who jammed the Supreme Court Registry photocopier).

As clerks, we were given a balance between independence and direction. I had the autonomy to conduct research that formed the bases of client advice and formulate correspondence to opposing counsels in litigious matters. I was always given the opportunity to see the fruits of my work by attending client meetings and court appearances, and sitting in on conference calls.

CU invested time in teaching us skills but more importantly offered us guidance and support when we needed it. You're not expected to be an expert, and that's why you're provided with formal training (conduct legal research without Googling!) and a support system. In each team we were allocated a 'buddy' who was there to calm our nerves and answer the questions we were too embarrassed to ask anyone else; IT support was a phone call away to help us when we spilt coffee over an affidavit (this time that was me); and of course there was always a bunch of clerks to help with anything else!

'Networking'

From weekly inter-firm sport (which I'm not going to dwell on as athletic ability was not our forte) to inter-firm trivia (where we redeemed ourselves), we were given a chance to meet clerks from other firms.

We also had a variety of activities scheduled in our program to make sure that the 20 of us got to know each other well over the 10 weeks. This included, but was not limited to – a jam-packed orientation week, the firm's Christmas Party, throwing paint at canvases (and each other), filming advertisements, going on tours and attending the firm's many social events.

But it wasn't always fun and games: the clerks often 'proactively' arranged meetings after 5pm at The Munich Office (The Bavarian Bier Café).

Hopefully I've helped answer some of your burning questions. As to the definition of commercial law...you're on your own!

CORRS CHAMBERS WESTGARTH

About the firm

Corrs Chambers Westgarth is one of Australia's largest law firms. About 1 000 people throughout Australia. But our vision is not just about size. Our vision is about being the leading law firm in target industries that are driving Australian and international business. Industries like energy and resources, financial services, communications and media, property, infrastructure and construction and Government. It's about delivering a new level of legal service that bridges the gap between legal advice and business challenges to create success for our clients. And it's about building an inspiring workplace where our people are engaged and empowered to make this happen.

What sets this firm apart from others?

Our goal is to always create an inspiring workplace and ensure people who work at Corrs have the opportunity to build successful careers through undertaking challenging and interesting work in a friendly and supportive environment. This objective underpins everything we do at Corrs. We engage staff and give them the recognition, rewards and support to make this happen.

An inspiring workplace where people can build rewarding careers means investing in our people as well as recognising and rewarding excellence. We do this through a range of innovative people initiatives over and above our standard processes.

Tell us about an interesting new project the firm is currently working on

We've been busy! Corrs is working on many of the biggest and most exciting deals in the country – complex and highly innovative deals that are changing the Australian business landscape. We're acting for NBN Co Limited on the \$43 billion rollout of the National Broadband Network and for Foster's Group on all aspects of the proposed demerger of its Beer and Wine businesses. As well as four of Australia's five largest LNG projects with a combined development budget exceeding \$75 billion.

Does the firm engage in pro bono or volunteer activities?

As an organisation, Corrs recognises the importance of contributing to the community and facilitating access to justice. In the last 12 months, Corrs has provided more than \$7 million in pro bono services. We feel that it is our responsibility to ensure that legal services are available to those who cannot pay, to those who are disenfranchised and to those who have genuine legal issues of a public interest nature that need to be pursued. Corrs' work in establishing legal clinics in Sydney, Brisbane and Melbourne was particularly noted when we received the Victorian Law Foundation Distinguished Pro Bono Service Award. In Sydney, Corrs graduates participate in secondments to the Public Interest Law Clearing House, Redfern Legal Centre and Inner City Legal Centre. Volunteers also attend the Bondi Homeless Persons' Legal Clinic each week.

What other benefits and activities, aside from work, does the firm offer?

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

Address:
Level 32
Governor Phillip Tower
1 Farrer Place
Sydney NSW 2000

Contact person: Sara Benvenuti
(Human Resources Coordinator)
Telephone: 02 9210 6164
Email: Sara.Benvenuti@corrs.com.au

Number of lawyers: 430 Legal
Practitioners (nationally)

Number of partners: 115 (nationally)

Office locations:
Sydney, Melbourne, Brisbane, Perth

Areas of practice:
Corrs operates within three main
operating divisions:

Corporate and Finance (Intellectual
Property, Technology and Competition,
Taxation, Corporate Advisory,
Banking and Finance); Property and
Development (Construction, Planning,
Environment and Local Government,
Property and Infrastructure); Litigation
and Workplace Relations

With an integrated network of offices
throughout Australia (Melbourne,
Sydney, Brisbane and Perth), Corrs
acts for many of Australia's largest
companies and is regularly involved
in major transactions of national and
international significance.

Some of our activities include our Mind, Body & Soul series, touch football, cricket day, Friday night drinks, family day, trivia nights, End of Financial Year party and Christmas Party. Corrs also provides flexible work arrangements, paid study leave, salary sacrificing and opportunities to give back to the community.

How does the firm encourage a work/life balance?

We believe in fostering a work environment that promotes flexibility and diversity. It's an essential part of our strategy – because our differences help us to think differently. And we're proud that Corrs has been an ALB Employer of Choice for three successive years and has made BRW's list of 50 Great Places to Work in Australia. We've also earned an EOWA Employer of Choice for Women citation for five successive years.

How does the firm encourage employees to grow their potential?

Corrs offers a market leading learning and development program. We provide generous support for undergraduate and postgraduate study. We have established the Corrs Scholarship Program for Individual Excellence in which high performing employees receive the opportunity to attend short training courses at institutions like Harvard, Oxford and Yale.

What does the firm look for in a potential employee?

Obviously, Corrs is looking for highly intelligent people. But being intelligent and being able to provide intelligent legal solutions are not always the same thing.

We need people who back themselves, who have the confidence to ask questions and to make a judgement call, people who are open minded and flexible, who see the bigger business picture beyond the case reports and statutes (and like what they see), who accept responsibility, and who genuinely enjoy the satisfaction that comes from having an impact on their client's business.

Clerkships

Anticipated clerkship intake for this year

We are looking for 20-25 clerks for this year's intake.

What work does the firm offer a clerk?

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

As part of the Program, you'll have the opportunity to work with some of Australia's leading lawyers on high-profile work for major Australian and international clients across all industries. You'll soon discover the standards of quality and commitment to clients required to succeed at this level.

The Program involves a unique rotation system, whereby you will participate in four two-week rotations, which gives you the opportunity to work across the whole firm. There are also structured learning opportunities that include a comprehensive orientation program, and presentations on relevant legal, business and workplace issues.

As a clerk, you will be closely supervised by allocated Seasonal Clerk Co-ordinators, who are Senior Associates at the firm. You will also have a mentor, a junior lawyer who is there to answer any questions you may have about the firm, and who can settle you in and provide you with an informal level of support and guidance during your time at Corrs.

You'll be exposed to a broad range of interesting matters, plus you'll perform tasks such as conducting research, reviewing documents, presenting documents, attending client meetings, mediations and settlements. It's the perfect way to discover the area of law that excites you most.

How do students apply for a clerkship?

All applications for Seasonal Clerk positions should be made via: www.makingcareersense.com

All application dates are in accordance with the 2011 NSW Legal Graduate Employment and Summer Clerkship Guidelines.

Applications for 2011 seasonal clerk positions open on Thursday, 23 June 2011 and close at 5.00pm AEST on Friday, 22 July 2011.

The process comprises two interview stages, where there will be the opportunity to meet a number of partners, senior associates, graduate lawyers and members of the Human Resources team.

Graduate Recruitment

Does the firm take graduates directly?

The principal source of recruiting graduates is through the Seasonal Clerkship Program.

IF YOU WANT CLEAR CAREER DIRECTION, JOIN A FIRM THAT'S GOING PLACES.

Clients today are demanding a new breed of law firm – one that bridges the gap between legal practice and business challenges. Corrs is that firm. The biggest advantage of working at a firm that doesn't operate by the old rules is opportunity. Here, your career can go as far and as fast as you want to take it. Of course, we don't expect you to get there by yourself. Our learning and development program is one of the best in the country. You'll always know where you're going and what you have to do to get there. And there'll be plenty of us to guide you the whole way. **So if you want to be part of something different, talk to Corrs today.**

www.makingcareersense.com



MAKING CAREER
SENSE

CORRS
CHAMBERS
WESTGARTH
lawyers

Personal Profile

Emily Raftos

Seasonal Clerk, Corrs Chambers Westgarth, 2010-2011

Areas of rotation: Property, Construction, Banking and Finance, Litigation, Workplace Relations, Taxation, Corporate Advisory, Intellectual Property, Intellectual Technology and Competition

Deciding where you would like to complete a summer clerkship is a difficult and daunting process. Inundated with information from various different firms about practice areas, clients, culture, awards and the like, it's easy to feel overwhelmed. Even when you have made a decision, it's difficult to know in advance whether that decision is the right one. Luckily for me, from my very first day at Corrs as a clerk in the summer of 2010/2011, I knew that I had made the right decision.

The clerkship program went for nine weeks, during which time we completed an orientation program and four two-week rotations. For me, this rotation system worked perfectly. Having the opportunity to work across the whole firm, in such diverse practice areas as litigation, corporate advisory, taxation and property, was invaluable. Not only did it give me a taste of the sorts of work that each practice area does on a day-to-day basis, it also provided me with the opportunity to gain experience in a wide range of different, challenging types of work. For instance, I assisted in drafting a piece of advice to a client, I conducted legal research, I reviewed documents, I attended client meetings and – one of my personal favourites – I gave a presentation in relation to the recent Harry Potter copyright litigation in the UK and US.

I was also given various opportunities to engage in pro bono work. Some of the highlights included assisting in updating the website of the Indigenous Human Rights Network Australia (IHRNA) and attending Redfern Legal Centre. The fact that as a clerk I was given such a wide range of opportunities demonstrated to me the importance that Corrs attaches to

'giving back' to those in the community that are less fortunate, something which is very important to me.

In all of these tasks, I was aided and guided by my buddy (a graduate) as well as the Clerkship Coordinators (senior associates in each practice area). These people, along with countless others, were so welcoming and supportive – they really made me feel like a member of the team.

And then there were my fellow clerks. We bonded at inter-firm events, like the weekly games of sport, Wednesday night drinks, the cruise and trivia, as well as at events organised by the firm including the Christmas Party and Friday night drinks. I particularly enjoyed being given the opportunity to play a game of wheelchair basketball with professional athletes.

I went into my summer clerkship with several expectations. I wanted to have the opportunity to do challenging yet interesting work over a wide range of different practice area. I wanted to have the opportunity to make a difference by engaging in pro bono work. I wanted to work in an environment where the people were approachable and supportive. In short, I wanted to look forward to coming to work every day (after all, I was giving up a summer at the beach!) Thankfully, all of these expectations (and more) were fulfilled and I very much looking forward to coming back to Corrs in 2012 and starting my career as a graduate!

DIBBSBARKER

About the Firm

What sets this firm apart from others?

Past summer clerks have nominated our friendly and supportive work environment as one of the reasons that made DibbsBarker the right choice for them. The size of our firm coupled with the enthusiasm of our people to provide guidance and mentoring, means that junior lawyers are provided with direct partner and client contact from an early stage in an environment that encourages them to succeed. When our summer clerks join us, the whole firm knows who they are and takes the time to contribute to their development.

Does the firm engage in pro bono or volunteer activities?

Our commitment is to provide pro bono legal advice to individuals and charitable organisations and contribute to the community through donations of time, expertise or money depending on the need.

To do that, we have in place the initiative DibbsREACH. Our program is structured in three parts:

Dibbs Pro Bono + DibbsGiving + Dibbs in the Community

As part of our policy, all staff members are encouraged to participate in the program and their participation is recognised as a key criterion in our people & development framework.

What other benefits and activities, aside from work, does the firm offer?

Our firm has a friendly and supportive work environment that fosters equal opportunity and a strong sense of professionalism. We pride ourselves on our collegiate culture and our employee survey results confirm its presence. Recent employee survey results confirm that:

- 94.2% of respondents agreed with the statement "I enjoy working with my colleagues" and
- 95.7% agreed that DibbsBarker is a "good place to work".

How does the firm encourage a work/life balance?

We encourage our employees to balance their work and family and life commitments and provide numerous health and wellbeing initiatives to enable them to do this, including Pilates and boxercise classes and on-site massages.

How does the firm encourage employees to grow their potential?

Our learning and development program is designed to help you reach your full potential and is known as 'DibbSMART'. The program ranges from Continuing Professional Development sessions, seminars and conferences, on the job training, secondments and interstate exchanges to induction training, mentoring and technology training and further education, such as postgraduate study.

Address:
Level 8, Angel Place
123 Pitt Street
Sydney NSW 2000
GPO Box 983 Sydney NSW 2001
DX 101 Sydney
T: 61 2 8233 9500
F: 61 2 8233 9555

Contact person: Libby Toohey (People & Development consultant)
Telephone: (02) 8233 9525
Email: Libby.toohey@dibbsbarker.com

Number of lawyers:
150

Number of partners:
50

Office locations:
Sydney, Brisbane, Canberra and Perth

Areas of practice:
Commercial (including Mergers & Acquisitions; Employment & IR; Intellectual Property and Technology; Commercial litigation); Property & Projects; Insurance and Financial Services.

What does the firm look for in a potential employee?

We're looking for:

- friendly, motivated people who are good communicators
- excellent academic records and qualifications
- interest in our areas of specialisation
- strong technical skills
- great attitude and enquiring mind
- well-rounded people with personal and community interests.

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

At the CV stage, we are looking for a well structured CV that displays a combination of academic excellence and leadership and people skills. Being technically brilliant at the law is a definite asset but excellent communication and people skills are equally as important.

Once you reach the interview stage, we will be looking to assess how you carry yourself and how you interact with others. Your enthusiasm and energy are also highly regarded, so make sure they shine through!

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

No.

Anticipated clerkship intake for this year

4-6 clerks

What work does the firm offer a clerk?

We will try and ensure that you get a real flavour for what is involved in day to day practice, including attending court, meeting with clients and undertaking legal research.

How do students apply for a clerkship?

Applications for our Summer Clerkship and Graduate Program need to be made via CVmail or our website. The summer clerk recruitment process involves a first round interview and a second round half-day assessment centre, where you will have the opportunity to meet many of the DibbsBarker team. The recruitment process is not only an opportunity for us to decide whether you are a good fit for the firm – it is equally an opportunity for you to decide whether DibbsBarker is the right choice for you.

Graduate Recruitment

Does the firm take graduates directly?

No.

What is the typical progression path of graduates within their respective team(s)?

When you join DibbsBarker's Graduate Program you'll have the opportunity to work closely with our experienced lawyers. We aim for you to undertake six month rotations in at least two of our four practice areas. These six-monthly practice group rotations will allow you to acquire well-rounded experience, exposure to numerous areas of legal practice and an opportunity to decide which area of law you seek to specialize in.

Anticipated graduate intake for this year

5

DLA PIPER AUSTRALIA

About the Firm

What sets this firm apart from others?

Our culture and recent integration with DLA Piper help distinguish us from other law firms.

We have recognised for some time that business is increasingly global. For that reason we began our journey towards becoming part of the world's biggest law firm in 2006.

On 1 May 2011 we integrated with our international alliance partner and became DLA Piper Australia, the largest Australian operation of any global business law firm. Our global footprint now extends to 30 countries and more than 4,200 lawyers around the world. For our people integration means increased opportunities to work on international matters as well as opening more doors to global career opportunities.

At DLA Piper Australia we value our culture which is recognised as being friendly and open. It is respectful and recognises achievement, it is flexible and fun. It is confident, professional, focuses on quality and outstanding results for clients. Our goal is to be the leading global business law firm. To do this we need great people - people who value what we value.

Does the firm engage in pro bono or volunteer activities?

DLA Piper Australia is highly committed to its pro bono and community investment programs.

Last year, more than 70% of all DLA Piper Australia partners and staff took up a pro bono matter, volunteered for a community initiative or both, providing over 30,000 hours of time in support of our communities. Around 300 of our people took part in 482 different volunteering opportunities. In 2010 the firm gave more than \$100,000 to charities through fundraising activities and firm donations and provided AU\$8 million work for pro bono clients.

Each of our lawyers are encouraged to undertake at least 50 hours of pro bono each year.

At DLA Piper Australia we want to be active in the communities in which we operate. Our community investment program achieves meaningful community engagement via a broad array of initiatives, focussed on disadvantaged children, poverty and people living with disabilities.

In addition, DLA Piper Australia's Sustainability Initiative affirms its ongoing commitment to reduce its environmental impact. This initiative concentrates on reducing our consumption of electricity, paper and other consumables, waste management and air travel.

What other benefits and activities, aside from work, does the firm offer?

Our employees have access to a wide range of initiatives that benefit them both professionally and personally.

Address:
201 Elizabeth Street
Sydney NSW 2000

Contact person: Kristie Barton (HR
Consultant)
Telephone: (02) 9286 8585
Email: kristie.barton@dlapiper.com

Number of lawyers:
Nationally - 522
Globally - 3,048

Number of partners:
Nationally - 147
Globally - 1,346

Office locations:
Nationally - Brisbane, Canberra,
Melbourne, Perth, Sydney Globally - Asia-
Pacific, Europe, USA, Middle East

Areas of practice:
DLA Piper Australia is a full service
business law firm servicing a broad
cross section of clients and industries
across the following practice areas:
Banking and finance; Construction;
Corporate and commercial; Dispute
resolution; Environment and climate
change; Funds management;
Government; Information technology;
Insurance and risk; Intellectual property;
Real estate; Superannuation taxation;
Workplace relations and employment

Our unique Global Opportunities program provides our people with opportunities to gain international exposure and experience at overseas DLA Piper offices.

We have a tailored learning and development program covering legal and business skills, as well as the provision of postgraduate study support.

Other benefits include a number of flexible working and paid leave options (including 14 weeks paid parental leave), after hours meals, firm social functions and access to a huge variety of savings in health, travel, accommodation, shopping and entertainment services.

How does the firm encourage a work/life balance?

At DLA Piper Australia, we value the whole person. The firm is therefore committed to providing and maintaining a workplace that is supportive of both work and life arrangements.

General employee wellbeing is supported and encouraged through a variety of initiatives including flexible work arrangements, weekly lunchtime sporting competitions, flu vaccinations, discounted gym memberships and corporate rates for health insurance.

How does the firm encourage employees to grow their potential?

At DLA Piper Australia you will be working on significant matters from day one. We offer opportunities to work with world class companies on major projects both here and overseas, opportunities to benefit from cutting-edge learning and development programs, and opportunities to work alongside, and be guided by, some of the best legal minds.

Ongoing education and development is supported through a variety of means, including postgraduate study support, professional memberships and attendance at external courses to name just a few.

With DLA Piper Australia you can build your career across many different areas of law and

contribute to what we consider to be, the most exciting law firm around.

What does the firm look for in a potential employee?

At DLA Piper Australia we are seeking people from a diverse range of backgrounds who are as engaged and dedicated as they are inventive, balanced and friendly.

We value intellectual ability, curiosity, commitment, ambition, commercial and client awareness, smart thinking, team skills and leadership potential, communication skills and experiences outside of academic life.

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

Before you commence the application process you should have a good idea of which firms you wish to apply for and why, as well as the ability to articulate why you are pursuing a career in commercial law. This should be evident in your cover letter - a succinct snapshot of who you are, your achievements and your interest in the firm.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Students must be in their penultimate year to be eligible for the 2011/2012 Sydney Summer Clerk program.

Anticipated clerkship intake for this year

12-15

What work does the firm offer a clerk?

As a Summer Clerk your career with DLA Piper Australia begins with an induction into the firm. On the job training from partners, senior lawyers and other peers, as well as practical experience, will vary depending on the practice group you are working in.

During our structured 8 week rotation program Summer Clerks are provided with the opportunity to work on real legal matters alongside our partners and staff in two areas of the firm. This may include tasks such as undertaking complex legal research, attending client meetings, going to court, drafting advices and other legal memoranda, assisting with strategy plans - and more. All of this is supported by regular feedback to help you grow and develop so that you can advance your career.

How do students apply for a clerkship?

Candidates are required to apply through cvmail via our website: www.dlapiper.com.

The first stage of our recruitment process is participation in an interview with a Partner and Senior Associate. Successful candidates will then be invited to undertake a group activity, followed by a cocktail function where they will have an opportunity to talk with more partners and staff, as well as learn more about each of our practice group areas.

The 2011 recruitment deadlines are:

- Applications open Thursday 23 June
- Applications close Friday 22 July
- Interviews commence Monday 22 August
- Offers will be made Friday 30 September

Graduate Recruitment

Does the firm take graduates directly?

No, DLA Piper Australia predominantly recruits Graduates via the Summer Clerk program.

What is the typical progression path of graduates within their respective team(s)?

Every graduate's career journey will be different but our Graduate Professional Success (GPS) program has been developed to help graduates navigate their career.

The GPS program aims to provide graduates with the knowledge and skills they need. It includes:

- An introduction and orientation to the firm
- Participation in our rotation program, allowing graduates to experience up to three different practice areas
- On-the-job training from partners, senior lawyers and other peers
- A dedicated supervisor, mentor and buddy for each graduate
- A tailored learning and development program including: non-technical skills, a graduate CLE program, mentoring program and an intensive residential 'New Lawyer' program designed to support career planning and development as well as facilitate networking amongst peers
- Regular feedback to help you grow and develop, including both informal and formal performance and development reviews.





PASSPORT TO YOUR CAREER

Join a law firm that is truly going places

Our global network means opportunities to work with world class companies on major projects both here and overseas, to benefit from cutting-edge learning and development programs, and to work alongside some of the best legal minds around.

Join us and take advantage of the opportunities we offer as a firm that is leading the development of the legal profession globally.

So take the first step to an international career and visit the careers section of our website at www.dlapiper.com to learn more about DLA Piper and our Recruitment Programs.



EVERYTHING MATTERS

Personal Profile

Karen McDonald

Summer Clerk, DLA Piper, 2010-2011

Areas of rotation: Litigation and Dispute Resolution and Real Estate

Having studied Commerce and Law for four years, the Summer Clerkship season provided an exciting opportunity to transfer my academic knowledge and skills to the real world. Being a student in one of the earliest phases of my legal career, I was looking for a firm with a broad cross-section of clients and industries.

DLA Piper Australia (then DLA Phillips Fox) stood out as an appealing firm for a number of reasons. Firstly, all the people I interacted with were down to earth and easy to talk to. This may seem a relatively standard requirement but unfortunately it isn't as easy to come by as you would think! Secondly, at the time I was looking into clerkships the firm had an alliance with DLA Piper; this provided a great incentive to become part of a global network with opportunities to develop an international career in the future. These international aspects, in conjunction with the vast amount and impressive quality of pro bono work the firm is committed to, really made DLA Piper Australia stand out as an attractive firm to become a part of.

The areas I worked in were the exact opposite to one another. Initially being thrown in the deep end in Litigation (civil liability) I was constantly on the go and absolutely loved it! Never staying in my chair for more than a couple of hours, I was able to go to court, meet with barristers and really have a hands-on role in the process of litigation. I was often given the task of taking important documents to the barristers as well as assisting and consulting with them in court. The senior barrister, after shouting me coffee one morning, even asked me to give him feedback on how he was going. It didn't take long to feel like a valued member of the team at DLA Piper Australia.

One day quite early on in the clerkship, the solicitor I was working with at the time and I were followed down the street by the media. With video cameras in my face I was able to appreciate and understand the responsibility and serious repercussions legal work has on society; this time as a participant in litigation and not just an observer.

The second rotation I undertook was in Real Estate, a transactional group. I was quickly trusted with tasks such as helping draft leases, letters and sale transfer documents. I enjoyed being able to harness my attending to detail and dramatically improve my writing style. The research and drafting skills I learnt in Real Estate were invaluable. The Queensland Floods that had occurred in January had significant legal consequences regarding property. I was given the task of writing a publication for the firm's website on the flood implication on leases. Consulting closely with partners from the firm's NSW and QLD offices was definitely one of the highlights of my rotation.

As Summer Clerks we were given a group project to work on for Pro Bono. Pro bono is one of the most commendable and fascinating aspects of DLA Piper Australia. The work we performed on this research project, the ways in which we were able to get involved in the community investment programs, and the fundraisers for the flood appeal all helped us work together as a team and appreciate the emphasis the firm places on giving back to society.

Over the two months of the clerkship I felt DLA Piper Australia really facilitated and enhanced the entire experience. The guidance and support we received from our supervisors and buddies made the day-to-day work more enjoyable and made it easy to fit into the team. It definitely helped me gain confidence a lot quicker by having someone to turn to. The weekly 'Lunch & Learn' sessions, where one or two partners from each practice group area filled us in on what their job involved and the notable deals or cases they had worked on were always so informative and impressive. The informal question and answer sessions afterwards gave a great overview of the firm and always ended up being quite fun. The free food was great, too!

Overall the experience was an invaluable one. I entered the clerkship not knowing what to expect and after two months of rewarding and challenging work I left feeling certain that I want to pursue a career as a lawyer, and was absolutely thrilled to receive a graduate offer at the end!

“

I LIKE THAT AT
FREEHILLS, EVERYONE
TAKES THEIR **WORK**
SERIOUSLY BUT THEY
DON'T **TAKE THEMSELVES**
TOO SERIOUSLY.

Antonia Garling

Solicitor
Litigation, Sydney

THERE'S MORE TO US

Visit our Careers pages at
www.freehills.com/careers/grad

”

Freehills

FREEHILLS

About the firm

What sets this firm apart from others?

Freehills is a leading commercial law firm acting for more than 75 per cent of Australia's top 100 companies. We're also one of the biggest, with offices in Sydney, Melbourne, Perth, Brisbane and Singapore, and associated offices in Beijing, Hanoi, Ho Chi Minh City, Jakarta and Shanghai. Nationally, Freehills employs approximately 2000 staff, with around 200 partners and 900 solicitors.

Our size, combined with the strength of our client list, means you'll have every opportunity to realise your potential. If you're looking for the right place to kick-start your legal career, talk to Freehills.

Tell us about an interesting new project the firm is currently working on

In 2011 we plan to launch our Reconciliation Action Plan. The RAP aims to encapsulate our whole of business approach to reconciliation—from the provision of legal services to sharing business skills, developing educational and employment opportunities, maintaining inclusive procurement practices and fostering a sense of cultural awareness in all of our offices.

As part of our RAP we are looking forward to building upon our existing relationships with the Australian Indigenous Minority Supplier Council, the Clontarf academies, the National Centre for Indigenous Excellence and Yalari.

In 2010 we also partnered with Jawun, a not-for-profit organisation which channels corporate resources into Indigenous development. All Freehills staff members now have the opportunity to undertake a five-week business or legal skills sharing secondment with an Indigenous organisation in the East Kimberley.

Does the firm engage in pro bono or volunteer activities?

Freehills Foundation brings together our longstanding Pro Bono and Community Programs. Its work is focused on effecting change among individuals and society, both locally and globally. Through a vast number of channels, Freehills Foundation links the spirit of our people to practical programs for change. It is these people who want to create the change needed to realise future possibilities, who make Freehills Foundation what it is. Freehills Foundation's mission is about equal access to justice. Through our longstanding pro bono and community initiatives we harness the knowledge capital and resources of Freehills partners and staff to build a better community. Simply put, we aim to change the possibilities.

Pro bono

As a lawyer at Freehills, you will have the opportunity to undertake pro bono work, including transactional and litigious matters. Cases can range from an advice to a matter before the High Court of Australia. Our focus is to assist those least able to access justice. Pro bono work is treated in the same manner as all fee-paying work and lawyers can bill time for pro bono work. Currently we have over 500 pro bono matters open nationally. In addition we assist hundreds more clients each year at The Shopfront Youth Legal Centre, Sydney, and through several pro bono secondments to community legal centres.

Address
MLC Centre, Martin Place
Sydney NSW 2000 Australia

Contact: Leigh Dunlop
Graduate Recruitment Coordinator
Telephone: [02] 9322 4792
Email: leigh.dunlop@freehills.com

Number of Lawyers (nationally)
852
Number of Partners (nationally)
198

Office locations
We have offices in Sydney, Melbourne, Brisbane, Perth, Singapore and associated offices in Beijing, Hanoi, Ho Chi Minh City, Jakarta and Shanghai.

Areas of Practice
As a solicitor at Freehills, you can specialise in areas such as:

- Banking and Finance
- Communications
- Media and Technology
- Capital Markets
- Competition Law
- Corporate Mergers and Acquisitions
- Employee Relations
- Energy and Resources
- Infrastructure
- Intellectual Property
- International Dispute Resolution
- Litigation
- Property and Environment
- Project Finance
- Regulatory

And within any of these areas of practice we'll help you develop the important leadership, business development, negotiation and presentation skills to equip you for whichever career path you later choose to pursue.

Community

Everyone at Freehills is encouraged to participate in our Community Program, which includes skilled and unskilled volunteering, donations, workplace giving, gift-matching staff fundraising, and a small grants scheme for staff. Freehills encourages volunteering and gives everyone one working day a year to participate in the program. People can give their time to undertake a variety of activities, including mentoring students, excursions with disadvantaged children, tree planting, walking guide dogs, community barbecues and renovation projects. At Freehills your contributions to workplace giving and fundraising may be gift-matched by Freehills Foundation.

What other benefits and activities, aside from work, does the firm offer?

At Freehills, our vision is to create an exceptional experience for our people. We understand the importance of a healthy work/life balance and a fulfilling work environment. To help you achieve your potential, we strive to provide a supportive and family-friendly work environment and offer you a range of benefits and initiatives to help you develop your career, manage stress, stay fit and healthy and contribute to the community. Such benefits and initiatives include corporate gym memberships, health assessments, health insurance plans, individual and team sports events, flexible working policies and various social activities throughout the year.

How does the firm encourage a work/life balance

Freehills actively works with you to help find a balance between your career and other important aspects of your life, including health, leisure pursuits and family responsibilities. We have a range of initiatives in place to allow flexible workplace arrangements for those of you who have family responsibilities outside of work. The provision of laptops, and the ability to dial into Freehills systems from home assists lawyers in taking a flexible approach to their work hours, while still meeting the needs of clients operating in a demanding business environment. Freehills provides opportunities for part time work and job sharing arrangements to enable those who have new family responsibilities to continue working for the firm. We also assist you with other aspects of your wellbeing. For example, we regularly invite a variety of guest-speakers to present information on a range of topics, such as health, financial considerations and home buying. Parents are welcome to join our 'Parent's Network', which hosts social events, information-sharing forums and has regular guest-speakers discussing current parenting issues. You may access our Employee Assistance Program, which provides an external confidential counselling service to assist with any personal stresses or concerns that may be affecting your quality of life. We also encourage staff to become involved in many sporting and fitness opportunities. These activities are either held during lunchtimes or on weekends. We have teams in corporate netball competitions, fun runs, marathons, bushwalking and rowing competitions, to name a few.

How does the firm encourage employees to grow their potential?

At every stage of your career we know that you want the opportunity to work with the best, to do your best work and to work in an environment where you can be yourself. Our development plan for graduates is more than just a list of programs and topics. It is based on empirical research conducted at Freehills showing a unique set of behaviours that we know leads to success at Freehills. These behaviours provide a development roadmap which will enable each individual graduate to plan their own pathway to success based on their areas of strength and their areas requiring further development. Performance and career development conversations happen regularly. These provide an opportunity for you to discuss your goals and aspirations for the future and how to shape your own personal learning and development plan. In addition to a comprehensive internal learning framework, postgraduate study is supported in the firm with study leave and financial assistance available to those staff undertaking approved masters or other postgraduate courses. We encourage study in fields related to client work where that study will help you deliver more commercially-astute advice.

What does the firm look for in a potential employee?

We focus on attracting law students who have the ability, ambition and enthusiasm to excel. These attributes are assessed from your academic results, extracurricular interests and life experience outside your studies. In your application, please tell us about your interest in commerce and what drives business. We are also particularly interested in your demonstrated ability to successfully combine your studies with other competing priorities, challenges and achievements such as work experience, sporting endeavours, music, or other interests. You should also demonstrate that you can work effectively in a team and have a practical, problem-solving approach to your work.

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

If there's one thing that will make your application stand out, it's the fact that it has been written specifically for us. We know you are applying for many positions, but what we want to know is that you have read something about Freehills and have thought about why you want to work with us and what you could bring.

Do you intend to offer clerkships to students outside their penultimate year?

While we are happy to accept applications from non-penultimate year students, it is desirable that students applying for a summer clerkship are in their penultimate year of obtaining a law degree.

Anticipated clerkship intake for this year

30 - 35

What work does the firm offer a clerk?

The objective of the summer clerkship program is to provide students with a taste of life in a large commercial law firm. As a summer clerk, you will be given extensive training on all aspects of the firm, drafting and research skills. Current lawyers and partners will speak to you about what they do and the nature of work in each of the legal sections of the firm. You will have the opportunity to work with our lawyers as a member of our legal team, attend professional development seminars and briefing sessions on business development strategies and information technology. There is also a variety of social events organised for our summer clerks.

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

How do students apply for a clerkship?

Applications can be submitted online via cvMail <http://www.cvmail.com.au>.

Applications open on 23 June.

Your application should include:

- a brief cover letter outlining your interests and suitability for a position at the firm
- a current CV outlining work experience, extra-curricular activities, academic and non-academic achievements, and
- a recent copy of your academic transcript.

For more information on the application process please visit our website: www.freehills.com/careers/grad

Graduate Recruitment

We recruit the majority of our graduates via our summer clerkship program, however from time to time we have graduate opportunities outside of this. Candidates are encouraged to contact us directly throughout the year. For more information please visit our website: www.freehills.com/careers/grad

Personal Profile

Surya Gopalan

University of Sydney student, Summer Clerk 2010-11; Commencing as a graduate in February 2012

Areas of rotation: Litigation (Competition), Corporate (Equity Capital Markets)

I did a clerkship to better understand what a career in commercial law might look like. I'm writing now having finished my clerkship and having returned to Freehills as a paralegal for my final year at Sydney Law School. Looking back, I can honestly say my summer at Freehills has been one of my most rewarding yet.

Choosing Freehills

The circus of Clerkship Season can be daunting. The many campus presentations can seem to blur into one. Most firms have awards, and statistics are hard to hang your hat on so there seems little to differentiate between the firms bar the merchandising.

There is wisdom in getting to know a firm's culture by meeting its people—as clichéd as that might sound. The careers fairs, the campus presentations, the cocktail evenings and the interviews all provide good opportunities to do this.

The people I met throughout the process at Freehills just seemed to get it. They were obviously clever and very good at what they did but what most impressed me was their accessibility. They spoke in plain English. They were down-to-earth. They understood the plight of the student jumping through hoops for a job and embraced the process with a good sense of humour, remaining encouraging throughout.

Rotations—Competition and Equity Capital Markets

My first rotation was in Competition and my second was in Equity Capital Markets. The work I was given in both groups was stimulating and I felt as though people went out of their way to ensure I understood where my tasks fit into the bigger picture. Culturally, it is hard to think of two groups more different than these and that is what is great about the clerkship. With roughly six weeks spent in each group you can be exposed in some depth to markedly different environments within the firm to see which resonates most with you. The highlight would have to be the last-minute plane to Melbourne to deliver an original signed undertaking to the ACCC office there. The delivery of that undertaking signalled merger clearance for two significant pharmaceutical companies so my arrival back in Sydney coincided with champagne celebrations. All an honest day's work, really.

Training and Development

More often than not, when students nominate their preferences, they are not really sure what a group actually does. At Freehills, the firm recognises that the substantive learning of your clerkship should not be wholly defined by the practice groups you work in. As well as a first few days of comprehensive induction, we received a number of presentations each week from partners of every practice group explaining their areas of work in interesting and engaging ways. In addition, clerks had the opportunity to engage with the Freehills Foundation, the arm responsible for the charitable work the firm undertakes. During my clerkship, I was fortunate to be able to shadow the Principal Solicitor of the Shopfront Legal Centre for a day at the courts and attend a Christmas celebration with Glebe Centipede Child Care Centre.

The Social Network

Some of my fondest memories from the clerkship period stem from the very many social activities that let you get to know your fellow clerks, Freehills staff and clerks from other firms. My ability to use chopsticks has been finely honed through perhaps four thousand yum chas. I accused Mr T of withholding the lucky door prize from me at the firm Christmas party and managed to hurt my leg by imitating a Michael Jackson dance move at the inter-firm trivia night. The 'Freehillbillies'—Freehills' clerk sports team—though not particularly good, always turned up en masse to distract the opposition and my scavenger hunt team came last despite our jumping a queue of upset children at Myer to get a quick picture with Santa. And, rest assured, there will be a 'summer clerk' email chain for you to get your best banter on.

GADENS LAWYERS

About the Firm

What sets this firm apart from others?

Winner - "Best provider as voted by ASX 100 companies" – BRW Magazine 2011

Top 10 (that means 10th) firm (by revenue) in the country

Full service law firm

2010 Best Banking & Finance Firm and Best Insolvency and Financial Restructuring Firm. (World Finance Legal Awards Feb 2011)

Tell us about an interesting new project the firm is currently working on

Gadens lawyers has been working closely with **Salvos Legal** – a law firm that has two components -for profit component and a charitable not for profit aspect. The for profit component of Salvos Legal funds the not for profit aspects, such as immigration, crime and family law. gadens lawyers has assisted in the establishment of this organisation (which is part of the broader Salvation Army) and as part of its graduate program gadens offers its lawyers the opportunity to take up a secondment for 6 months to either aspect of that business.

Does the firm engage in pro bono or volunteer activities?

gadens lawyers third dimension is the way we interact with each other, our clients and the community. It includes programs to improve our environmental performance, philanthropy and support of the arts.

We are constantly mindful of new challenges facing our community and seek to maintain the right balance between commercial and social responsibility. Over time, we have come to realise that our own business will stay healthier and more sustainable if we, as a group of people, maintain that outlook. Our third dimension program covers the following areas:

environment

gadens lawyers has been running an industry best practice greener gadens program since 2005. Involving all levels of staff, the program has helped bring about improved environmental awareness, management and performance across the firm. Examples of successful initiatives include sourcing our energy from renewable resources, switching to 100% recycled stock paper and the incorporation of energy efficient materials and design principles into our major office refurbishment. Through our greener gadens program, we are currently working to help establish transparent and consistent environmental performance reporting in the legal industry and we have signed up as a pioneer member of Legal Green, the first national legal industry environmental benchmarking program.

arts

gadens lawyers has had an enduring relationship with the arts world which we continue to nurture. Beyond offering traditional forms of corporate support to the arts, our approach is based on a philosophy of engagement. Examples of this include the display of artwork created by our summer

Address:

Level 16, 77 Castlereagh Street
Sydney, NSW, 2000

Contact person: Vanessa Priestley
(Head of Human Resources)
Telephone: 02 9035 7110
Email: vpriestley@nsw.gadens.com.au

Number of lawyers:
280

Number of partners:
129

Office locations:
Sydney, Melbourne, Brisbane, Perth,
Adelaide, Port Moresby

Areas of practice:
Aged care and retirement villages;
Banking and financial services;
Corporate advisory and tax; Corporate
risk and insurance; Energy and
resources - insolvency; Intellectual
property and technology; Dispute
Resolution; Planning, environment and
government; Private equity; Property
and construction; Trade practices;
Workplace Relations; National
Mortgage Services

clerks in our foyer, depicting their various experiences and impressions of our firm, and the hosting of our hallmark client function each year at the Art Gallery of New South Wales. We also run an emerging playwright sponsorship program that provides patronage to emerging artist Caleb Lewis, who creates his works alongside us at our offices.

community

gadens lawyers runs a closely co-ordinated community involvement program with charitable organisations including United Way and Youth Insearch, as the founding partner. These programs involve corporate assistance in addition to voluntary help and donations by salary deduction from our staff which is matched by the partners.

Our commitment to our community extends to Papua New Guinea, where we provide significant support to Susu Mamas, a non-government organisation that provides health care services and education to the local community and remote villages on infant and maternal health and nutrition. We also support the fight against HIV/AIDS, Tuberculosis and Malaria through our involvement with "Friends of the Global Fund Pacific", established with the support of the the Lowy Institute for International Policy and funding from the Bill & Melinda Gates Foundation.

gadens lawyers is also a Pacific Friend of the Global Fund. The work of Pacific Friends of the Global Fund as a high-level advocacy organisation requires us to communicate our message across the Pacific to mobilise regional awareness of the serious threat posed by HIV/AIDS, tuberculosis and malaria to societies and economies in the Pacific. In pursuing its goals Pacific Friends is also taking steps to enhance its presence at a global level.

gadens lawyers is also the honorary sponsor of the Cell And Gene Trust, a charity that supports cell and gene therapy research. We played a pivotal role in the launch of the Trust with pro bono work and financial support, which we continue to provide.

We also maintain a range of other pro bono interests, including membership of PILCH and public interest litigation.

What other benefits and activities, aside from work, does the firm offer?

We offer a number of benefits and activities, including merit based bonus, employee assistance program (EAP), flu vaccinations, parent support program, annual whole firm retreat, workshops on healthy eating and exercise, sporting activities, social club, Friday night drinks, Christmas party/end of financial year party, dry cleaning service, yoga and pilates, massage and fresh fruit.

How does the firm encourage a work/life balance?

We have a number of workshops on healthy eating and exercise together with sporting activities, yoga, pilates and massages.

How does the firm encourage employees to grow their potential?

Gadens Lawyers recognises the value of further education and encourages it when it is clear that such study will enhance the skills and performance of its employees, as well as benefit the company.

There will be occasions when the company will actively encourage people to undertake particular courses, especially when the course of study is considered to be strategically beneficial to a particular team or business unit.

What does the firm look for in a potential employee?

We choose bright, capable people whose world view is very similar to ours, and who would choose to work for us above other firms. We go on gut feeling as well as what we see on paper. Academic achievement is a given; we are attracted to people who have life experience and an impressive work history, and can operate in the commercial world.

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

Be enthusiastic! Roll up your sleeves and get involved in all aspects of the firm; work, sports and social. The more you put in the more you will benefit.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Typically our offers are restricted to those in their second last year of study.

Anticipated clerkship intake for this year

10

What work does the firm offer a clerk?

In addition to providing a comprehensive induction and training program, the intention of our program is to offer the clerks an experience that is practical and hands-on. They are given real work that would typically go to graduates or junior lawyers, we don't want just do discovery or photocopying. They will have the opportunity to attend meetings with clients, presentations and seminars and go to court as much as possible. The clerks undertake real research tasks rather than being given "practice" research. They will draft letters and advices to clients. This is all to ensure that they understand what day to day activities a real lawyer is involved in.

How do students apply for a clerkship?

Please outline the method of applying, including the typical stages in the recruitment process and the relevant application deadlines.

To be eligible for a clerkship you must be a law student in your second last year of study.

Forward a covering letter together with your CV to Julia Bucci, Human Resources Assistant, at jbucci@nsw.gadens.com.au

Our clerkship program is open to law students in the second last year of study.

If your application is successful you will be contacted via email to set up a time and date for your first interview.

The interviews provide an opportunity for us to meet you and also for you to have a chance to learn a bit more about our community and understand what makes gadens lawyers unique.

We conduct two rounds of interviews, and we undertake that we will not do psychometric testing on you, subject you to an external HR consultant, put you in a group interview or use a cocktail party as a vetting technique.

If you are made an offer, we'll let you have a coffee with one of the younger lawyers so they can tell you what life is like for a junior lawyer at Gadens.

We also run an inhouse interview skills workshop, which is designed to give you practical guidance on surviving the terrors of the recruitment process, show you how gorgeous our premises are, let you meet some of our real-life lawyers and give you a tiny glimpse that there might just be a firm out there that is populated by human beings.

Applications open: Thursday 23 June 2011

Applications close: 5.00pm Monday 25 July 2011

Interviews commence: Monday 22 August 2011

Offers made: Friday 30 September 2011

Accept/decline offers: Wednesday 5 October 2011

Graduate Recruitment

Does the firm take graduates directly?

Yes – whilst we don't have a set graduate intake or separate graduate program, we do hire additional graduates on an "as need" basis.

What is the typical progression path of graduates within their respective team(s)?

The graduate program consists of three structured rotations, transactional, litigious and a pro bono secondment (outlined above). During these rotations, the graduate will receive internal and external training in these areas. At the end of the rotations, the graduate will choose to settle in a group (not necessarily a group that he or she has rotated through). Thereafter their career path follows the usual steps of promotion from solicitor, senior associate to partner or special counsel.

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

Applicants are welcomed to apply throughout the year.

Address:
Level 37, 2 Park Street
Sydney NSW 2000

Contact person: Emma Garmston (HR
Co-ordinator)
Telephone: 02 9263 4067
Email: clerkships@gtlaw.com.au

Number of lawyers:
211

Number of partners:
57

Office locations:
Sydney, Melbourne

Areas of practice:
Banking & Finance; Corporate
Advisory – Mergers & Acquisitions
/ Private Equity/ Capital Markets;
Communications & Technology;
Competition & Regulation; Employment;
Litigation; Dispute Resolution; Intellectual
Property; Real Estate & Projects; Tax;
Pro Bono

GILBERT + TOBIN

About the Firm

What sets this firm apart from others?

Gilbert + Tobin has approximately 450 people working in our Sydney and Melbourne offices and as a young firm, we're not constrained by tradition, so we're always open to change and ideas for improvement. You'll mix with friendly people and will benefit from high morale within a firm that values individuality and diversity.

Pro bono is at the cultural heart of Gilbert + Tobin and is a dedicated practice group led by a Partner. As pro bono pioneers (we were the first law firm to employ a full-time pro bono lawyer) we are committed to helping disadvantaged clients who don't have access to the justice system or don't qualify for legal aid.

Gilbert + Tobin was awarded an EOWA Employer of Choice for Women citation for 2010.

We also have an international alliance with top Chinese law firm King and Wood, and a national alliance with Perth-based resource and mining firm Blakiston & Crabb.

Tell us about an interesting new project the firm is currently working on

Football United is an innovative program designed to assist young refugees and their families and promote social inclusion through football.

The program provides both boys and girls opportunities to attend vacation camps, football training after school and on weekends and gala days. It promotes links to clubs, coaching development, referee training, and sports management courses. The key aim of the program is to build self-esteem and social inclusion among refugees leading to better long-term outcomes and to address problems that arise out of social inequity and social exclusion.

What other benefits and activities, aside from work, does the firm offer?

Every year the firm hosts and sponsors a range of social, charity and corporate team events. These events include our annual charity trivia night, the fiercely contested Gilbert + Tobin pool competition, our 'Big Day Out' in May, the staff Christmas party, and also the children's Christmas party, where staff and their families meet Santa.

Staff participate in many sporting activities. These have included the City2Surf, BRW Corporate Triathlon, Lawyers' Bayside Aquatic Challenge and JP Morgan Corporate Challenge. We also support weekly lunchtime touch football and basketball competitions.

Does the firm engage in pro bono or volunteer activities?

Yes, At Gilbert + Tobin, pro bono is a vital part of what we do and who we are. It has been a feature of our practice since the firm's beginning in 1988. All of our lawyers have the opportunity, and are encouraged, to conduct pro bono legal work. The practice, which assisted over 600 clients last financial year, is shared among all lawyers in the firm.

There is also an opportunity for Summer Clerks and Graduates to undertake a rotation in our Pro Bono practice group.

How does the firm encourage a work/life balance?

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

As mentioned above staff are given the opportunity to participate in many sporting activities so staff can get out during the day for some fresh air and exercise.

We also offer flexible working arrangements ranging from part-time work, to job sharing and working from home. We understand our employees are our biggest asset and as such are committed to allowing them to

be as comfortable as possible in their work environment.

How does the firm encourage employees to grow their potential?

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

Gilbert + Tobin learning courses are designed to improve the technical, legal and business skills of our lawyers at all stages of their careers. Harnessing the wealth of resources available at the firm, Gilbert + Tobin Learning uses a variety of teaching techniques including at-desk instruction and mentoring, classroom-based instruction and experiential learning.

Formal training is only one element in the development of strong legal skills. For this reason, the firm places considerable emphasis on practical, one-on-one learning with managers, senior lawyers and partners. Lawyers are also encouraged to attend relevant external seminars.

Also, through secondment opportunities staff are able to work in-house both locally and internationally to help expand their understanding of our clients. Our lawyers tell us that their secondment experiences allowed them to rapidly develop confidence, skills and valuable exposure to the commercial environment.

Gilbert + Tobin also offers two summer clerks the opportunity to work as an intern in a native title office during the winter university break. The internship is fully funded by the firm and provides you with career opportunities in native title. Locations are Australia-wide and interns are placed according to the needs of the organisation.

We encourage our lawyers to undertake postgraduate study. This includes offering funding assistance for masters' degrees and other postgraduate courses as part of our ongoing commitment to your continuing

education. While studying, you will also be offered study leave to complete essays and attend exams.

Lastly, each year we also award a scholarship of up to \$10,000 to support 2 lawyers studying at any educational institution in the world in a subject area of their choice that complements their legal career and aspirations. This is a very open opportunity for learning. Past scholarship winners have studied at prestigious institutions in the United Kingdom, United States and Hong Kong, including:

- University of Oxford
- London School of Economics
- Columbia University
- Harvard University
- New York University
- Stanford University
- University of Florida
- Duke University

What does the firm look for in a potential employee?

We look for individuals who:

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

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

Your resume is the first opportunity you will have to introduce yourself to a firm, so take your time preparing your application and consider how you can differentiate yourself. We have designed our summer clerkship application through www.cvmail.com.au. We ask you to complete some additional questions so we can get to know students a little better and gain an understanding of their areas of interest during the clerkship.

G+T look for ambitious, bright, friendly and enthusiastic individuals who identify with our core values- innovation, entrepreneurial spirit, commercial acumen and a determination to succeed.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Whilst we prefer students who are in their penultimate year of study, we will also consider final year students. To be considered, students need to demonstrate strong academic results, display a strong community spirit and strong values.

Anticipated clerkship intake for this year

20

What work does the firm offer a clerk?

During your rotations you will be able to sit in on client meetings, observe negotiations, research case law, prepare and draft memos, assist in litigation processes and attend court, conduct due diligence etc. You will also get a chance to work on a Pro Bono and Knowledge Management task over the summer.

How do students apply for a clerkship?

Our summer clerkship applications are submitted online through CVmail - www.cvmail.com.au. We ask you to complete some additional questions so we can get to know students a little better and gain an understanding of their areas of interest during the clerkship.

Applications open: 23 June 2011

Application due date: 22 July 2011

Contact: Emma Garmston

Position: HR Co-ordinator

Email: clerkships@gtlaw.com.au

Graduate Recruitment

Does the firm take graduates directly?

Whilst there is no formal graduate program we do recruit lateral graduates from time to time. This is dependent on the resourcing needs of our practice groups.

What is the typical progression path of graduates within their respective team(s)?

Graduates will complete an 18 month program in which they will work across 2 practice groups gaining practical legal experience – approximately 9 months in each rotation group. The majority of our Graduates stem from our Summer Clerkship program. Following completion of the program Graduates will undertake a performance review and progress to junior lawyer.

DEVELOP WITH THE SMART CAREER CHOICE



As a summer clerk at Gilbert + Tobin, you'll have the opportunity to apply your knowledge on cutting-edge transactions from day one. You will work closely with leading partners and senior lawyers through a well-structured program.

We also offer summer clerks the opportunity to apply for a position in our unique Aurora Project Native Title secondment program offered during the winter university break.

If you're among the best and brightest law students, Gilbert + Tobin is the place to complete your summer clerkship. Discover a young, flexible first-tier firm that has built its success on innovation and having a heart.

Find out more at gtlaw.com.au/me

GILBERT
TOBIN



Personal Profile

Amy Rogers

Summer Clerk, Gilbert+Tobin, 2010-2011

Areas of rotation: Competition & Regulation, Pro Bono

I joined Gilbert + Tobin's summer clerkship program with high expectations. The firm has an excellent industry reputation and it had been my firm of choice prior to and throughout the application process. While I knew a clerkship at Gilbert + Tobin was going to put me in good stead to launch my legal career, I was genuinely surprised by just how much I got out of the experience and how much I enjoyed the ride. At the end of my clerkship I felt that I had really experienced how a top commercial law practice operates and I felt confident that I could contribute meaningfully to the firm in the future.

The lawyers at Gilbert + Tobin love their work and it shows. There is a distinctive lack of ego and hierarchy at the firm. As a summer clerk, I always felt welcome and supported. At the beginning, we were each allocated a buddy, mentor and partner for each rotation to help with the transition. Then throughout the clerkship we got to know our practice groups quite well through various Christmas parties, firm events and general chit chat over biscuits in the office breakout areas. Despite the sociable and openwork environment, Gilbert + Tobin lawyers work on complex legal matters for top-end clients and they're dedicated to their work. As a summer clerk I was included in these matters, and I always felt like I was taken seriously and my contribution acknowledged.

I began my clerkship in Competition + Regulation, where I was involved in energy and banking law, writing submissions to the regulator and drafting advice to clients on potential competition issues. I expected to be thrown in the deep end, but found I was very well supported. I really felt like part of the team, and there is a definite focus on your career path beyond the summer clerkship period. I will now be returning to Competition + Regulation as a paralegal, and I'm really looking forward to working with the group again.

During my second rotation I was placed in the Pro Bono group. It was a fantastic opportunity to work on matters as broad as Aboriginal stolen wages, anti-discrimination, refugee litigation and victims' compensation.

Gilbert + Tobin allows you to be as involved in social justice as you like.

The firm supports many social justice programs including the Aurora Project legal internship. I am fortunate to have been one of applicants selected for the internship and thanks to Gilbert + Tobin, I will be heading to a Native Title organisation over the winter university break. I can't wait!

Gilbert + Tobin is a place where you can grow your legal career organically, and the summer clerkship reflects this flexibility and authenticity. I thoroughly enjoyed my time as a summer clerk and I now have a much stronger understanding of commercial law, plus a clear idea of where my legal career is heading. I wouldn't hesitate to recommend Gilbert + Tobin's summer clerkship program to any other aspiring lawyers.



HENRY DAVIS YORK

About the firm

What sets this firm apart from others?

With 52 partners and more than 200 professionals, we have the advantage of being big enough to attract high-end clients and top-quality work, but small enough to remain personal and to provide hands-on advice and experience. We are often featured in the media for our involvement in major cases, recognised for our unique culture and awarded for our successes. In 2010 we were awarded Sydney Law Firm of the Year by Australasian Legal Business magazine, and in 2011 we are one of just 14 law firms to have received the EOVA Employer of Choice for Women citation.

Does the firm engage in pro bono or volunteer activities?

Henry Davis York is committed to delivering pro bono services to disadvantaged and under-represented groups and individuals who would otherwise be unable to afford legal assistance. We also reach beyond our traditional legal services to assist the wider community with issues affecting its wellbeing.

Lawyers at Henry Davis York are encouraged to support their wider community in a variety of ways. Assisting the homeless, families of homicide victims, rural services and students who are struggling with literacy or at risk of dropping out of school are just some of the areas in which we provide support through a number of established pro bono programs.

The pro bono work we are involved in ranges from representing individuals before various courts and tribunals to providing corporate and commercial advice to charitable organisations. We regularly attend a number of community legal centres and provide advice to clients on a wide variety of matters.

Our pro bono and community programs include organisations such as the Homicide Victims' Support Group (HVSG), Homeless Persons' Legal Service (HPLS), Northern Rivers Cooperative Legal Services Delivery Program (CLSD), Community Legal Centres, Learning Encouraging and Assisting Promising Students (LEAPS) and Reach Out and Read (ROAR).

What other benefits and activities, aside from work, does the firm offer?

Henry Davis York is known as a great place to work. Throughout the year, there are plenty of functions and activities to get involved in.

In addition to these activities we also focus on our people through our flexible work policies and a wide range of staff benefits from activities relating to health and well-being to assistance with financial planning.

Address:
44 Martin Place
Sydney NSW 2000

Contact person: Jane Pickles (People & Development Officer)
Telephone: +61 2 9947 6400
Email: jane_pickles@hdy.com.au

Number of lawyers:
Over 200

Number of partners:
52

Office locations:
Sydney, Brisbane

Areas of practice:
Banking & Finance; Corporate & Commercial; Dispute Resolution; Environment & Planning; Financial Services; Property & Construction; Public Sector; Restructuring & Insolvency; Workplace Relations & Safety

How does the firm encourage a work/life balance?

Maintaining a balance in your life is important and is something that Henry Davis York encourages all employees to do. During recruitment we look for people who demonstrate a balance in their life between work and other activities. Our flexible work practices assist employees in maintaining that balance and with attending to responsibilities and interests outside of work. Our partners certainly lead by example and see this as an integral part of the firm's culture.

There are also a number of sporting teams that people can become involved in and the firm also subsidises well-being activities such as pilates and yoga.

How does the firm encourage employees to grow their potential?

Our Continuing Professional Development Program gives you a real, measurable career path. It consists of modules relating to professional skills such as communication, client relationships, management and delegation. As seniority and experience levels grow, each module addresses the competencies required of your role.

The Continuing Professional Development Program is designed to help you understand how we do business and grow effectively in your career.

Henry Davis York also encourages further external and post graduate study and has a program in place to support this.

What does the firm look for in a potential employee?

People are our success. For that reason, we invest substantial time and energy in recruiting and retaining the right people at every level. As clerks are integral to our future growth we look for people who:

- share our commitment to excellence in what we do and how we do it
- communicate well at all levels
- are team players
- are lateral and innovative thinkers
- demonstrate balance in their life outside of work or study
- are intelligent and commercially minded lawyers in the making.

You will need a sound academic record, some work experience in a legal or non-legal environment, and have a positive disposition and demonstrated leadership skills.

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

Deciding which law firm to choose for your summer clerkship is an important decision and the first real step in your career.

There are many things to consider, such as the size of the firm, its areas of expertise, the quality of the legal experience you will get and whether or not the firm's environment and culture is right for you.

You should:

1. Understand what you are looking for:

You need to understand why you are applying for a summer clerkship and what you want to achieve from it.

2. Understand the opportunities:

You need to explore the various opportunities available to you through thorough research, speaking to former summer clerks and graduates and seeking out people in the industry who can provide you with guidance and advice.

3. Prepare well:

When you secure an interview, you need to prepare for it thoroughly. This includes researching the firm and the person who is interviewing you and preparing any questions you want to ask during the interview.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

We will be accepting applications from students in their penultimate year.

Anticipated clerkship intake for this year

We anticipate recruiting between 8 and 10 summer clerks this year.

What work does the firm offer a clerk?

During the program you will have the opportunity to rotate through three practice groups with designated support in each rotation from a supervising partner, senior associate and mentor. You will receive regular feedback and advice from your supervising partner and others you work with plus a more formal review at the end of each rotation.

Working with our partners and senior lawyers who are recognised and respected as experts in their fields, you will experience real, meaningful work and gain valuable insights into what it's like to practise as a lawyer in a top quality firm that works hard, has a friendly inclusive culture and celebrates both individual and team endeavour.

As a summer clerk with Henry Davis York you will put your learning into practice through many different channels.

On any given day you might draft documents for a court hearing; help an international client to establish a business in Australia; be involved in mediations and prepare pleadings, affidavits and witness statements; research and attend court hearings or mentions; attend client

meetings and settlements or research and prepare advice on complex legal issues.

You might also participate in a training session to solve a case study about an unfair dismissal; attend workshops on various aspects of legal practice; work with our business development group to analyse recent media coverage or to write an article for our e-newsletter.

How do students apply for a clerkship?

Our interview process is geared towards understanding how you will fit in with our values and work within existing teams and within the culture of the firm.

First round interviews are conducted one-on-one with a member of our People & Development team. If you progress to the second round, you will be given the opportunity to meet many people from our firm at a summer clerks' drinks evening. After all, it's a two-way process and we want you to feel comfortable with the firm you choose.

A representative from our People & Development team and a partner will conduct the second round of interviews. One of our junior lawyers (an ex-clerk) will also be involved to give you the chance to find out what it's really like to be a summer clerk at Henry Davis York.

Summer clerk applications open on 23 June and close on 22 July and all applications should be made through CV Mail.

Graduate Recruitment

Does the firm take graduates directly?

We do not participate in the formal graduate recruitment program. We focus on our summer clerk program each year and that is how we aim to recruit our graduate lawyers.





HENRY DAVIS YORK
LAWYERS

ONE

SPECTRUM OF OPPORTUNITY

■ One Vision ■ One Purpose ■ One Firm ■ One Decision ■ One Journey ■



Visit <http://summerclerks.hdy.com.au> for more information

Personal Profile

Hannah Stewart-Weeks

Summer Clerk, Henry Davis York, 2010-2011

Areas of rotation: Commercial Disputes; Banking Restructuring & Insolvency; Workplace Relations & Safety

I chose to do my clerkship at Henry Davis York because it felt like the right fit for me, and during my time as a clerk, this first impression proved correct. From the moment I walked in to the firm on the first day, I truly felt part of the Henry Davis York family. The size of the clerk group meant that we became close friends, which helped make the summer a fun one, as well as a learning experience.

I was able to rotate through three practice groups, which gave me a great opportunity to meet a range of different people, from graduate lawyers to senior partners, and to explore what it might be like to work in different areas of the law. I found the people I met were engaged, giving of their time, and keen to help me learn. The work I was given was varied, challenging, and interesting. Best of all, I felt like I was contributing to the team.

I now know from first hand experience that Henry Davis York is a great place to work, and I am excited to begin my graduate position at the firm. I know that it will provide a supportive and encouraging environment for me to learn and grow as a lawyer and as a person.



Address:
Level 30, Australia Square
264 George Street
Sydney NSW 2000

Contact person: Sallie Emmett
(Professional Development Manager)
Telephone: (08) 8239 7121
Email: sallie.emmett@jws.com.au

Number of lawyers:
109

Number of partners:
46

Office locations:
Sydney, Perth, Melbourne, Brisbane,
Adelaide

Areas of practice:
Our practice encompasses
transactional, advisory and dispute
related work principally within Australia
and is focused on the following key
practice areas:
Corporate; Competition; Energy,
Resources & Infrastructure; Taxation;
Dispute Resolution; Insolvency &
Reconstruction

JOHNSON WINTER & SLATTERY

About the firm

What sets this firm apart from others?

The ratio of senior to junior lawyers is almost 1 to 1 and the relationships are flexible and collegiate. By working closely with senior lawyers, junior lawyers are given meaningful responsibilities early in their careers and the opportunity to develop strong relationships with clients.

Does the firm engage in pro bono or volunteer activities?

Johnson Winter & Slattery is committed to supporting a range of community activities through sponsorships, donations and pro bono legal work. Our lawyers also contribute to the broader business community through presentations at workshops and seminars on developments in the law.

What other benefits and activities, aside from work, does the firm offer?

The collegiality experienced by our lawyers through the work environment is also fostered in a social context through the activities of the firm's social club, Associates Conference (held annually) and firm based sports teams.

How does the firm encourage a work/life balance?

Where possible we accommodate and support flexible working arrangements for both professional and support staff.

How does the firm encourage employees to grow their potential?

We recognise that the development of skills and commercial acumen requires involvement in a diversity of transactions. We foster that diversity by allowing junior lawyers to work across a variety of practice areas initially. The training and support received through working with senior lawyers in a wide range of areas is also supplemented by customised training programs which build on that experience.

What does the firm look for in a potential employee?

The primary criteria for assessment of applications are outstanding academic achievement, excellent communication skills, and a demonstrated interest in commercial law.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Yes

Anticipated clerkship intake for this year

4

What work does the firm offer a clerk?

Clerks will be involved in a variety of transactional and dispute work being done by senior lawyers and will be working closely with those lawyers undertaking tasks appropriate to the clerk's level of skill and experience.

How do students apply for a clerkship?

Please outline the method of applying, including the typical stages in the recruitment process and the relevant application deadlines.

Applications should include a covering letter, detailed Curriculum Vitae and current academic transcript and be sent electronically via the firm's website at http://www.jws.com.au/submit_your_cv.php.

Applications Open:
Monday 20th June 2011

Applications Close:
Tuesday 19th July 2011, 5pm

Interviews Commence:
Mid August 2011

Offers Made:
Monday 10th October 2011

Offers must be accepted/declined:
Tuesday 11th October 2011

Graduate Recruitment

Does the firm take graduates directly?

From time to time opportunities arise to recruit graduates directly at various times during the year. However, most graduates are recruited via the clerkship process.

What is the typical progression path of graduates within their respective team(s)?

Graduates have the opportunity to work across a number of different practice areas to develop a broad range of skills and commercial acumen.

Anticipated graduate intake for this year

3-4 graduates

Personal Profile

Thomas Saint

Commenced graduate position on 22 February 2010.

Areas of rotation: JWS does not have a rotation program. Law Clerks, Law Graduates and Associates work across a broad range of practice areas before deciding the area of law in which to develop more of their skills.

A WORLD OF OPPORTUNITY

Tom Saint tells how a summer clerkship at Johnson Winter & Slattery opened his eyes to a world of opportunity

I completed a summer clerkship with Johnson Winter & Slattery in November 2009. What struck me during my clerkship, which ultimately led to me accepting an offer to work at the firm, were the constant opportunities on offer to its young lawyers.

Before my clerkship I knew I wanted to work in the commercial sphere but had no idea what specific area of law I wanted to practice in. The practice area talks, delivered to clerks by Partners in each of the firm's principle areas of practice, were a great introduction to the wide range of work undertaken across the firm. The talks reconfirmed my interest in some areas of law that I had studied at university, and also introduced me to areas, such as Competition Law, that I knew little about.

As a junior lawyer at Johnson Winter & Slattery you are not allocated to a practice group. This means you get exposure to a wide range of work from day one. During my clerkship I had the opportunity to work in the majority of practice areas of the firm. By the end of the four weeks I had worked on an Initial Public Offering in the Corporate Group, helped amend a joint

venture agreement in the Energy and Resources Group, and researched points of law for a District Court matter in the Dispute Resolution Group.

Johnson Winter & Slattery's low ratio of senior to junior lawyers meant the majority of the work I received during my clerkship involved significant one on one interaction with a Partner. On a daily basis I was given the opportunity to engage with and receive feedback from lawyers considered to be some of the best in Australia in their given field.

Following my clerkship I worked with the firm while I completed my Practical Legal Training (PLT). The firm was very supportive and understanding during this period. I was given time off to attend lectures and the junior lawyers proved to be a wealth of knowledge regarding the program and assignments.

The firm was also very supportive of my desire to take some time off work to travel after I finished my PLT. I was given the opportunity to travel for 8 months with the peace of mind that I would have a position waiting for me when I returned to Australia. A few highlights of my travels were the World Cup in South Africa, climbing a mountain in Bolivia, and canyoning in the Swiss Alps.

JOHNSON WINTER & SLATTERY

LAWYERS

Johnson Winter & Slattery is an exceptional place to begin and develop your career

We recruit through our seasonal clerkship program. Our clerks and graduates work across a range of practice areas, giving them the opportunity to develop a broad base of experience early in their legal careers.

Due to our low leverage structure, we are able to offer graduates the opportunity to work on complex, high stakes transactions and disputes alongside senior lawyers.

Our major areas of practice are:

- Competition
- Corporate
- Dispute Resolution
- Energy, Resources & Infrastructure
- Insolvency & Reconstruction
- Taxation

To discuss the future of your career at Johnson Winter & Slattery, or for further information about our clerkship and graduate programs, contact:

Sallie Emmett
Professional Development Manager
P +61 8 8239 7111 sallie.emmett@jws.com.au



www.jws.com.au

SYDNEY | PERTH | MELBOURNE | BRISBANE | ADELAIDE

Address:
Aurora Place, Level 41
88 Phillip St.
Sydney NSW 2000

Contact person: Mr Peter Brabant
Phone number: +612 8272 0500
Email: pbrabant@jonesday.com

Number of lawyers:
- Sydney: 25
- Firm-wide: 2500

Number of partners:
- Sydney: 9
- Firm-wide: 800

Office locations:
United States: 15 offices.
Asia and Middle East: 9 offices.
Europe: 8 offices.
South America: 1 office.

Areas of practice:
Mergers and Acquisitions; Corporate
and Commercial Law; International
Litigation and Arbitration; Dispute
Resolution; Energy; Insolvency and
Restructuring; Intellectual Property;
Employment Law (Jones Day, Sydney).

JONES DAY

About the firm

What distinguishes this law firm from others?

Jones Day is one of the world's largest and most respected law firms and acts for more than half of the Fortune 500 companies. Jones Day, Sydney offers an experience that is different to other major law firms. Jones Day distinguishes itself by: giving you exposure to a broad range of domestic as well as regional and international work; offering you the combination of a friendly and dynamic office environment supported by established resources of a large global law firm; and ensuring that your contribution to the Firm is real from day one as you work directly with associates and partners.

What other benefits and activities aside from work does the firm offer?

Jones Day promotes a healthy workplace by recognising individuality, flexibility, adaptability and innovation of all staff members. Throughout the year a variety of social functions are available for all staff to participate in, including attending art galleries, participating in and attending sports activities and other social events.

Regular feedback is given in relation to your performance to best help you learn whilst 'on the job'. We consider ourselves to be an open, positive and dynamic professional environment that brings out the best in people.

Does the firm engage in pro-bono or volunteer activities?

Through our "One Firm Worldwide" ethos, Jones Day, Sydney participates in the Firm's global pro bono initiatives which often involve high profile issues of international importance. We also participate in domestic initiatives to contribute to the local community.

Clerkships

What is the preferred year level of clerkship applicants?

We consider clerkship applicants in the penultimate year of their law degrees.

Size of last clerkship intake:

2010-11: 2 summer clerks.

Anticipated clerkship intake for this year:

2 or 3 summer clerks.

What does the firm look for in a clerk?

We are looking for exceptional and independent individuals with strong analytical and communication skills. Apart from strong academic achievements, it is important to demonstrate an ability to deal effectively with people in a professional environment. You should be flexible and creative in your approach to work, and be able to work cooperatively and responsibly in a teamwork setting.

Overall, we are seeking people who want to do the highest quality work in a friendly and cooperative environment, who demonstrate the ability to rise to a challenge and who are committed to constant growth in a dynamic professional environment.

Does the firm directly take graduates?

At this stage, Jones Day, Sydney is not recruiting graduate lawyers. We generally recruit our graduate lawyers from our summer clerk intake.

What work does the firm offer to a clerk?

At Jones Day, Sydney we offer our clerks real work for real clients, to provide you with opportunities from day one to learn what the practice of law is about. You will work with graduates, associates and partners in a wide variety of tasks including drafting transactional documentation, conducting research, writing advices and learning about the mechanics of closing a deal. You will also have the benefit of training sessions and seminars that provide you with insight into the practical 'nuts and bolts' of legal practice, as well as the substantive legal work that we do at Jones Day.

We want you to finish your summer clerkship with an accurate picture of what being a Jones Day lawyer is like.

What other benefits and activities does the firm offer a clerk?

Throughout your clerkship, you have the opportunity to participate in specific clerk functions, sporting activities as well as numerous social functions available to all staff members.

What is the method of applying for a clerkship?

Please send a copy of your CV, academic transcript and a covering letter to the attention of Mr Peter Brabant via email, sydneyrecruiting@jonesday.com.

What are the typical stages in the clerkship application process?

Jones Day, Sydney typically has a two stage interview process. Both interviews are with two lawyers, including a partner, at our offices. We generally host a cocktail and information evening prior to the first interview as a means to get to know applicants in a less formal environment, and to help you understand what makes Jones Day different to other firms participating in the summer clerkship program.

It is important that we gain an understanding not only of your legal acumen and character, but also that you understand how Jones Day, and the experience of lawyers at Jones Day, Sydney, is different to that of other major law firms.

What are the relevant application deadlines?

Summer clerkship applications open on 23 June 2011, and close on 22 July 2011.

Personal Profile

Henry Hawthorne

Summer Clerk, Jones Day, 2009-2010; Graduate Lawyer 2011

The seemingly endless list of Sydney's double- and triple-barreled named law firms can be daunting. Too often the decision of where to apply may seem like a compromise between going for a large firm, typically with high-end work and a big reputation, or a small firm, perhaps with the potential for more variation and hands-on tasks. This is why it's just as important to line up questions for your interviewers as it is for them to asking you questions. My list of questions was long: where can I pursue my interest with an international law firm? Where can I make a real and valuable contribution? Where will I learn the most in the short summer period, and still enjoy myself enough to come back each day?

The Jones Day office in Sydney was unique in offering the magnitude of the resources of a global law firm with the dynamic and interactive environment of a smaller office. Jones Day's reputation, opportunities and clients are of a global scale. I quickly got a taste for the international nature of the work by helping the New York office with ownership disputes over ancient Roman artifacts, advising Beijing on Australian Alternative Dispute Resolution and, more recently, researching Papua New Guinean constitutional law.

Despite the fact Jones Day was founded in 1893, the Sydney office is still quite young. With around twenty lawyers, its relatively small size meant that I could quickly get to know everybody and be engaged in substantive legal work, including working directly with the firm's partners. I was soon making real contributions to a variety of interesting matters. One of the highlights of my summer clerkship was when, after spending the summer working on an appeal to the High Court, I was asked to travel to Canberra to assist with the running of the case. I had spent the previous month helping to research and prepare the pleadings, and was needed as support in Canberra over the days of the hearing.

The clerkship isn't all work, however. The Christmas parties, the glorious inter-firm football victories and lawn bowls all helped make for a tremendously fun clerkship at Jones Day. The flexibility of the firm has also allowed me to work part-time as a Paralegal during my final year of university, and to travel overseas before starting as a Graduate Lawyer.

MALLESONS STEPHEN JAQUES

About the firm

What sets this firm apart from others?

We're a leading law firm in the Asia region that makes a difference for our clients, the people who work for us, and for the communities in which we operate. Our graduates and lawyers have the opportunity to work overseas in our international offices.

We're passionate about the law. We drafted legislation which formed the backbone of the Government Guarantee Scheme - helping Australia's banking industry survive the global economic crisis. We've also acted on a few 'firsts'. The first fully-termed sale and purchase agreement for the supply of LNG from coal seam gas, and the first sale of LNG from coal seam gas into China, the fastest growing gas market in the world. The first sport infrastructure public private partnership and the first retail bond offer under ASIC's new rules.

We're passionate about our people. To provide our clients with legal advice that makes a difference we invest in our people. With over 1,800 employees, including 1,000 lawyers, we are determined to attract, recruit, retain and nurture the very best talent in all the markets in which we work around the world.

We care about the business community and the community more broadly. Over 20 years ago we were the first top tier Australian law firm to appoint a female Partner. Today, over 22% of our firm is owned by women. We were also the first Australian top tier law firm to introduce 14 weeks parental leave and the first firm to be accredited as a Fair Trade workplace. 80% of our lawyers have provided pro bono assistance on community and non-profit matters, or volunteered at free legal clinics to help the disadvantaged. We're the only law firm in Australasia to have a dedicated Human Rights Law Group. In the 2010 ALB Employer of Choice survey, we were the only national Australian law firm to attain gold status for our workplace policies. In 2011, we also received recognition as an EOWA Employer of Choice for Women for the fifth consecutive year.

Address
Level 61
Governor Phillip Tower
1 Farrer Place
Sydney NSW

Contact person
Natalie Stafford, Graduate Resourcing
Coordinator

Telephone:
+61 2 9296 3574

Email
natalie.stafford@mallesons.com

Office locations:
The firm's offices across the Asia
Pacific and UK include:
Sydney; Melbourne; Perth; Brisbane;
Canberra; Hong Kong; Beijing; Shanghai;
London

Areas of practice:
We work across a range of disciplines
and industry sectors. Our areas of
expertise include:
Banking; Capital Markets; Competition
/ Antitrust; Corporate / M&A;
Employment Law & Industrial Relations;
Energy, Resources & Projects; Funds;
Government & Public; Insurance;
Intellectual Property; Litigation &
Dispute Resolution; Private Equity;
Professional Services; Real Estate,
Construction & Environment;
Taxation, Superannuation &
Pensions; Technology, Media &
Telecommunications; Human Rights;
Pro Bono.

MALLESONS STEPHEN JAQUES

START HERE*

* and get ready to go places



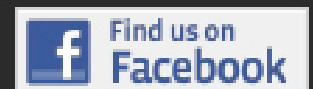
Interested to find out:

who we are?

what we do?

what it's like to work in a
leading commercial law firm?

www.mallesons.com/careers/



Tell us about an interesting new project the firm is currently working on

Alinta's \$2.9bn restructuring

We acted on Alinta's \$2.9bn restructuring, described as the most complex restructuring in Australian corporate history. More than 40 Mallesons partners, senior associates and lawyers across a number of practice groups acted for the energy group throughout its 18-month restructuring process. We advised on all aspects of the transaction including the initial investigation of deleveraging options, relations with the changing financier group, structuring the ultimate transaction and advising on a diverse range of implementation issues.

A tremendous amount of flexibility, responsiveness and innovation was required from all parties and their advisers to structure and implement this unique transaction.

AMP's \$14bn acquisition of AXA APH

We also advised AXA APH on all Australian legal aspects of this acquisition. Other jurisdictions involved included France, New Zealand and Asia.

This deal was one of the more significant transactions in the financial services area following the global financial crisis that did not involve the acquisition/disposal of a distressed enterprise. It was a complex structured transaction involving a listed public company intended to maximise the value for AXA APH shareholders in selling major assets to different acquirers and thereby maximise the overall consideration.

What other benefits and activities, aside from work, does the firm offer?

No matter where you are in your career, we're committed to being the leading employer among legal services firms in Australia and Asia. So we're always looking for ways to help you blend work and your life and interests outside of work. We have a range of policies and benefits to give you the flexibility you need.

For more details on the benefits offered in each centre please visit our website - www.mallesons.com

Does the firm engage in pro bono or volunteer activities?

Since 2001, our Mallesons in the Community program has provided pro bono legal advice to disadvantaged individuals and charities. Our support is broad and varied, and uses the skills of partners, lawyers, shared services and PAs. We donate money, provide pro bono advice and volunteer our time. As a firm we've chosen to focus on:

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

Over 600 of us volunteer each year in a range of activities through the Mallesons in the Community program, which includes the Australian Red Cross Good Start Breakfast Club; the Wishgrants programme for the Starlight Children's Foundation and the Australian Red Cross Telecross initiative.

Health & Wellbeing	Work & Life	General Benefits
gym memberships - free and discounted	swap pay for leave (48/52)	winning ways - employee rewards and recognition
annual health expos	time in lieu - up to 10 days per year	social club and activities
health & wellbeing seminars	jugglers' network - forums on work life balance	staff discounts
yoga, pilates, massage and reflexology	emergency childcare	salary packaging
employee assistance program	parental leave - paid and unpaid	salary continuance insurance
flu vaccinations	family events policy	volunteers leave
skin cancer checks	flexible working policies	leave of absence
resilience@law	work/life links - sources reputable personal resources and services	individual and team sports - triathlon, soccer, rugby, skiing, dragon-boat racing

* Benefits can vary from Centre to Centre due to local availability.

How does the firm encourage a work/life balance?

Flexible work practices were introduced to Mallesons about 20 years ago and many of our people have been working part-time or job sharing for a number of years. And it's not just about women. Men today are conscious of the need to spend time with family or seek flexibility to manage other areas of their lives. The most common reasons people at Mallesons opt for flexible work is to manage family responsibilities such as study, sporting commitments, children or caring for elders, health issues and phased retirement. For example, our Juggler's Network is a forum in each Centre to provide practical support, resources, ideas and assistance to those of us who are juggling a range of life priorities, activities and responsibilities.

How does the firm encourage employees to grow their potential?

Mallesons is a place where talented people can excel - where everyone is given the chance (and the encouragement) to reach their individual potential. Opportunities include:

- A rotation within the International Graduate Program (Australia & Asia).
- A long term transfer (domestic and international) for a period of 1-3 years.
- A short term transfer (domestic and international) for a period of 3 weeks to 6 months.
- Secondments - there are opportunities to work with clients or a charity partner for an extended period of time - usually around 3-12 months.
- Firmwide Mentoring Program - an informal opt-in program providing our people with an opportunity for ongoing career guidance.
- Prospect discussions - every year you'll receive feedback on your performance and development.

We encourage all our people to actively participate in our business and the community we serve. We don't believe any one person or group of people has a monopoly on ideas that can lead to innovation in the way we work and interact with the community.

What does the firm look for in a potential employee?

If you relish the prospect of working in a dynamic team environment, learning from experts at the top of their game and being involved in cutting edge legal work, you're just the sort of person we'd like as a Mallesons clerk or graduate.

Because we look for well rounded people, we're interested in your life experiences, your interests outside work and the issues you are passionate about.

You will need to have performed well at university and demonstrate a real interest in commercial law in Australia and Asia. And we'd hope you would be excited by the opportunity to step outside your comfort zone, develop new skills and work closely with really switched on people who take great pride in their work.

Our graduates tell us Mallesons is an exciting place to work - our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent our firm.

Do you intend to offer clerkships to students outside their penultimate year?

Mallesons prefers students to be in their penultimate year of their law degree. We will consider applications from non penultimate year students in the event they are unable to do a clerkship in their penultimate year i.e. on exchange during the clerkship period.

Anticipated clerkship intake for this year

Approximately 35-40 clerks in Sydney.

What work does the firm offer a clerk?

Our standard summer clerkship program is made up of 2 rotations over 11 weeks. We recognise that you may have other commitments during the summer like mooting, holidays, overseas clerkships, summer school. We therefore offer part time clerkships or the opportunity to do a 5 week clerkship in December or January. We also offer up to 3 of our clerks the opportunity to go to Hong Kong for their January rotation.

Our program is designed to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started - taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at 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 the unique culture of Mallesons.
- Our people - you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.
- The 'nuts and bolts' - our technology, financial systems, research and support resources, firm policies, procedures and the structure and approach of the firm itself.

You'll have a supervising partner in each of your practice groups. As part of the partner's team you'll work closely with the senior associates and solicitors in that team, and others in the practice group. It's a hands on role, so you'll not just be watching from the sidelines. During your time in the team, you will be involved in telephone conversations, meetings, client visits and the deals the team is working on.

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

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live – so it's not all hard work. In 2010/2011, summer clerks had the opportunity to decorate the Salvation Army Street Level Mission as well as wards at the Sydney Children's Hospital for Christmas and deliver presents. As part of the firm's Human Rights Law Group clerks also participated in MalleMUN, Malleasons model united nations.

How do students apply for a clerkship?

Applications can be made via our online application system at www.malleasons.com/careers.

Malleasons conducts targeted behavioural based interviews. There are generally two rounds of interviews with the first round conducted by a partner and solicitor from our Recruitment Committee.

Second round interviews are hosted by a partner and a solicitor usually from a practice group in which you've expressed an interest.

Throughout the recruitment process we host social events to enable you to meet our team in an informal setting.

Does the firm take graduates directly?

Our main intake for graduate positions is via the clerkship program. When we require additional graduates we'll advertise via our careers website, www.malleasons.com/careers.

What is the typical progression path of graduates within their respective team(s)?

All graduates who start with the firm are involved in our International Graduate Program. The International Graduate Program is aligned with Malleasons' 3 x 6 month graduate rotation system, designed to help our graduates become successful lawyers in an international market.

Three programs support the graduate experience; and are designed to build on a practical understanding of, and skills in, our areas of legal practice. As these programs are aligned with the rotation system, your learning is closely linked to your "on the floor" graduate experience.

LAUNCH - delivered over four weeks, Launch provides all the knowledge graduates need about the firm, their office, and our policies, processes and procedures.

FUNDAMENTALS - this 18 month program focuses on building the knowledge and skills required regarding our business and the legal industry. The sessions focus on essential practice skills, as well as business and legal essentials.

PATHWAYS - in-team, rotation based learning, conducted over a six month period, that focuses on the specific knowledge and information needed to be successful in each rotation.

Graduates have the opportunity to apply to complete a rotation in one of our interstate or overseas offices. Our International Graduate Program promotes and supports the mobility of our people across our offices by providing an integrated, firmwide program.

Each graduate has a supervising partner and a buddy who is there to provide support, advice and guidance.

As part of the International Graduate Program, we also offer Practical Legal Training (PLT) for our Australian law graduates. PLT ensures that you meet the practical requirements for admission to legal practice. Malleasons PLT is a customised, in-house program conducted in association with the College of Law."

Anticipated graduate intake for this year

In 2011, 28 graduates commenced in the Sydney office. In 2012 we predict we will have approximately 35 graduates commencing in Sydney.

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

Applications can be made via our online application system, www.malleasons.com/careers.

Personal Profile

Heather Huddleston

Summer Clerk, Mallesons Stephen Jaques, 2010-2011

Areas of rotation: Mergers & Acquisitions; Dispute Resolution

When I started applying for summer clerkships I felt that I wanted to work in a top commercial law firm which could provide me with great training, exposure to challenging work and a friendly culture.

My first impression of the firm as a collaborative and energetic community was cemented by the sincere and enthusiastic solicitors and partners I met during my clerkship, who provided me with the guidance and support to perform the tasks that I was set. It didn't take me long to feel comfortable, so I could focus on getting the most out of the clerkship. It was great to find that everyone was willing to help me learn the ropes and enjoy my time at the firm

During my clerkship I spent time in the Mergers and Acquisitions and Dispute Resolution teams. I got a real taste of what it would be like as a graduate lawyer: I was given the opportunity to assist in the preparation of

contracts, research new developments in the law, attend client meetings and witness the culmination of large commercial deals. I was pleasantly surprised by the time my supervising partners and other lawyers in the groups spent involving me in a diverse range of different matters.

Mallesons encouraged us to participate in a variety of pro bono and community activities. I really enjoyed working with a group of summer clerks and solicitors on a research paper for the Red Cross on recent developments in international humanitarian law. We got through our fair share of social and sporting events as well!

My summer at Mallesons was a great learning experience, confirming my desire to start work in a commercial law firm. I am now clerking in the Mergers and Acquisitions group and looking forward to starting my career as a Mallesons graduate.

MARQUE LAWYERS

About the firm

What sets this firm apart from others?

What doesn't? Most obviously, our lawyers have no personal chargeable hours targets or revenue budgets, in fact there is no individual or even team financial reporting at all. Your performance is assessed by reference to the quality of your work and the quality of your relationships, not arbitrary financial goals.

Conformity is boring and nonsensical in a professional context, and therefore it doesn't exist here. We don't design or impose career paths, we just help make them happen.

And we have a pet chicken.

Tell us about an interesting new project the firm is currently working on

We're representing a very large Asia-based producer of television programs, investigating wide-scale copyright infringement of their material by internet broadcast on peer2peer platforms, and whether local providers of hardware and software that assists in facilitating the viewing of this material constitutes authorisation of infringement. Sounds complex and it is.

What other benefits and activities, aside from work, does the firm offer?

Enough raisin toast to feed a small country, fruit of course, a lot of cake, social endeavours ranging from the culturally sublime to the somewhat disgraceful, an annual retreat to somewhere sunny, completely transparent reporting and as deep an involvement in every aspect of the firm's business as you want to have, and the 4pm Friday Pens Down Rule.

Does the firm engage in pro bono or volunteer activities?

We do a lot of work with GetUp!, the political advocacy organisation, including successful proceedings in the lead-up to the 2010 federal election in relation to online enrolment.

We are the pro bono lawyers for the Griffin Theatre Company and a number of other not-for-profit organisations.

How does the firm encourage a work/life balance?

Mainly by not having a culture where working ridiculous hours is considered an admirable thing. Not being managed by a timesheet enables you to manage your own workload on a rational basis.

We play a lot of sport and we think you're mad if you're not doing some form of exercise. Also, participation in the JP Morgan run (it's only 5.6km, anyone can survive it) is compulsory.

How does the firm encourage employees to grow their potential?

Your career is a unique and continuing dialogue between you and us. Our goal is to help you get wherever you want to be as fast as you want to get there. We consciously take care when recruiting to maintain a good spread of experience across the firm and not place obstacles in the way of

Address:
Level 4, 343 George Street
Sydney NSW 2000

Contact person: Michael Bradley,
Managing Partner
Telephone: 8216 3006
Email: michaelb@marquelawyers.com.au

Number of lawyers:
19

Number of partners:
7

Office locations:
Sydney

Areas of practice:
Corporate & commercial; Litigation;
Workplace relations; Competition &
Consumer law; Intellectual property

anyone's progression, as we firmly believe that we have a core responsibility to provide career paths for everyone who works here.

We have no promotion timelines, salary bands, rules or policies governing your career development. That wouldn't make any sense to us.

What does the firm look for in a potential employee?

Someone with whom we'd like to spend a substantial proportion of our waking hours each day. The qualities that make up that person are primarily an instinctive understanding of what this firm is about and an excited desire to be part of it; obvious and articulate intelligence; the ability to hold a conversation and be both interested and interesting at the same time; a bit of robustness (we do pick on new kids a bit); and something about you that makes us think you'd be fun to have around.

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

Put your generic application letter to one side, we can sniff it out from the other end of Martin Place. Start with a blank page and tell us something real. This firm offers a unique opportunity, and it isn't a fit for everyone. You need to have given some conscious thought to that question and then you need to articulate to us why you really should be working here. It's not easy, but if you can get something of yourself on to the page [or whatever medium you choose, we love new things] then there's an infinitely better chance that we'll make a connection.

If you get an interview, bring food. We love food!

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

We don't care what year you're in.

Anticipated clerkship intake for this year

1

What work does the firm offer a clerk?

Work from every corner of the firm. The clerk is a general resource, so you get to experience every type of law we practise. No photocopying, no coffee runs.

How do students apply for a clerkship?

We don't participate in the official program. We'll advertise on our website in August or September, and we don't know yet what challenge we'll be laying down for the applicants, but it won't be simple. Just keep an eye on the site.

Does the firm take graduates directly?

Yes

What is the typical progression path of graduates within their respective team(s)?

That's entirely a function of your performance and desire. Because we're a small firm and we don't generally hire at senior levels, there's a lot of room for progression and it is likely to be faster than the average. But that's mostly up to you.

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

Just send in your cv and a covering letter and we'll keep you on file for when the opportunities come up, which is unpredictable.

Personal Profile

James True

Summer Clerk, 2011

Areas of rotation: Whole firm

Having applied through what can only be described as the most enjoyable and interesting process, my time at Marque Lawyers played out in the fashion it had commenced – interesting, different, and above all, enjoyable.

Applying for the Summer Clerk position was unlike any application I had come across. We were asked to apply in a creative format where the parameters were limited only by the applicant's imagination. I toyed with the idea, as prompted by the suggestion on the job description, of choreographing an interpretive dance to demonstrate my various skills in organisation, time management, personal hygiene and my generally diligent nature. Of course, I have no skills in the area of choreography. Sadly, I realised my application would be limited, not by my imagination, but rather my inability to dance. So I set about creating an application to show I wanted something a little bit different, and I wanted to work at Marque.

My interview was relaxed. Greeted by two very warm lawyers and the managing partner I wasn't being grilled over every detail of my academic and vocational history, nor was I being asked to recount an instance where I provided sound problem solving, and I wasn't psychometrically tested, at least I don't think I was. This was an interview where I was able to be

honest about what I wanted from the law, what I wanted to contribute to a firm, and where I wanted to be.

I found myself with the Summer Clerkship and my time at Marque was brilliant. Most important was the welcome I received on my first day. I was greeted by a team of lawyers who were ready and willing to show me the ropes, with a real ability to teach, rather than point. I worked across all areas of the law the firm provides; Corporate and Commercial, Litigation and Dispute Resolution, Trade Practices and Compliance, Workplace Relations and Intellectual Property. In each area I was given genuine tutoring and interesting work, with some big clients – which always adds to the excitement. I wasn't sent to get coffees and I wasn't chained to the photocopier. My introduction to the law outside the classroom was relatively pain free and I was allowed to get right into it.

How then can I describe this place best? The ability of everyone at the firm to enjoy their work and make the time in the office enjoyable is only topped by their desire to take pride in what they do.

The best bit? I got to be part of it.

Address:
Level 26, 52 Martin Place
Sydney NSW 2000

Contact Person: David Forner (Human Resources Coordinator)
Telephone: (02) 9513 2571
Email: david.forner@middletons.com

Number of legal advisors:
Approximately 300

Number of partners:
68

Office Locations:
Sydney, Melbourne, Perth

Area of Practice:
Banking and financial services, corporate and commercial, energy and resources, insurance, intellectual property, information technology and telecommunications, litigation, mergers and acquisitions/capital markets, projects and infrastructure, property and development, workplace relations

MIDDLETONS

About the firm

What sets this firm apart from others?

Quality work and clients

We attract high quality work, which provides our people with the opportunity to work with some of Australia's largest companies and market leaders. Our mix of clients and specialist practice areas gives our people career opportunities across the full spectrum of commercial law.

Opportunities to learn and develop your career

Our people enjoy exposure to high quality work regardless of where they are in their career. The firm supports development through opportunities like on the job training, a comprehensive learning and development program, post-graduate study support and secondment opportunities.

A unique culture

Middletons is a truly friendly and energetic firm with a unique culture. We offer a wide range of social, sporting and networking activities. Our commitment to corporate social responsibility and pro bono work allows our people to give back to the wider community.

Does the firm engage in pro bono or volunteer activities?

Making a difference in our community is important to us and we provide our people with a variety of opportunities to get involved. Our corporate social responsibility program has been developed to ensure we grow our business in a way that ensures the long-term sustainability of the communities and environment in which we operate.

Our longstanding relationship with Oxfam Australia gives our people the opportunity to bond with colleagues while competing in the Oxfam TRAILWALKER, or cheering them on as a volunteer at the Middletons check point. Our Make a Difference program allows Middletons employees to donate their time or money to our charity partners throughout the year and our relationships with PILCH and a number of community legal centres means there are opportunities to get involved in pro bono work.

What other benefits and activities, aside from work, does the firm offer?

Our people have the opportunity to be involved in many activities offered by the firm. Our Sports@Middletons program, Vitality program, social club and firm events are a great way to build internal networks and become involved in the Middletons community. We also provide forums for input and involvement including our Young Professionals Network (YPN) and Women's Information Network (WIN) specifically designed for networking and development of our lawyers.

How does the firm encourage a work/life balance?

A key part of our culture is our approach to flexibility. We recognise that there are occasions in life when you need greater flexibility to balance work and life commitments. We provide an environment that encourages and supports flexibility. Additionally we encourage our people to look after their health and wellbeing by participating in our Sports@Middletons and Vitality program, which can

MY SO BRIGHT
FUTURE'S



**FOLLOW US ON
TWITTER**
TWITTER.COM/MIDDLETONS_LAW
WWW.MIDDLETONS.COM
MELBOURNE | PERTH | SYDNEY

middletons |
straight talking

include anything from a lunchtime game of netball to an 8 week program of yoga, or an annual flu shot.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

No

Anticipated clerkship intake for this year

6-8 clerks

What work does the firm offer a clerk?

A clerkship is the ideal opportunity for you to explore what we have to offer. Not only will you gain insight into a career in law, you will meet our people, sample our culture and determine if Middletons is the right career choice for you.

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

Professional development is provided throughout your clerkship. It begins on your first day with a comprehensive induction program and continues through your clerkship enabling you to learn important skills that lay the foundation for your legal career.

Your supervising partner or senior associate will be responsible for assigning your work. A graduate or junior lawyer will also be there to provide buddy support throughout your clerkship.

In addition to the daily on the job feedback and guidance you receive, you will also be involved in a structured performance review at the conclusion of your clerkship.

As a clerk you will have the opportunity to be involved in many firm activities. Social club events, Sports@Middletons and firm wide celebrations are great ways for you to have

some fun during your clerkship and experience all that Middletons has to offer.

What we look for in our clerks

Obviously, solid academic results are important but to be a successful lawyer you need to demonstrate talent and skill in a variety of areas. Enthusiasm, adaptability and a passion for delivering exceptional service are essential attributes. We know that good legal advice goes hand in hand with sound communication skills and the courage to act decisively.

While we look for brilliant legal minds, we also need you to think commercially, as we know it takes more than technical expertise to be an exceptional lawyer. We look for a commitment to getting the small things right as well as the big picture. Logic and attention to detail are critical skills that enable a young lawyer to take a complex business problem, break it down for a client and deliver a sound commercial solution.

How do students apply for a clerkship?

You can apply online at www.middletons.com/careers. Applications open 23 June and close 22 July 2011. Our recruitment process consists of 2 rounds. First round is a breakfast where you will have the opportunity to meet partners and senior associates in an informal setting and learn more about Middletons and our clerkship program. The second round will be an interview with a partner or senior associate and a member of the Human Resources team.

Does the firm take graduates directly?

The firm will not be participating in the graduate recruitment program for 2011.

Personal Profile

George Calligeros

George was a Summer Clerk in 2008-2009 and a Graduate in 2010. George is now a Lawyer in our Commercial Litigation group.

Areas of rotation: George had rotations throughout his clerkship and graduate year in the Banking & Financial Services, Commercial Litigation (Competition & Regulatory, and General commercial litigation), and Corporate & Commercial (Technology) practice groups.

What type of work does a Summer Clerk at Middletons do?

The nature of the firm means that summer clerks are not just seen as extra baggage that is carried around for the warmer months. Smaller practice groups combined with significant clients meant I was given meaningful work from the day I moved into each of my practice groups. My time during my two rotations in Competition & Regulatory and IP involved working as part of a team engaged in major litigation proceedings, drafting client advices in tandem with my supervising partner and attending client meetings. The work was varied and interesting and my fears of manning the photocopier for a couple of months never even nearly materialised. Throughout my clerkship I worked with people at all levels of the firm, from my fellow clerks, to recent Graduates to Senior Associates and Partners, never feeling out of place or that my ideas and opinions weren't being heard.

What's all this about 'firm culture'?

I know you've heard it before, but it's true, that thing they call 'firm culture' is one of the most important things about your experience at a law firm. Middletons really does have a friendly atmosphere about it and this is what makes it a great place to come to work everyday. As a clerk, everyone was very welcoming and keen to get to know me. By the end of my clerkship, as well as being very tight knit with my small clerk crew, I felt like I knew most of the firm. My supervising partners' doors (as well as everyone else's) was always open to discuss my work or any difficulties I might have been having with it. The recent Grad assigned as my 'buddy' was also always there to answer any of those 'stupid' questions I thought I had.

From the outset I was treated as part of the firm - everyone genuinely interested in keeping me involved and pushing my development as a young lawyer. While professional, the firm remains laid back and willing to have fun wherever possible. This ethos and relationship-based interaction between all employees at Middletons, no matter what level they are at, is something that really jumped out at me during the clerkship, and is something that continued during my Grad year and now as a Lawyer.

Why Middletons?

While it may seem daunting, summer clerkship time doesn't have to be as stressful as it may seem. Try enjoy it, weigh up the options, see what each firm has to offer and decide what feels right for you. From my clerkship experience I found Middletons truly does provide that little something that makes it stand apart from other firms.

In the end it is about being yourself and choosing the firm that is the right fit for you. I chose Middletons because it provides a great balance; it is big enough to engage those important clients but small enough so you are not just another face in the crowd. Middletons prides itself on delivering without the fanfare, and so that's what I have tried to do for you here. During my summer clerkship experience (and now as a Lawyer) the firm continues to provide me with great opportunities in a great environment.

Hopefully your experience with the firm will be the same as mine and you will come to the conclusion that like me, Middletons is right for you.

Address:
88 Phillip Street
Sydney NSW 2000

Contact person:
Liana Hurry
Graduate Resourcing Consultant
Telephone: 02 9921 4017
Email: liana.hurry@minterellison.com

Number of lawyers:
900+

Number of partners:
280

Office Locations:
Australia: Adelaide, Brisbane, Canberra,
Darwin, Gold Coast, Melbourne, Perth,
Sydney
Asia: Beijing, Hong Kong, Shanghai
New Zealand: Auckland, Wellington
Europe: London

Areas of practice:
Our Sydney office has 12 practice
groups: Commercial & Regulatory,
Financial Services, Mergers &
Acquisitions and Private Equity and
Capital Markets (Corporate groups),
Commercial Disputes and Insurance &
Corporate Disputes (Litigation groups),
Environment & Planning and Property
(Real Estate), Tax, Finance, Construction
and Human Resources & Industrial
Relations.

MINTER ELLISON LAWYERS

About the firm

What sets this firm apart from others?

Our origins date back to 1827 in Sydney, Australia. Today, Minter Ellison is one of the top tier commercial law firms in Australia – with a client base that includes 26 of the country's Top 50 companies – and is ranked one of the largest legal groups in the Asia Pacific.

Our strong growth and success have been driven by the energetic vision of our leading partners, in-depth industry expertise and a commitment to working closely with our clients – wherever they need us. It is this commitment that led us to moving offshore and building up offices in the UK and Asia.

Our first international office was opened in London in 1974 and remains active today. Its main focus is advising UK and European law firms on Australian law and working with European clients on their business activities in Asia. We have operated in Asia since 1987 and our people in Hong Kong and China assist clients in countries throughout the region.

We have a longstanding formal association with Minter Ellison Rudd Watts in New Zealand, one of that country's leading commercial law firms.

Tell us about an interesting new project the firm is currently working on:

We have been at the table of some of Asia Pacific's headline transactions – the National Broadband Network rollout, SingTel's new satellite acquisition and launch, global outsourcing projects for BHP billiton and strategic business acquisitions for Qantas. Our teams work with the world's leading energy and resources companies, handle financing and capital markets work across Australia, in Hong Kong and in London, and are principal lawyers on iconic projects such the A\$12 billion Melbourne Dockland redevelopment, Brisbane's A\$3 RNA Showgrounds development, and King Street Wharf in Sydney.

Does the firm engage in pro bono or volunteer activities?

Community partnerships

Each of our offices has developed partnerships with community organisations to address local need and the overall themes of our Community Investment Program. For example, our focus on disadvantaged youth in Australia has led to the Sydney offices partnership with James Meehan High in Macquarie Fields.

Our commitment has included:

- hosting student visits to our office
- providing work experience and career advice
- active membership of the Australian Business and Community Network
- taking part in the Principal for a Day Program
- creating networks between our partner schools for the benefit of students and staff
- developing mentoring projects for our staff to provide practical assistance to students.

YOUR PASSION YOUR CAREER YOUR FIRM

Our vacation clerkships open a window on what it's like to be a lawyer in a large commercial law firm.

Interested?

Find out more at www.minterellison.com/careers or email liana.hurry@minterellison.com

ADELAIDE
AUCKLAND
BEIJING
BRISBANE
CANTBERRA
DARWIN
GOLD COAST
HONG KONG
LONDON
MELBOURNE
PERTH
SHANGHAI
SYDNEY
WELLINGTON

www.minterellison.com

MinterEllison

LAWYERS

The benefits of these partnerships extend both ways. Students are exposed to the world of professional life. Equally, our staff derive enormous satisfaction from creating opportunities for students to reach their full potential.

Minter Ellison believes that lawyers have a responsibility to ensure access to justice for disadvantaged and marginalised citizens. We assist individuals without the means to pay for legal services and non-profit community organisations whose work helps those in need. We are committed to developing a strong pro bono culture in the regions where we operate. Each of our offices undertakes pro bono legal work in response to local need.

Our flagship pro bono project in Australia is our strategic commitment to the development and growth of the Homeless Persons Legal Clinics in Brisbane and Melbourne and the Homeless Persons Legal Service in Sydney.

Some of our most resource-intensive pro bono matters are conducted on behalf of individuals who would otherwise be denied access to justice.

What other benefits and activities, aside from work, does the firm offer?

Wellbeing

- Free corporate gym membership
- Employee Assistance Program providing confidential counselling and support to staff and other immediate family
- Discounted health insurance
- Health & Wellbeing seminars and exhibitions
- Parenting information sessions
- Social and sporting events and activities (including Christmas parties, Friday Night Drinks, corporate sports teams)
- Discounted shopping, entertainment and travel
- Business Casual Dress Fridays

Career development

- Cutting edge learning and development programs, including regular continuing legal education seminars, 'core skills' programs and a Graduate Development Program through to a Leadership Development Program
- Post-graduate studies support
- Workgroup retreats

Secondments

- Secondment opportunities between offices, to clients and international locations

Financial

- Competitive market salaries
- Annual salary reviews
- Reward and recognition program

Financial services

- Superannuation contributions
- Online access to superannuation funds
- Salary packaging for motor vehicles, computers, additional superannuation
- Access to discounted products and services at several financial institutions

Flexibility

- Paid parental leave
- Flexible work arrangements
- Advice and assistance regarding child and elder care

How does the firm encourage employees to grow their potential?

Minter Ellison is committed to a strong and sustainable learning culture to ensure that individuals, teams and the organisation strive towards achieving their goals and strategic vision

Our Learning Framework has been developed to incorporate capabilities and those attributes required of legal and non-legal professionals.

People at Minter Ellison have access to many learning opportunities both within and external to the firm and the legal industry. These include:

- Continuing professional development – regular internal seminars on technical aspects of the legal and professional services industry and participation at appropriate external seminars, workshops and conferences.
- Specialised programs – including support staff development, a specialised Graduate Development Program, a Core Skills Program, Pathways Program for mid-level to senior lawyers, a Leadership Program and a range of customised activities.
- Technology training – our new starters go through a comprehensive orientation program that familiarises users with company software and procedures, and our dedicated Technology Training Department makes sure that the learning never stops – not even for the partners!
- Post-graduate study support – the firm contributes to the tuition fees for approved higher education courses and study leave is available for approved courses which are related to your position and/or career path.

What does the firm look for in a potential employee?

At Minter Ellison our lawyers come from very diverse backgrounds but what they share are the key attributes we look for in our clerks: a drive for excellence and technical achievement, commercial awareness, energy and initiative.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

We will accept applications from students in their penultimate year of study (i.e. have at least two but no more than four whole semesters remaining in their Law degree as at 30 June 2011).

We will also consider applications from non-penultimate students if you are unable to complete a clerkship in your penultimate year due to an international exchange or mootng commitments etc. If you are a non-penultimate applicant, please outline in your covering letter the reasons why you are applying for a clerkship this year.

Anticipated clerkship intake for this year?

25-30 Summer Clerks

How do students apply for a clerkship?

Apply online via our website www.minterellison.com/careers

Graduate Recruitment

Does the firm take graduates directly?

At this stage, Minter Ellison, Sydney is not recruiting graduate lawyers. We generally recruit our graduate lawyers from our summer clerk intake.



Personal Profile

Sophie Lloyd

Summer Clerk, Minter Ellison Lawyers, 2010-11

Areas of rotation: Financial Services, Human Resources & Industrial Relations, Competition

The interview process for summer clerkships is tiring and intimidating, especially if you are facing your first formal interviews like I was. As well as the interviews there is a continual stream of functions and events where you have to try and not say anything too idiotic or spill food down the front of your new suit. One of the reasons that I picked Minter Ellison in the end is that throughout that entire terrifying process, everyone I met was friendly and encouraging and all the staff seemed genuinely excited about finding the right set of summer clerks.

The clerkship starts with a week of training and orientation, which is a great way to ease any initial jitters and make friends with the people you are going to be spending the majority of your summer with. The remainder of the time is spent in three rotations; I did mine in Financial Services, HR/IR and Competition. I really enjoyed being able to do a variety of rotations as I got to experience the different structures and dynamics of the different groups and get to know lots of different people throughout the firm.

Working in three different practice groups also means you get to do an assortment of work. I sat in on teleconferences, went to court, drafted

agreements, did legal and business research and got down and dusty in the library archives. Having never had any experience of a large corporate business I found it really interesting to learn more about how a big firm worked and what role everyone had to play. I also got to go and volunteer for an afternoon at the Homeless Persons Legal Centre, which was a slightly confronting but amazing experience that I hope to be able to repeat when I am back at the firm. It was really satisfying at the end of summer to realise that I was confident doing so many of the things I was scared of doing at the beginning!

Of course the work experience was invaluable, but the main highlight of my summer was definitely making a whole bunch of new friends and living it up at the endless social functions and activities that the firms put on. If you do a clerkship, be prepared to spend a lot of your summer in fancy dress! I was a doctor at the Christmas party, a pirate on the cruise and an 80's diva at the trivia night. Weekly clerk sport, inter-firm drinks and Friday night shenanigans supplemented these nights, giving me a summer to remember and friendships with a great bunch of people who I am looking forward to having as colleagues in the next year or so.

NORTON ROSE

About the firm

What sets this firm apart from others?

We are the largest international legal practice in Australia offering a full range of legal services, with 600 lawyers in five offices in Brisbane, Canberra, Melbourne, Perth and Sydney. Due to our global reach we have an extensive network of lawyers enabling us to operate in every market and every jurisdiction. We are also able to offer our graduates the option of doing a 4 month rotation in one of our Asia Pacific offices.

Tell us about an interesting new project the firm is currently working on

On 1 June 2011, two leading law firms — Ogilvy Renault in Canada and Deneys Reitz in South Africa with its pan-African division, Africa Legal — will join Norton Rose Group. The enlarged Group will have 2500 lawyers, and offices in Montréal, Ottawa, Québec, Toronto, Calgary, Johannesburg, Durban and Cape Town, with an associate office in Tanzania.

Does the firm engage in pro bono or volunteer activities?

Pro bono work is undertaken on a voluntary basis by staff at Norton Rose Australia. It carries the same status as fee paying work and is given equal recognition in staff promotion. Activities include litigation, legal opinions and advice, drafting documents, research, negotiations and mediation, involvement in law and legal policy reform and community legal education. We have several ongoing and long-standing relationships with non-profit and charitable organisations and, from time to time, our senior lawyers and senior associates are seconded for periods of up to 6 months to deliver pro bono services.

How does the firm encourage a work/life balance?

There is more to Norton Rose Group than just hard work. Whether it's social events, pro bono, charity work or sporting groups we encourage our employees to get involved in activities outside the office.

What does the firm look for in a potential employee?

At Norton Rose Group, we look for intelligent, internationally focussed and commercially minded individuals to drive our business. We are also looking for people who share Norton Rose Australia's values – Unity, Quality and Integrity

Do you intend to offer clerkships to students outside their penultimate year?

No

Anticipated clerkship intake for this year

20 in our Sydney office

Address:
Level 18, Grosvenor Place
225 George Street
Sydney NSW 2000
Australia

Contact person: Yvette Revell
(Recruitment Advisor)
Telephone: (02) 9330 8945
Email: Yvette.Revell@nortonrose.com

Number of lawyers:
2500 worldwide

Office locations:
Sydney, Brisbane, Melbourne, Perth,
Canberra

Areas of practice:
Banking, Corporate, Antitrust,
competition and regulatory, Dispute
Resolution, Real Estate, Tax,
Employment

What work does the firm offer a clerk?

Our summer clerkship programme is designed to ensure that you receive a well-rounded practical experience that also includes formal training to further develop your knowledge and skills. The programme runs for 12 weeks with 2 rotations.

You will get first hand experience of our work and our working style. You will get to know our partners and staff and experience our culture of open communication and team work, whilst gaining an appreciation of how we operate.

Another significant aspect of the clerkship is the social activities. During your summer clerkship you'll be involved in specific activities for example cocktail parties, lunches, sporting events, practice-wide social events, and other various social activities.

How do students apply for a clerkship?

Applications should be submitted online via www.nortonrose.com

Please address your cover letter to Yvette Revell

Applications open 23rd June 2011 and close on 22nd July 2011

Does the firm take graduates directly?

We offer graduates upon successful completion of their summer clerkship.

What is the typical progression path of graduates within their respective team(s)?

The clerkship programme links very closely with the graduate programme and provides a valuable insight into what life as a graduate lawyer would be like at Norton Rose Australia. If you are a penultimate year law student and are considering applying for a graduate position with us, we would strongly encourage you to apply for a clerkship. This will ensure you have the best opportunity of securing a graduate post.

Right from the start of your clerkship, graduates get involved in the daily practice of the team. Our experienced lawyers will monitor and coach you on a daily basis. On your first day you attend an induction programme, meet your new colleagues, get guided around the office, and introduced to our information systems. You'll also meet members of the HR team, and other people responsible for your training and development.

The graduate programme runs for a 24 month period and consists of three rotations with your fourth being your permanent placement. The rotations allow you to experience a wide variety of legal work and when it comes time to move into an area of law in which you wish to practice, you'll be able to identify with confidence the area that best suits your talents and career goals.

As part of our graduate programme, Norton Rose Australia provides graduates with a unique opportunity to undertake a 4 month rotation in one of our Asia Pacific offices. This opportunity will expose graduate lawyers to the broader Norton Rose Group network, including regional and global clients, partners, staff, cultures and work experience.

You will also experience, amongst other things:

- a wide variety of both litigious and non-litigious work
- the opportunity to work directly with partners and senior lawyers who will guide and instruct you
- responsibility for various assignments and matters
- well-rounded practical and formal training.

The main intention is to develop your knowledge and skills to provide a strong foundation for your future career. All our graduates are involved in a regular feedback process. This provides an opportunity for ongoing communication between partners and staff, and ensures our graduates maximise their learning experience.

Anticipated graduate intake for this year

20 in Sydney

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

Graduates need to be in their penultimate year and apply for a summer clerkship.

Applications should be submitted online via www.nortonrose.com

Please address your cover letter to Yvette Revell.

Applications open 23rd June 2011 and close on 22nd July 2011

nortonrose.com

NORTON ROSE



Asia Pacific Graduate Rotation Programme takes flight

14 graduates per year, 4 months each - Tokyo, Singapore, Hong Kong, Beijing or Jakarta
Norton Rose Australia introduces this international opportunity as part of the National Graduate Programme

Summer Clerkship Programme

12 Weeks, 2 Rotations

23 June 2011 - Applications Open

22 July 2011 - Applications Close

Further information

Yvette Revell

Recruitment Advisor

t: 02 9330 8945 e: yvette.revell@nortonrose.com

Personal Profile

Sophie Arnold

Summer Clerk, Norton Rose, 2009-2010. Graduate 2011

Areas of rotation: Employment; Insurance

I did a clerkship with Norton Rose over the 2009/2010 summer and looking back, I have really positive memories. I enjoyed the work I was doing, had lots of fun with the people I was working with and ended the summer very pleased to be accepting a graduate offer with the firm.

As a clerk I worked primarily in the Employment team. I worked closely with the partner and was given a diverse range of interesting work. The partner made sure I attended as many meetings as possible so I would get a broad overview of his practice and was also very generous in taking me out for a couple of long lunches!

Lots of factors combined to make my clerkship such a positive experience but I think the following three factors were the most important:

Timing

At the time I started I didn't realise how lucky I was to be joining the firm at such an exciting time. We merged and became Norton Rose shortly after my clerkship began. While most importantly this meant that we all got lots of new merchandise and had a big launch party, it also meant that there was quite a buzz of excitement around the firm and a whole new spectrum of opportunities on offer in terms of international work, new clients and secondment opportunities. For example, graduates now have the chance in their second year to go on secondment for four months in one of our Asian offices and this is something I definitely hope to do. The firm has made no secret of its intention to continue in its expansion internationally and it's great to work in a place that is continually trying to improve itself and has a focused plan for doing so.

Culture

I think in choosing a firm the most important thing is finding a culture that fits you. I knew from my first interview that Norton Rose was going to be a good fit. My interviewers were warm and welcoming and once I started I was pleased to find that this positive attitude can be found across the firm. In my experience, partners are very approachable and keen that you learn rather than just churn out work. While the focus is definitely on doing the best work for our clients, there seems to be clear emphasis on making sure that the environment and atmosphere that we work in is a positive one.

People

The most important people during your clerkship are your fellow clerks and the firm did a good job of picking some great people. My clerk group got on extremely well and continue to do so. What I really like though, is the fact that my friends in the firm are not limited to this group. At Norton Rose it's not unusual to find yourself at after work drinks having a chat with people from all different levels and areas of the firm and I find that this translates into a great day-to-day work environment.

To me, the whole point of doing a clerkship is finding out if the firm is right for you. During my clerkship there were times when I worked quite hard but there were certainly other times when the emphasis was on learning and getting insight into the mechanics of the firm. It was that experience that was really invaluable. My clerkship with Norton Rose was a great experience but most importantly it confirmed that I wanted to be a commercial lawyer and that Norton Rose was the right place for me to do this.

PIPER ALDERMAN

About the Firm

What sets this firm apart from others?

- We are big enough to offer you a career and small enough to care about it!
- Our Partners are friendly and approachable nurturing the development of our clerks and graduates
- We embrace a down to earth and social working culture – you'll love coming to work!
- Piper Alderman promotes a culture of excellence, collaborative teamwork, knowledge sharing and mutual respect
- We provide our clients with high quality legal work, whilst remaining 'boutique' in terms of service, flexibility and innovation
- We recognise and support individuals and invest in their continued personal and professional development

How does the firm encourage a work/life balance?

We have a comprehensive health and wellbeing program available for all staff. From health checks and seminars, eye tests, flu vaccinations, and participation in sporting teams there is something for everyone. Staff also have free access to our external provider for confidential advice on any work or non-work related matters. We also provide discounts on gym memberships, health insurance and more!

How does the firm encourage employees to grow their potential?

Piper Alderman are committed to the development of our young lawyers, and the primary method of recruitment is through our clerk and graduate programs. We aim to recruit talented, commercially astute students and develop them into lawyers of the highest calibre. Our clerks, graduates and lawyers receive the best training and practical legal experience available, in a culture that encourages continuous learning and development and provides ongoing support.

As a clerk or graduate you will be selected to work within one of our practice groups and will work alongside experienced partners and lawyers. Being assigned to your particular area of interest from commencement, you get to work with our Partners one-on-one, and be given the chance to excel in that area of expertise. You can expect to be involved in real legal work from early on in your career and be given the opportunity to liaise and develop long standing relationships with clients.

We also have a study assistance program to support our clerks and graduates in any further studies they wish to take.

What does the firm look for in a potential employee?

First and foremost we are seeking clerks and graduates who are a good cultural fit for the firm. We value:

Excellence - Striving for outstanding performance in everything we do

Teamwork - Harnessing collaboration and teamwork to achieve our objectives

Address:
Level 23, Governor Macquarie Tower
1 Farrer Place, Sydney

Contact person: Belinda Sathurayar
(Human Resources Advisor)
Telephone: 02 9253 9995
Email: sydopportunities@piperalderman.com.au

Number of lawyers:
160

Number of partners:
55

Office locations:
Sydney, Brisbane, Adelaide and
Melbourne

Areas of practice:
Dispute Resolution, Corporate, Property
and Projects, Employment Relations
and Intellectual Property

Respect - Respecting each other and our clients

Knowledge - Learning, sharing knowledge and encouraging clear, strong communication

Innovation - Creating innovative legal solutions for our clients and industry-leading internal systems.

We also assess applications against more technical criteria including:

- Academic Transcript
- Academic Achievements
- University Involvement
- Work Experience

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

Your application should include:

- A covering letter outlining your reasons for wanting a graduate position at our firm
- Curriculum vitae with full educational details, work experience and employment history
- Academic transcript

During the interview you will have the opportunity to meet with Partners and HR representatives of the firm. We will assess your cultural fit within the firm, and will look out for a positive personality, willingness to work hard to achieve results and a determination to succeed.

The interview is your opportunity to learn about Piper Alderman and our people. Calm your interview nerves by being prepared:

- Visit our website prior to attending your interview
- Arrive in plenty of time and know the names of the people who will interview you
- Know why you want to join Piper Alderman
- Be ready to ask questions when it is your opportunity

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

As we seek to recruit our graduates from our current clerks, our clerk program is designed in favour of students in their penultimate year.

Anticipated clerkship intake for this year

9 clerks

What work does the firm offer a clerk?

As per above section - "How does the firm encourage employees to grow their potential?"

How do students apply for a clerkship?

Clerk Applications Open 23 June 2011

Clerk Applications Close 22 July 2011

Start date - November / December 2011

Applications must be submitted via CVMail at www.cvmail.com.au or via the Careers section of our website. The recruitment process involves a review of the online applications, a panel interview with HR and Partners and a formal offer.

Graduate Recruitment

Does the firm take graduates directly?

Predominantly we recruit our graduates from our current clerks, however from time to time throughout the year we may take on individual graduates as required. Individual graduate roles are advertised on our website at www.piperalderman.com.au/careers.

What is the typical progression path of graduates within their respective team(s)?

In accordance with consistently strong performance in their role, typically our graduates will be considered for an Associate position after 3 years of practice. Senior Associate positions are then considered to successful Associates after 5 years of practice. From there, Partnership opportunities are explored as appropriate.

Anticipated graduate intake for this year?

5

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

Graduate Applications Open 1 March 2011

Graduate Applications Close 15 April 2011

Start date - February 2012

Applications must be submitted via CVMail at www.cvmail.com.au or via the Careers section of our website. Additional information on our firm and previous graduate experiences can also be found at www.piperalderman.com.au.

The recruitment process involves a review of the online applications, a panel interview with HR and Partners and a formal offer.

Personal Profile

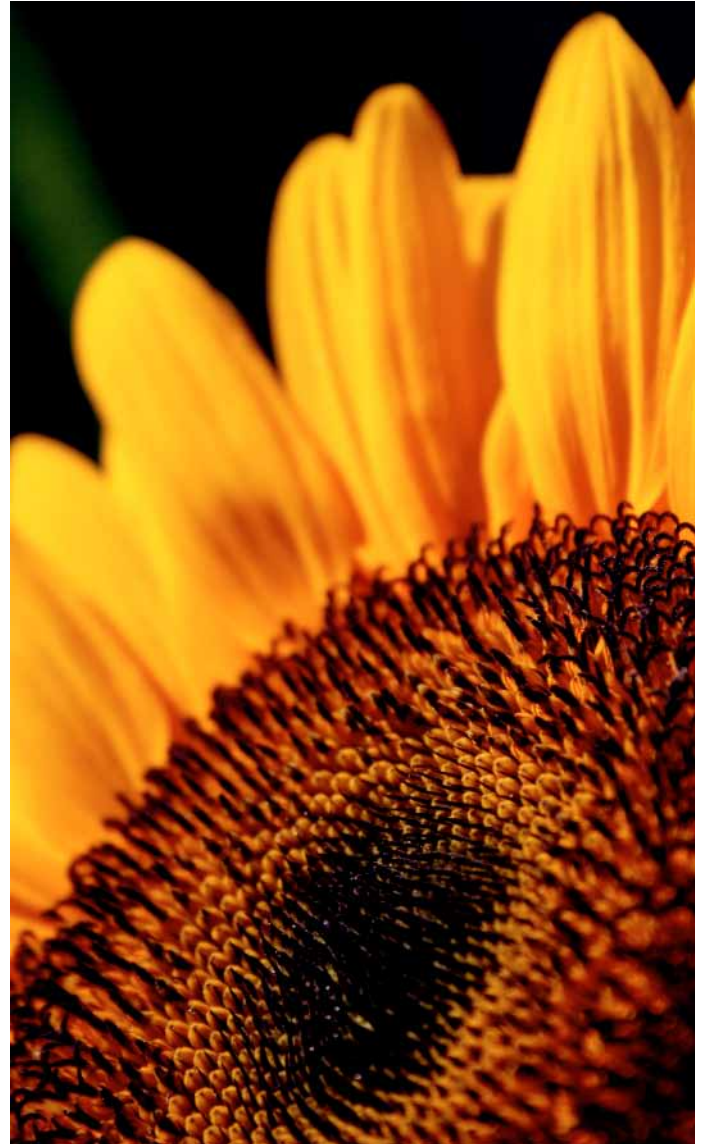
Kristen Le Mesurier

Lawyer (Sydney)

I started with Piper Alderman as a clerk in February 2009. At the time, I had one semester of my degree to complete and no experience in law. I was thrown head first into the Trade & Transport group in the Dispute Resolution division in Sydney, and within 3 months I leapt from 2 days a week to 4 days a week, before joining the firm's Graduate program in February 2010.

Having been a journalist with BRW and The Sydney Morning Herald prior to joining Piper Alderman, as well as a researcher and writer for academics in Sydney and Melbourne, my supervising partner appreciated my experience and gave me full reign to run my own matters within the first few months of starting as a clerk. With control of matters as they came in, I was personally advising clients and appearing in court well before I was admitted. As a Graduate Lawyer, I was handed a complex maritime case that was running in the Supreme Court admiralty list. Acting for the plaintiff in proceedings with 4 defendants, I was instructing a barrister and acting as his junior. The preparation was thrilling, and the matter settled a few months out from a 3-week hearing. That was a great result for our client.

I chose to work for a mid-size firm because I knew I would be given challenging work that the big firms do not provide you with for the first few years of your career. I have never been subjected to hours of photocopying or weeks of discovery. Instead, I work one-on-one with a supportive and encouraging supervising partner, and I'm part of a great team. So far, billable hours have been the only challenge I have had to grapple with. The 6-minute unit focuses your attention on the tasks at hand from the moment you arrive to the moment you leave, which can make for exhausting days. I would encourage anyone prepared to work hard and have fun to join the Graduate or Clerkship programs. Piper Alderman has offered me a great start to my career in law



Address:
Level 11, 51 DrUITT Street
Sydney

Also an additional 16 offices across metropolitan and regional NSW.

Contact person: Shannon Mack (Human Resources Coordinator)
Telephone: 02 8267 0676
Email: HumanResources.NSW@slatergordon.com.au

Number of partners:
Being a publicly listed law firm our management structure consists of a board and a National Executive team which drive the strategy and operations for the firm.

Office locations:
45 offices nationwide. The most of any law firm in Australia.

Areas of practice:
Personal Injury (Motor Vehicle Accidents, Workers Compensation, Asbestos Litigation, Medical Negligence, Public Liability, Military Compensation), Commercial & Project Litigation, Family Law, Private Clients (Conveyancing, Wills & Estate Litigation), Industrial & Employment Law.

SLATER & GORDON LAWYERS

About the Firm

What sets this firm apart from others?

Slater & Gordon is Australia's leading consumer law firm with over 1000 staff across Australia. Slater & Gordon were the first law firm in the world to float on a stock exchange and did so by listing on the Australian Stock Exchange in 2007. We have an enviable reputation and a rich history of being involved in many landmark cases within Australia. Courage and commitment to justice has made Slater & Gordon one of Australia's most successful and well known plaintiff law firms and the name Slater & Gordon has come to mean fair access to justice for thousands of Australians.

Does the firm engage in pro bono or volunteer activities?

Slater & Gordon staff perform thousands of hours of pro bono work per year. Details of the many pro bono activities can be found on our website.

What other benefits and activities, aside from work, does the firm offer?

At Slater & Gordon our employees are at the heart of our company. Their dedication, creativity, innovation, energy and motivation represent the driving force of our success.

Slater & Gordon is committed to helping employees reach their full potential through continuous training and development. This empowerment leads to innovative ideas and the confidence to make them happen.

We offer our employees the opportunity to move ahead more rapidly than is possible at most other firms.

At Slater & Gordon you will experience a lifetime of opportunity, to dream, build and realise your professional aspirations. This is often achieved via internal opportunities, relocation, practice growth and promotions.

We have a compassionate culture that extends to both our clients and employees.

We are proud of our history. Our commitment to social justice issues has led to the development of our national reputation as successful litigators whether acting for individuals or groups. We actively support community, human and civil rights organisations.

We have a number of internal programs and initiatives that enable our staff to ensure there is a healthy balance between work and life. These include; various social activities and functions, fitness programs, health checks, counselling services, discounts on legal services.

What does the firm look for in a potential employee?

We look for people who share and will live our values. A passionate individual who is keen to contribute to our successes and fight for justice for our clients.

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

Academic results aren't everything. Personality, passion, dedication and a commitment to our values and our clients is.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Due to the volume of applications each year, our preference is to offer Clerkships to penultimate or final year law students.

Anticipated clerkship intake for this year

5-8

What work does the firm offer a clerk?

As a Clerk, you will have the opportunity to experience life as a lawyer and be involved in a vast array of responsibilities and tasks.

How do students apply for a clerkship?

A current copy of your CV, Cover letter and latest academic results.

Applications need to be sent via email to humanresources.nsw@slatertgordon.com.au

Postal Applications can be made to

ATT: Human Resources (Seasonal Clerkships)

GPO BOX 1584

SYDNEY, NSW, 2001



Graduate Recruitment

Does the firm take graduates directly?

Generally our graduates are sourced through our Seasonal Clerkship program.

Address:
Level 16, 321 Kent Street
Sydney NSW 2000

Contact person: Andrea McFadzean
(Recruitment Consultant)
Telephone: 02 9260 2439
Email: andrea.mcfadzean@sparke.com.au

Number of lawyers:
Almost 300

Number of partners:
49

Office locations:
Sydney, Melbourne, Brisbane, Canberra,
Adelaide, Newcastle, Perth and the
Upper Hunter

Areas of practice:
Our core business is in commercial,
Commonwealth government, insurance
and workplace relations law. We also
cover banking, construction, finance,
health, manufacturing, mining and
resources, property, retail and transport
industries.

SPARKE HELMORE LAWYERS

About the Firm

What sets this firm apart from others?

Our people offer a genuinely different experience of a law firm. As well as being thoroughly professional, they are approachable, engaging, friendly and fun to work with.

At Sparke Helmore:

- We reward teamwork not politics;
- Our people enjoy working together and go out of their way to support their colleagues;
- Our practice groups work as national teams, sharing knowledge and opportunities;
- Supervisors and colleagues give credit where it belongs ;
- Teams enjoy working and playing together ; and
- We take practicing the law seriously, but not ourselves.

Clients like us because we're good at finding workable solutions to difficult problems without costing an arm and a leg and we're great people to work with.

Tell us about an interesting new project the firm is currently working on

The 2011 Sparke Helmore Festival of Writing is engaging the firm's people and clients in an innovative campaign to develop clearer thought and writing skills while highlighting the role of language in leadership. The Festival of Writing is a Firm-wide initiative with activities throughout 2011 aimed at improving the written communication of all staff, no matter their role. The firm has attracted Mark Tredinnick, famous Australian writing teacher, novelist and poet as an external patron and facilitator for the Festival of Writing. Activities throughout the year include interactive workshops on writing style, punctuation and grammar, writing competitions and fascinating guest speakers for whom compelling writing is core business: poets, authors, advertising executives, judges and legislative drafters.

Does the firm engage in pro bono or volunteer activities?

Sparke Helmore embraces a creative approach to making a difference in the communities in which we operate through a national scheme called SHARE - Sparke Helmore's Assistance, Responsibility and Encouragement Scheme.

Since its launch in 2004, SHARE has assisted a range of charities and non-profit groups, as well as the disadvantaged and marginalised in our community. SHARE has three core initiatives:

- Legal Assistance Program
- Community Support Program
- Nick Meagher Developing People Program

Start your career with Sparke Helmore



“A whirlwind of diverse and inspiring experiences; the people, the work and the enduring skills that will carry me throughout my career as a lawyer.”

Want to get started in an established national law firm? Join Sparke Helmore to be involved in real legal work for blue-chip clients while being coached by Australia’s best lawyers.

www.sparke.com.au/careers

SPARKE ■ ■
HELMORE ■ ■
LAWYERS

SHARE provides life enriching opportunities for all staff to use their experience and skills to contribute to SHARE activities and outcomes in meaningful ways.

What other benefits and activities, aside from work, does the firm offer?

Sparke Helmore offers a variety of benefits to our employees including opportunities for client secondments and group and office transfers; financial study assistance and study leave; structured internal CLE curriculum with a range of internal and external speakers.

We also offer an active events calendar run by the social committee; subsidise activities like yoga, wine-tastings and sporting activities like skiing, triathlons and basketball; and provide access to a confidential external counselling and advisory service for staff and their families.

How does the firm encourage a work/life balance?

At Sparkes we want to help our people do more than survive - we want them to thrive! So we offer a generous and highly competitive benefits package to help our staff balance their busy work and personal lives. Among these benefits are:

- Subsidised yoga sessions
- Participation in professional firm sporting competitions
- The opportunity to purchase additional annual leave
- Financial assistance for post-graduate studies relevant to your area of employment
- Up to 12 weeks maternity leave and 1 week paternity leave
- The opportunity to take up to 12 month career break
- Access to a range of flexible work practices
- Birthday leave

How does the firm encourage employees to grow their potential?

There are clearly documented internal career progression criteria and a structured learning curriculum to support you. There are also bi-annual Performance and Development Reviews with a focus on career and development planning. We also provide financial study assistance and study leave for the successful completion of subjects/courses that are relevant to your area of work.

What does the firm look for in a potential employee?

We recruit for the future and look for people that have the potential to progress through the firm: intelligent, personable, committed graduates who are energetic and show leadership qualities. We look for:

- Clear and concise writing skills
- "All-rounders" focussed on extra-curricular pursuits as well as their studies
- Team players
- Confident and articulate communicators
- Work experience within the legal industry

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

Take the time to prepare your written application and create the right impression. Maximise the opportunity you have in your covering letter and application to create a 'snapshot' of you.

You should include:

- Your reasons for applying to the firm
- Why you are 'right' for the firm
- Your personal and academic achievements
- Your relevant work experience

Remember that this is an opportunity for you to show the firm your writing skills. Keep it concise, check your spelling and grammar, be engaging and use plain English.

Clerkships

Sparke Helmore has elected not to proceed with Summer Clerk recruitment in Sydney and Newcastle in 2011/2012. This decision was not taken lightly and the Firm remains committed to the Summer Clerk programme moving forward.

Graduate Recruitment

Does the firm take graduates directly?

Yes, however most of our graduate lawyers are recruited through a formal recruitment program. Applications for our 2012 program have already closed.

What is the typical progression path of graduates within their respective team(s)?

We offer a structured approach to learning that includes a graduate development program, on-the-job training, mentoring and orientation.

Sparke Helmore graduates:

- Try different areas of law before choosing a path of specialisation;
- Get real exposure to matters and the issues behind them;
- Develop and learn with manageable billing targets;
- Build networks and contacts throughout the firm; and
- Develop a broad understanding of our capabilities and operations.

Your practical on-the-job training is supported by a comprehensive Continuing Professional Development program that will help you hone work and life skills like clear thinking and compelling writing, both traits that help to define a fantastic lawyer.

You'll spend orientation sessions at our Sydney office. Graduate "O Week" includes sessions on a range of topics such as relationship building, dictation and time recording. There's also lots of time to get to know your graduate colleagues and build a strong network around the firm.

You'll have access to a firm-wide mentoring program to support you, and the trust we place in our graduate lawyers will ensure that you won't get stuck doing repetitive tasks. Practical involvement means that you can make an informed decision about a path of specialisation.



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

Apply online at www.cvmail.com.au. You'll be taken through a step by step process to fill in an application form and attach your CV and covering letter. Take the time to prepare your written application. Keep it concise, be engaging and use plain English. Create a "snapshot" of yourself in your covering letter. You should include:

- Your reasons for applying
- Why you are "right" for Sparke Helmore
- Your personal and academic achievements
- Your relevant work experience

Address:
Level 25, Australia Square Tower
264 George St
Sydney NSW 2000

Contact person: Kerri Cahalane (HR
Adviser)
Telephone: 282485800
Email: hr@thomsonslawyers.com.au

Number of lawyers:
240

Number of partners:
56

Office locations:
Sydney, Melbourne, Adelaide, Brisbane
(from May 2011)

Areas of practice:
Banking and Finance, Corporate and
Commercial, Dispute Resolution and
Litigation, Employment and Safety,
Environment Planning and Climate
Change, Health and Aged Care,
Insolvency, Intellectual Property
Advertising and Technology, Property
and Development, Tax.

THOMSONS LAWYERS

About the Firm

What sets this firm apart from others?

Thomsons Lawyers is a progressive, growing firm, offering a great workplace culture, exceptional career development opportunities, a quality client base and interesting work.

Tell us about an interesting new project the firm is currently working on

Thomsons Lawyers recently announced its expansion into the Brisbane market from May 2011. This is an exciting phase in the firm's growth as approximately 60 new partners and staff will be joining the firm, taking our national team to 400, and providing a complete eastern seaboard service offering to clients.

Does the firm engage in pro bono or volunteer activities?

The firm has active pro bono programs in all states. In Sydney, the firm has partnered with PILCH for the provision of pro bono legal services.

Many of our partners and lawyers volunteer their time to provide legal services to the homeless through the homeless persons legal service.

The firm also supports PCYC's Blue Star Program.

What other benefits and activities, aside from work, does the firm offer?

A wide range of benefits are available to staff including a wellbeing@work program, employee assistance program, sporting teams and a variety of social activities.

How does the firm encourage a work/life balance?

A healthy work/life balance is actively encouraged through the firm's wellbeing@work program and general culture.

Specifically, the wellbeing@work program comprises a number of employee benefits including access to a free, confidential, external counselling service, in house exercise programs, healthy eating provisions such as fruit and breakfast cereals, sporting teams, discounted gym memberships and health insurance rates.

Additionally the firm supports many forms of flexibility to enable our staff to balance their work and personal interests/commitments.

How does the firm encourage employees to grow their potential?

Lawyer development is supported through interesting, quality work and client contact early in a lawyer's career, regular feedback from partners and senior practitioners, annual performance and development reviews and career discussions, transparent promotion criteria, client secondments, support for relevant post graduate studies and external training and in house CLE programs.

What does the firm look for in a potential employee?

Academic excellence, commerciality, leadership aptitude and cultural fit.

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

Write a covering letter, outlining why you are interested in working for Thomsons Lawyers and what you would bring to the firm. Demonstrate some insight into the firm and why you are suited for this opportunity.

Be sure to highlight any commercial experience you have had, positions of responsibility/leadership you have held, extra curricula activities you've participated in and specific achievements.

Proof-read your application carefully, and attach your academic transcripts.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

Thomsons Lawyers Summer Clerkship Program is targeted to penultimate year students as this is our key platform for recruiting for our graduate recruitment program.

Anticipated clerkship intake for this year

6

What work does the firm offer a clerk?

Research, such as sourcing case examples, recent legislative changes and their impact on clients, due diligence or discovery, drafting, conflict searches, interviewing clients/witnesses, client meetings, court visits.

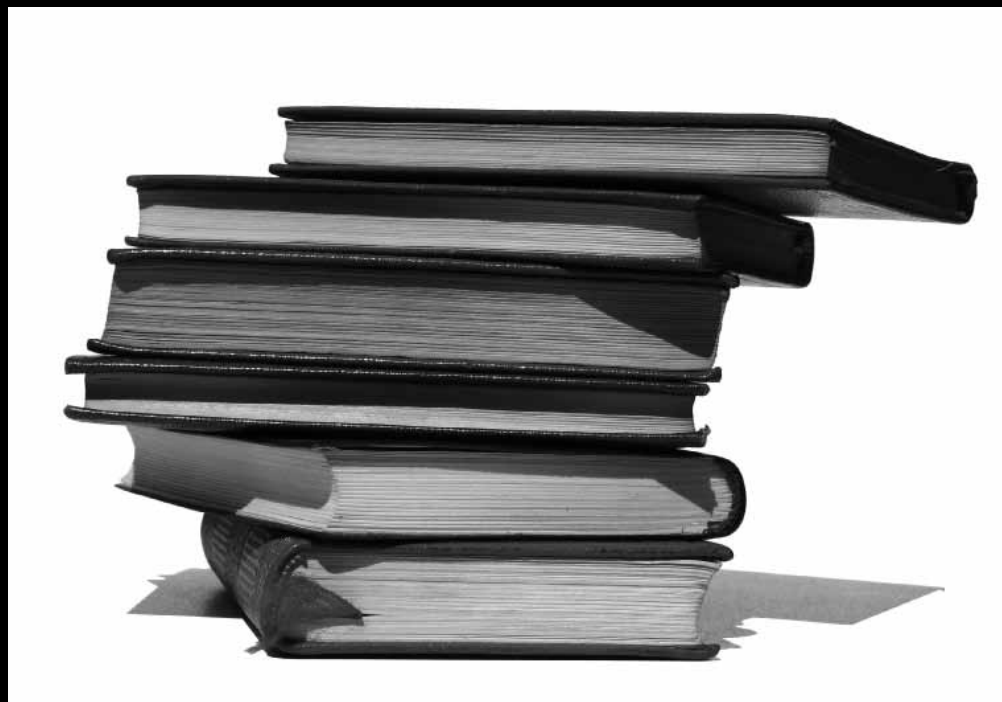
How do students apply for a clerkship?

Through the firm's website
www.thomsonslawyers.com.au or
cvmail.com.au.

Graduate Recruitment

Does the firm take graduates directly?

The firm does not run a separate graduate intake process. Opportunities are otherwise available on an as needs basis.



Address:
Level 9, 5 Hunter Street
Sydney NSW 2000
Australia

Contact person: Karen Rowland (Office
Manager)
Email: karen.rowland@webbhenderson.
com
Phone: +61 2 8214 3500

WEBB HENDERSON

About the Firm

What sets this firm apart from others?

We describe ourselves as a 'next generation' law firm operating in Australia, New Zealand and Singapore. You might not have heard of the phrase 'next generation' being used to describe law firms – it's a new way of describing fully integrated and truly international legal practices that are operating at the top tier in their select areas of specialisation.

Our strategy is to become the world's first 'global boutique' firm that specialises in technology, media and telecommunications; energy and infrastructure and corporate advisory across multiple jurisdictions. We will be looking to further expand our geographic office footprint over the coming months and years.

We manage our day-to-day operations more along the lines of a top management consultancy, rather than a traditional law firm. When clients seek our advice, we quickly put together international teams drawn from each of our three offices to ensure that the best mix of people are working to achieve the best possible outcome for our clients. Not a day goes by without some of our people working overseas, either in another office or on the ground with our clients.

We are also a relatively new firm – in fact, we will celebrate our second anniversary in Sydney in September 2011. Despite our youth, we have rapidly expanded to our three offices (Sydney, Auckland and Singapore) and have grown our team with outstanding legal talent from many highly regarded domestic and international law firms, government institutions and law schools. Our list of clients is enviable – already, we are acting for NBN Co, the Vodafone Group, Optus, the SingTel Group, the Qtel Group, Google, The World Bank and Air New Zealand, to name a few.

Our energy is only exceeded by our ambition – to be recognised globally, not just locally, as a leading practice in our areas of specialisation.

Tell us about an interesting new project the firm is currently working on

The emergence of superfast broadband networks is one of the most significant socio-economic developments in history. Our people are in the unique position of concurrently advising on superfast broadband network deals in Australia, New Zealand and Singapore. Our work relates not only to the funding, construction and operation of these networks, but also the development of the laws which govern them and the way in which they will be regulated. The issues which our people deal with on a daily basis are consistently subject to intense political and media scrutiny.

Does the firm engage in pro bono or volunteer activities?

As a young firm, we are still developing our pro bono priorities and we encourage our staff to bring pro bono initiatives to us. We would like to have our pro bono priorities in place by the time of our summer clerk interviews, so please ask us for an update at that time. We also encourage individual staff members to continue to pursue their own personal contributions to pro bono activities.

What other benefits and activities, aside from work, does the firm offer?

To attract the best legal talent, our firm pays at or above the top of the market. Through the summer clerkship program, we are seeking only the best people from university level to contribute to our unique strategy and premium work.

When we award bonuses, we do so on the basis of our people meeting objective, rather than discretionary, criteria. Our people are also paid additional allowances to fund their fitness-related activities and private health insurance.

How does the firm encourage a work/life balance?

Our culture rewards outcomes, not face time. With our people working all around the world, there is no culture of 'presentee-ism' in any of our offices. We provide our people with the technology, systems and tools to work flexibly, in a way that suits them. We know and understand that each person has a different approach to how they tackle their work – we don't seek to enforce any particular work styles on any of our people. Rather, we all work together to accommodate the preferences of one another but in a way which contributes to our strong team based approach. Our teams respect each individual's work preferences and personal priorities; and similarly each individual respects the team members with whom they are working and is expected to act accordingly.

One of the keys to our immediate success has been our understanding that a key to our people leading balanced lives starts with them being happy in their work. Our open culture and smaller environment allows people to succeed by being themselves – and have the time to enjoy their success.

How does the firm encourage employees to grow their potential?

We focus on high-level strategic work. To solve the problems we're asked to help solve, we draw on the experience of people within the firm, experts in fields outside of the law (like leading technologists and economists) and key stakeholders from within the client itself. The result is a very collaborative work place, where every person is gaining experience from others working in the same and related fields. We take pride in the deep knowledge that our people have of the industries in which they work.

The calibre of the work we attract means that our people are dealing with, and solving, complex legal and regulatory issues for clients, daily. This means you will be responsible for driving parts of nationally and internationally significant matters. Of course, being a small firm means there is guidance and support to help you through the journey when you need it.

We also promote the potential of each of our people by giving them opportunities to work in overseas markets, both with our international clients and in our offices outside Australia. Our practice operates as a single integrated international practice, rather than a mere "federation" of offices in multiple jurisdictions.

With Webb Henderson, you will get to experience international work on a daily basis. Our lawyers and management staff regularly work on cross-office matters and regularly travel to our other offices and overseas destinations where our clients need us.

What does the firm look for in a potential employee?

We look for people who are bright, committed and interested in our areas of specialisation. We are also interested in people who are interested in the international aspects of our business and who are motivated to contribute to our "global boutique" strategy.

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

Tell us about yourself. Your cover letter is your chance to introduce yourself. Be honest about who you are and who you want to become. We don't need people who fit 'the mould' – we need people who are willing to shape the mould.

Clerkships

Do you intend to offer clerkships to students outside their penultimate year?

No.

Anticipated clerkship intake for this year

2 in Sydney.

We are also anticipating to recruit 2 summer clerks through the equivalent NZ summer clerkship program.

Our summer clerks will come together for a number of weeks in Sydney and Auckland to work together as a group.

What work does the firm offer a clerk?

Our clerkship program is about one thing – building your skills and confidence so that you feel ready to come back as a graduate lawyer and make waves from day one. We see it as your chance to trip, fall and get back up – in an environment where all of our people are ready to guide and train you. It's about us helping you to transform yourself from a student of the law to a practitioner of the law over the course of one summer. We want you to think differently when you return to your final year of law school.

With us, you'll experience what we experience. We take our clerks to the important meetings, we introduce our clerks to our key clients, we fly our clerks to our Auckland office where they spend a week experiencing first-hand what it is like working in a truly integrated international law firm. In Sydney, the focus of your week will likely be in the communications and technology sectors. In Auckland, your focus will be broadened to include energy and infrastructure, and top-end corporate advisory.

Our clerk training program is also tailor made for you. You won't be sitting in long, boring presentations with a gaggle of other clerks. Instead, you'll be sitting down with our top people – one on one – to learn the ins and outs of modern legal practice. We normally schedule two of these sessions every week. There are no time limits – you leave the room when you are satisfied that you've understood the lessons. A lot of our training places special emphasis on growing a deep understanding of the industries in which we work.

In addition, you'll participate in our more general firm-wide training program, with a training session held every two weeks. Again, these training sessions are focussed on issues-of-the-day. We never regurgitate the same old powerpoint presentations from last year (or the years before for that matter!).

How do students apply for a clerkship?

Students should apply through our website at www.webbhenderson.com/summerclerk. Alternatively, students can write directly to Karen Rowland, Office Manager (Sydney), attaching their resume and a copy of their official transcript.

Karen's email address is karen.rowland@webbhenderson.com.

Commercial Law

International Opportunities



Address:
9th Floor, Three Exchange Square,
Central
Hong Kong

Contact person: Julia Sheng (Graduate
Recruitment Manager)
Telephone: +852 2974 7000

Number of lawyers:
130 (Solicitors & Trainees)

Number of partners:
25

Office locations:

Abu Dhabi, Amsterdam, Antwerp,
Athens, Bangkok, Beijing, Bratislava,
Brussels, Bucharest (associated office),
Budapest, Doha, Dubai, Duesseldorf,
Frankfurt, Hamburg, Hong Kong, London,
Luxembourg, Madrid, Mannheim, Milan,
Moscow, Munich, New York, Paris, Perth,
Prague, Riyadh(associated office), Rome,
São Paulo, Shanghai, Singapore, Sydney,
Tokyo and Warsaw

Areas of practice:

Asset finance, insurance, banking &
finance, intellectual property, business
restructuring & insolvency, general
corporate, general lending, regulatory
and investment products, employment,
data protection, acquisitions & leverage
finance, investment funds, global loans,
mergers & acquisitions, distressed debt,
international & equity capital markets,
securitisation, communications, media
& technology, commodities, energy and
resources, arbitration, litigation and
dispute resolution, corporate finance,
project finance, structured finance,
derivatives, funds, real estate (acquisition,
leasing and financing) & REITS and debt
trading.

We also have cross-disciplinary teams
who provide specialist jurisdictional
advice to clients investing into particular
Asian Pacific jurisdictions - including
China Group, India Group, Islamic Finance
Group, Korea Group, Taiwan Group and
US Law Group

ALLEN & OVERY

About the Firm

What sets this firm apart from others?

Allen & Overy is an international legal practice comprising Allen & Overy LLP and its affiliated undertakings. With approximately 5,200 staff, including over 487 partners, 2,800 lawyers working in 36 major centres worldwide we are able to provide effective, co-ordinated and decisive legal advice across three continents.

We also operate in regions where we do not have an office via our network of International Desks. We have active practices in Africa, Asia, Australasia, Europe, The Americas and The Middle East.

Our clients include some of the world's leading businesses, financial institutions, governments and private individuals. Our aim is to understand our clients' businesses objectives and to be considered a critical arm for their organization; our clients' success is a measure of our success.

Does the firm engage in pro bono or volunteer activities?

Pro Bono Work:

- Asian Pro Bono Law Firm of the Year
- Pro Bono Team of the Year & Gold Award
- Asian Community Social Responsibility Award
- Caring Company Award
- Hong Kong Youth Arts Foundation
- St. Mary's Home for the Aged
- Helper for Domestic Helpers
- Crossroads
- Oxfam, UNICEF, World Vision, World Bank
- Society for the Abandoned Animals & Animal Asia Foundation
- Guangdong Orphanage

International Opportunities for Australian Students

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

The Hong Kong office offers Summer Placement Schemes (four weeks). The June scheme is predominantly for Hong Kong and United Kingdom students. The July scheme is for United Kingdom and Australian students. We do not have any Winter Placement Scheme.

Duration and rotations: 4 weeks with 2 rotations/2 weeks in 2 departments for Hong Kong.

Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

Financial subsidy: HK\$10,000 for the 4-week summer placement.

Scholarship and stipend for taking the PCLL course in Hong Kong: Up to HK\$110,000 (including \$10,000 covering for the PCLL conversion examination and exemption fees).

What are some of the practical issues Australian clerks or graduates may face in a foreign jurisdiction?

Some helpful information for overseas law student to note the entry requirement of the PCLL scheme in HK:

All interested students must visit the websites of The Law Society of Hong Kong, City University of Hong Kong, The University of Hong Kong and, The Chinese University of Hong Kong – to get a copy of the latest version of the PCLL Information Package.

Clerkships

If you take Australian applicants, do you intend to offer clerkships to students outside their penultimate year?

Preferred Year Level: Penultimate or final year (LLB/combined degrees) law students with a record of high academic achievement. We especially value bilingual/trilingual candidates with fluent oral, reading and writing skills in Chinese (Cantonese, Putonghua) and/or Korean.

Anticipated clerkship/vacation scheme intake for this year

22-24 students join us on the Summer Placement Schemes.

How do students apply for a clerkship or vacation scheme placement?

Application Closing Date: Check our website for Summer Placement 2012 applications – reopen in September 2011

Round of Interviews: As part of the selection process for trainees, the students are interviewed by two partners and the graduate recruitment manager at the end of the Summer Placement Scheme.

For more information, please visit our website.

How to apply: all applications must be made online before deadline

Graduate Recruitment

Does the firm take graduates directly?

We recruit 2 years in advance. We give priority to applicants who have participated in our summer vacation placements.

Anticipated graduate intake for this year

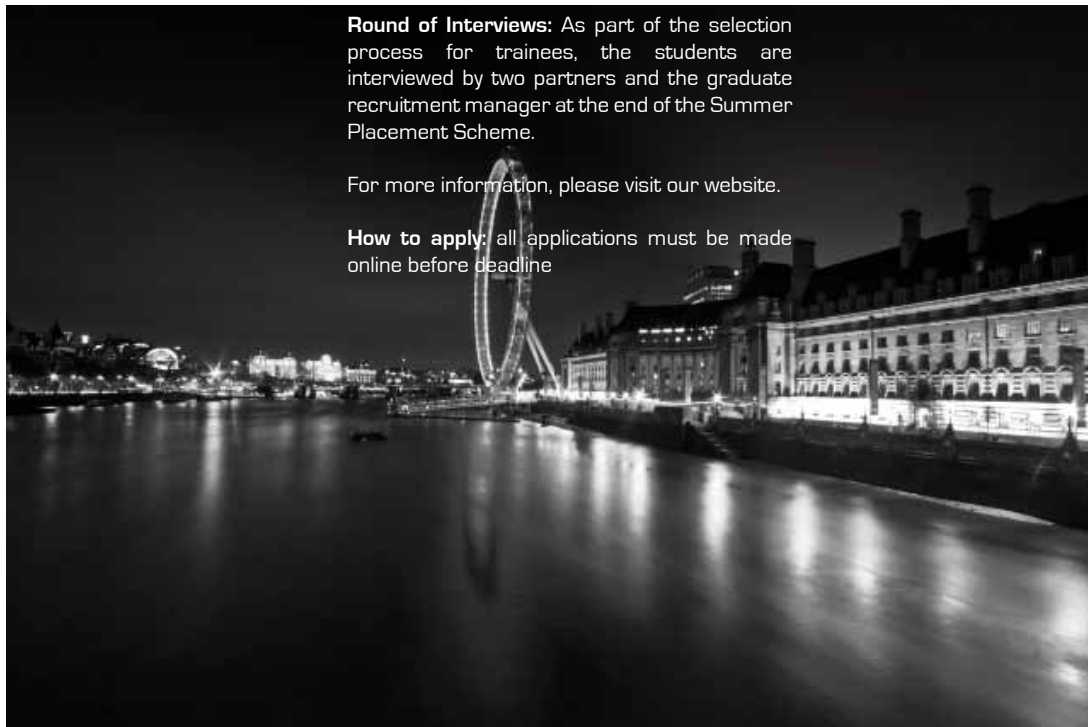
Positions in 2013: 10 trainees

Positions in 2014: 10 trainees

What is the method of application for graduates?

Applications can be made online from September to March each year (about 6 months)

Application Closing Date: Training Contract applications reopen end of August/September each year if there is vacancy to apply.



Address:
23rd Gloucester Tower
15 Queen's Road Central
Hong Kong

Contact person: Agnes Lam (HR
Advisor)
Telephone: +852 2845 6639
Email: agnes.lam@herbertsmith.com

Number of lawyers:
1400

Number of partners:
270

Office Locations:
Abu Dhabi, Bangkok, Belfast, Beijing,
Brussels, Dubai, Hong Kong, London,
Madrid, Moscow, Paris, Riyadh,
Shanghai, Singapore, Tokyo
Associated offices:
Amsterdam, Berlin, Budapest,
Dammam, Dusseldorf, Frankfurt,
Jakarta, Jeddah, Luxembourg, Munich,
New York, Prague, Riyadh, Stuttgart,
Warsaw

Areas of practice:
Dispute resolution, corporate,
finance, real estate, competition and
employment, pensions and Incentives.

HERBERT SMITH LLP

About the Firm

What sets this firm apart from others?

Pre-eminent in dispute resolution and with an outstanding reputation for high value transactional advice, Herbert Smith LLP is a leading international law firm. Its main clients are prominent global and national businesses that it serves from offices in Asia, Europe and the Middle East.

How does the firm encourage employees to grow their potential?

As well as a strong academic record, applicants require a strong level of commercial awareness and the common sense to be able to make their own way in a large firm. Combine these qualities with a creative and questioning mind, and Herbert Smith will offer you great challenges and rewards.

The strength and breadth of the firm's practice areas, including corporate, dispute resolution and finance, guarantee excellent training and development opportunities for trainees. The training process balances contentious and non-contentious work; early responsibility and support. An emphasis is also placed on professional and personal development. Trainees rotate around four six-month seats, including a seat in a specialist area such as IP or competition. Trainees are also encouraged to go on secondment to a client or to one of the firm's international offices. Herbert Smith's global reach makes this a possibility for many.

International Opportunities for Australian Students

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Hong Kong graduate recruitment program: At Herbert Smith we welcome applications from all high achievers, whatever your background. Please apply for a training contract or vacation scheme placement via our website: www.herbertsmithgraduates.com. For more information please visit our website or contact Ms. Agnes Lam, HR Advisor.

Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

For Hong Kong training contract: We cover the PCLL course fee and monthly grant of HK\$5,000 during the PCLL study.

For Australian students, we also cover the PCLL conversion exam fees and 1 return airticket for taking the conversion exams.

Are there opportunities available for lawyers to relocate to another international office in your firm?

During the two years training in the Hong Kong training contract, trainees will move between four seats of six month each and they may have overseas secondment opportunities to London, Shanghai or Beijing.

Clerkships

If you take Australian applicants, do you intend to offer clerkships to students outside their penultimate year?

We welcome applications from students who have decided to apply for a training contract later than usual or from mature students.

Anticipated clerkship/vacation scheme intake for this year

Hong Kong:

Summer (June – August): 12

Winter (Dec – Jan): 6

What work does the firm offer a clerk/ intern?

- Experience two different practices
- Support network (supervisor, trainee buddy and human resources)
- Expected to do real work, sit with partner or senior associates
- Workshops and High Court visit
- Social events
- Weekly salary

How do students apply for a clerkship or vacation scheme placement?

Please complete the application online at: www.herbertsmithgraduates.com.

Summer scheme (June-August): The application open in October and close at the end of April

Winter scheme (December/ January): The application open in May and close at the end of May

Panel interview by vacation scheme partners and HR.

Graduate Recruitment

Does the firm take graduates directly?

Yes, definitely. We recognise that we are unable to offer vacation scheme places to as many students as we would like and we would welcome applications from other students.

Anticipated graduate intake for this year

2011: Greater China - 9

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

Hong Kong:

Online application: www.herbertsmithgraduates.com.

There is no deadline for applying for a training contract but students are encourage to apply as soon as you have the results of your penultimate year. Degree holders may apply at any time.

Address:
One Silk Street
London, EC2Y 8HQ
Contact person: Faye Wimpenny
(Graduate Recruitment Manager)
Telephone: +44 (0)2074562000
Email: graduate.recruitment@linklaters.com

Number of lawyers:
4500 worldwide

Number of partners:
450

Office Locations:
Amsterdam, Antwerp, Bangkok, Beijing,
Berlin, Brussels, Dubai, Düsseldorf,
Frankfurt, Hong Kong, Lisbon, London,
Luxembourg, Madrid, Milan, Moscow,
Munich, New York, Paris, Rome, São
Paulo, Shanghai, Singapore, Stockholm,
Tokyo, Warsaw

Areas of practice:
Commercial: Intellectual Property;
Litigation / Arbitration; Real Estate &
Construction; Tax; TMT; Trusts

Corporate: Competition / Antitrust;
Corporate / M&A; Employment &
Incentives; Environment & Climate
Change;
Investment Management; Pensions;
Private Equity

Finance and Projects: Banking; Capital
Markets; Financial Regulation Group;
Projects; Restructuring & Insolvency

LINKLATERS LLP

About the Firm

What sets this firm apart from others?

While many law firms are strong in particular areas, Linklaters is the only firm to have market-leading global teams across the full range of corporate, finance and commercial practice areas. This, partnered with our culture of innovation, teamwork and entrepreneurship, means that we have built strong relationships with the world's leading companies, financial institutions and governments and are asked to advise them on their most important and challenging transactions and assignments. You can read more about the type of work we undertake at www.linklaters.com.

Tell us about an interesting new project the firm is currently working on

Advising on Peoples Republic of China's debut RMB bond offering outside Mainland China

The RMB 6bn offering (comprising both public and institutional tranches) is launched as part of the celebration of the 60th anniversary of the PRC. This is the first time that the PRC is offering RMB-denominated debt securities outside Mainland China, and is also China's first offshore bond issue since 2004. The deal represents a significant step in the development of Hong Kong as the offshore RMB settlement centre for the PRC.

Our work with the client

We provided creative solutions to the issuer and the underwriters and assisted them in overcoming numerous regulatory hurdles under the Hong Kong public offering regime, which simply does not contain appropriate exemptions for sovereign issuances.

A rarely used "dealer exemption" was invoked for the first time after nearly 20 years, such that the offering documents issued by the sovereign do not require authorisation by local regulators. The settlement mechanics have been closely examined to avoid "deposit taking" issues in Hong Kong. We also worked together with the banks in lobbying the regulators and successfully persuading them to simplify the selling procedures and expand the offering channels for retail bonds. The Hong Kong Monetary Authority has issued specific guidance, pending consultation for further reform of the public offering regime, to allow the use of standardised risk disclosure and the inclusion of telephone and internet banking as a sales channel for the bonds.

What this means for us

This prestigious mandate is further recognition of the firm's unrivalled leading position in Asian capital markets. Our clients are Bank of China and Bank of Communications, two of the largest PRC commercial banks. We have a long-standing relationship with both banks and advised on their respective debut RMB bond offerings in Hong Kong.

Earlier this year, we also advised on the inaugural RMB 3bn issue by HSBC China, the first RMB bond issue by a PRC incorporated foreign wholly-owned bank in Hong Kong, and the RMB 3bn bond issue by China Development Bank. Both Bank of China and Bank of Communications have indicated to us that we would be their counsel of choice for upcoming issues.

Does the firm engage in pro bono or volunteer activities?

As a global law firm, Linklaters' business is making possible the goals of our clients by providing them with solutions and finding ways to help them succeed. Through our Community Investment programme, we aim to provide the same service to our community partners who work with disadvantaged communities affected by social and economic exclusion in the vicinity of our offices.

We provide support to communities and individuals in the following areas:

- Achievement - empowering emerging talent to achieve its potential
- Enterprise - encouraging enterprising and entrepreneurial people
- Access to justice - asserting legal rights and responsibilities

We aim to achieve this by sharing with community partners the skills and expertise of all our staff through pro bono work, employee volunteering and awarding funding. In return, we aim to gain from these partnerships by our own people (and in turn the firm) receiving invaluable experience, skill development and a new perspective.

Why do we do it and our objectives

Community Investment is part of the culture of the firm. The firm believes that our involvement in the community fosters talent by helping with recruitment, motivation, and the personal and professional development of our people. Our programme strengthens client relationships through shared opportunities, working together to regenerate local communities and increasingly being able to show that we are acting responsibly in relation to the community, the environment, the workplace and the marketplace. Above all, we invest in the community because we know that it is the right thing to do.

Our Global Community Investment Strategic framework allows Linklaters to deliver our strategy at three levels in the firm; globally, nationally and individually.

- the global project involves our people across the firm in contributing their skills and expertise to address broad social and economic issues.
- the national projects (individual office programmes) have been developed to address local needs and issues.
- the individual project - all Linklaters employees are given a minimum of one day off a year to volunteer. The Time to Volunteer initiative actively encourages staff to get involved in the community investment programme for their own personal development purposes.

The aim of this strategic framework is to encourage large numbers of our employees to get involved in volunteering and pro bono work, demonstrate leadership and commitment to our community investment work and embed our values into the work we do in our local communities.

What other benefits and activities, aside from work, does the firm offer?

There are a wide range of benefits available at Linklaters, they vary from office to office, however they may include:

- Adoption Leave
- Childcare Voucher Scheme
- Concierge Service
- Free Corporate Health Club Membership
- Cycle2work Scheme
- Emergency Childcare Scheme
- Employee Assistance Programme
- Exceptional Service Award
- Free Eye and Eyesight Tests
- In-house Dental Service
- Income Protection (IP)
- Life Assurance
- Enhanced Maternity and Paternity Policy
- Medical Services (free doctors in-house)
- On-site Occupational Health Service
- Pensions
- Performance Related Bonus
- Private Medical Insurance Scheme
- Profit Related Bonus
- Competitive Salary
- Season Ticket Loans

- Subsidised Staff Restaurant and Deli Bar
- Time Bank Scheme
- Travel Insurance

How does the firm encourage a work/life balance?

Linklaters actively supports work/life balance for its employees. This is supported by a number of initiatives.

A career at Linklaters is often demanding and feedback from the staff forum and from surveys such as the Sunday Times Best Companies has consistently told us that balancing work and home life can be a challenge.

We have a dedicated team set up for Health and Wellbeing help you manage your different responsibilities effectively, including:

- on-site facilities
- family friendly policies and benefits
- sporting teams and social events
- arts and culture events

How does the firm encourage employees to grow their potential?

Linklaters has set up a number of initiatives from the Linklaters Law & Business School to 'Career Deal' which aims to provide easy access to career development opportunities, actively facilitated by line managers. Our work will help to create transparency around the wide range of global opportunities available to assist you in developing new skills and having new experiences that are aligned to your career aspirations.

Key activities that we have completed include:

- running pilot interviews with people across Business Services globally to gain an in-depth understanding of perceptions around the current 'Career Deal'
- interviewing internal lateral hires and members of our alumni who have moved to comparable professional services organisations to assist us in comparing the Linklaters 'Career Deal' with other firms

- working closely with Directors, Associate Directors and Heads of Function across the firm to develop recommendations and follow up actions
- identifying and interviewing “career champions”; people who have progressed their careers in diverse or creative ways. These interviews will hopefully illustrate what is possible, as well as inspire and encourage you to think laterally about your career.

What does the firm look for in a potential employee?

It takes determination, energy and talent to go all the way to the top of the legal profession, but everyone at Linklaters was once in your shoes. From a vacation scheme student through to a Partner, there are several core skills that we look for in everyone. Our business is all about exceptional people. So we want the best and the brightest to find and fulfil their true potential at Linklaters.

We look for Trainees who combine intellectual rigour, determination and a global outlook, with the creativity and people skills to have a real influence on the quality of the work we do. In return, we will offer you excellent rewards, unstinting support, unrivalled training and the chance to add value from day one.

For the most talented graduates who share our vision and values, there really is no better place to start.

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

Recruitment processes can be a little daunting but, if you’ve prepared and have the determination to succeed, we hope you’ll find our process challenging and inspiring. To make sure you’re on the right track we’ve laid out some pointers for you to think about.

You can listen to top tips from our Graduate Recruitment Manager, Faye Wimpenny, by reviewing the ‘Hints and Tips’ section of the Application Process area on www.linklaters.com/ukgrads.

Link Up

With so many firms, it can be hard to identify the right one for you. Personal contact provides an essential insight into the character of a firm. So, whether via Facebook, Twitter, on-campus workshops, presentations or open days, it makes sense to link up to get to know our firm and make an informed decision about your future

Be commercial

Although we don’t expect you to know all there is to know about business, the law, or us, it will be worth doing some research on Linklaters, our clients and the commercial environment in which we work. Explore the main website and keep your eyes on the financial press in the days and weeks leading up to your interview. Industry publications such as *The Lawyer* and *Legal Week* can help you identify how everything fits together, such as what deals are current and topical, so make full use of them. This is good advice even if you decide not to opt for Linklaters: a genuine interest in the business world will help with every application you make.

Why are you applying?

You need to be very clear about your chosen career path. Why do you want to pursue law? Do you know what the work involves? Do you have a particular interest in a specific practice area? What is it that attracts you to working in the commercial world and a global firm? Irrespective of your degree discipline, you must have good reasons for wanting to be a lawyer,

and be clear about why Linklaters is the place for you.

Competency based questions

We take a lot of time and care when reviewing the application forms we receive. But you need to remember that, at this early selection stage, all we have to go on is what you write about yourself and how you answer questions. Academic qualifications alone won’t get you through to the next stage; a carefully completed application form is key to being invited to interview. So give it some thought and keep it interesting.

We have developed a pretty clear idea of the qualities and aptitudes that make a successful commercial lawyer, and a successful Linklaters lawyer at that. These skills revolve around:

- Teamwork
- Communication
- Motivation
- Time management
- Commercial thinking

International Opportunities for Australian Students

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

The London office recruits for both clerkships and for training contracts. Information can be found on-line at www.linklaters.com/ukgrads

Why are Australian students and graduates valued at your international offices?

We are a global firm and believe in hiring the best where ever they are – if that means we need to recruit from Australia then that’s what we will do.

Linklaters



Link up.

Looking for a career in law? At Linklaters, a law firm with 19 practice areas across 26 cities worldwide, we are always looking for talented and highly motivated individuals to join our global network. So whether you are a law or non-law student, link up with us for the opportunity to work in the most interesting markets with the most prominent clients and on the most exciting deals.

If you want to find out more about our training contracts and vacation schemes, link up with us at www.linklaters.com/ukgrads

www.linklaters.com/ukgrads



Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

We support our clerks by reimbursing the costs of flights to London, paying accommodation costs for the duration of the scheme (accommodation selected by Linklaters) and paying a competitive salary throughout their time here.

If you then accept a Training Contract with us we will pay for College of Law fees and provide you with a substantial maintenance grant.

Are there opportunities available for lawyers to relocate to another international office in your firm?

Yes, definitely. With 26 offices in 19 different countries there are lots of options and nearly all our trainees take a secondment for 6 months in the first 2 years with us.

What are some of the practical issues Australian clerks or graduates may face in a foreign jurisdiction?

Getting to grips with the differences in the law seems to be overcome very quickly and we have lots of Australians here in London, so often the biggest challenge is being away from home and missing the little things.

Clerkships

If you take Australian applicants, do you intend to offer clerkships to students outside their penultimate year?

No – we only take penultimate year students.

Anticipated clerkship/vacation scheme intake for this year

What work does the firm offer a clerk/intern?

You'll be treated just like a trainee. You will sit with a principal, you will be involved in real deals, you will work hard and you will also enjoy a very active social life – as well as the variety of challenges on offer. The typical features of the clerkship are similar to our UK vacation schemes. We want you to go away with a genuine understanding of Linklaters. You'll see what trainees do in London and the wealth of opportunities available to you and you will develop a pretty clear impression of whether you would like to train here. When you complete the clerkship, we will automatically offer you an interview for a training contract.

How do students apply for a clerkship or vacation scheme placement?

All applications must be made on-line at www.linklaters.com/ukgrads. Upon screening of applications successful candidates will then be interviewed in Australia.

Graduate Recruitment

Does the firm take graduates directly?

Yes we have training contracts which can be applied for in both the Winter and Summer at www.linklaters.com/ukgrads

What is the typical progression path of graduates within their respective team(s)?

Please add any relevant details where progression may differ across practice areas or offices.

The training contract comprises of 3 weeks of induction which is run in conjunction with all our other global trainees. Then they will undertake four 6 month placements in any of our 19 practice areas, often one of these is in an international office or onsite with a key client.

Anticipated graduate intake for this year

World-wide, or within specific regions if possible.

Globally we will take on around 200 trainees in a year. Approximately 120 of those are in London

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

All details of the process and deadlines can be found online on website at www.linklaters.com/ukgrads

MALLESONS STEPHEN JAQUES

About the Firm

What sets this firm apart from others?

On the ground in Asia for more than 20 years, clients come to Mallesons for our full service solutions and our ability to combine first-class technical expertise with unique insights into the region's cultural and business environment. With more than 100 dedicated lawyers on the ground in Asia's major commercial centres (Hong Kong, Beijing and Shanghai) clients call upon our local qualifications, bi-lingual capabilities and deep understanding of the legal, cultural and economic subtleties across the region. This local capability is complimented by the robust resources of a top-tier international firm and a unified firm culture, enabling us to provide consistent high-quality advice and seamless service delivery.

Further information about Mallesons can be found under the "Commercial Law Firms: Domestic Opportunities" section of this guide or on our website, www.mallesons.com.

Does the firm engage in pro bono or volunteer activities?

Since 2001, our Mallesons in the Community program has provided pro bono legal advice to disadvantaged individuals and charities. Our support is broad and varied, and uses the skills of partners, lawyers, shared services and PAs. We donate money, provide pro bono advice and volunteer our time. In Hong Kong, we are working with Hong Kong Red Cross to provide pro bono legal work and the dissemination of information on international humanitarian law.

What other benefits and activities, aside from work, does the firm offer?

No matter where you are in your career, we're committed to being the leading employer among legal services firms in Australia and Asia. So we're always looking for ways to help you blend work and your life and interests outside of work. We have a range of policies and benefits to give you the flexibility you need.

How does the firm encourage a work/life balance?

Flexible work practices were introduced to Mallesons about 20 years ago and many staff have been working part-time or job sharing for a number of years. And it's not just about women. Men today are conscious of the need to spend time with family or seek flexibility to manage other areas of their lives. The most common reasons people at Mallesons opt for flexible work is to manage family responsibilities such as study, sporting commitments, children or caring for elders, health issues and phased retirement

How does the firm encourage employees to grow their potential?

Mallesons is a place where talented people can excel - where everyone is given the chance (and the encouragement) to reach their individual potential. Opportunities include:

- A rotation within the International Graduate Program (Australia & Asia).

Address:
13/F Gloucester Tower
The Landmark
15 Queen's Road Central
Central
Hong Kong

Contact person: Khalia Harding
Telephone:+852 3443 1092
Email: khalia.harding@mallesons.com

Office Locations:
Across the Asia Pacific and UK include:
Sydney, Melbourne, Perth, Brisbane,
Canberra, Hong Kong, Beijing,
Shanghai,
London

Areas of practice:
As a leading legal services provider
in the Asia Pacific, Mallesons has
developed a reputation in Asia for
delivering commercially innovative
advice across:
Banking, Capital Markets; Climate
Change & Clean Energy; Construction &
Environment; Corporate M&A; Dispute
Resolution; Energy & Resources;
Securitisation; Telecommunications

- A long term transfer (domestic and international) for a period of 1-3 years.
- A short term transfer (domestic and international) for a period of 3 weeks to 6 months.
- Secondments - there are opportunities to work with clients or a charity partner for an extended period of time - usually around 3-12 months.
- Firmwide Mentoring Program - an informal opt-in program providing our people with an opportunity for ongoing career guidance.
- Prospect discussions - every year you'll receive feedback on your performance and development.

We encourage all our people to actively participate in our business and the community we serve. We don't believe any one person or group of people has a monopoly on ideas that can lead to innovation in the way we work and interact with the community.

What does the firm look for in a potential employee?

If you relish the prospect of working in a dynamic team environment, learning from experts at the top of their game and being involved in cutting edge legal work, you're just the sort of person we'd like as a Mallesons clerk or graduate. Because we look for well rounded people, we're interested in your life experiences, your interests outside of work and the issues you are passionate about.

You will need to have performed well at university and demonstrate a real interest in commercial law in Australia and Asia. And we'd hope you would be excited by the opportunity to step outside your comfort zone, develop new skills and work closely with really switched on people who take great pride in their work.

Our trainees tell us Mallesons is an exciting place to work - our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent our firm.

Clerkships

If you take Australian applicants, do you intend to offer clerkships to students outside their penultimate year?

Mallesons prefers students to be in their penultimate year of their law degree. We will consider applications from non penultimate year students in the event they are unable to do a clerkship in their penultimate year i.e. on exchange during the clerkship period.

Anticipated clerkship/vacation scheme intake for this year

Approximately 15 summer clerks and 15 winter clerks for Hong Kong. We also consider offering a small number of clerkships in our Beijing and Shanghai offices.

What work does the firm offer a clerk/intern? Our standard summer clerkship program is for the duration of 3 weeks.

Clerks usually work in one practice group. You'll have a supervising partner and development coach (mentor) in your practice group, and you'll work closely with the senior associates and solicitors in that team, and others in the practice group. It's a hands on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals or matters the team is working on. Every clerk at Mallesons receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

How do students apply for a clerkship or vacation scheme placement?

Applications can be made via our online application system at www.mallesons.com/careers. Please submit a cover letter and academic transcript with your application. All files uploaded should be in Word or PDF format. Mallesons conducts behavioural based interviews. The first round of interviews is conducted by a partner and solicitor from our Recruitment Committee, whereas you will meet another partner from the Committee in the second round.

MALLESONS STEPHEN JAQUES

THE VERY BEST LAWYERS*

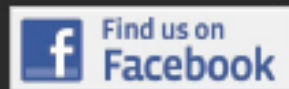
* started out as clerks too



Interested to find out:

who we are?
what we do?
what it's like to work in a
leading commercial law firm?

www.mallesons.com/careers/



Graduate Recruitment

Does the firm take graduates directly?

Students interested in trainee positions with Mallesons Hong Kong office need to apply via our careers website, www.mallesons.com/careers.

What is the typical progression path of graduates within their respective team(s)?

All Hong Kong Trainees who start with the firm are involved in our International Graduate Program. The International Graduate Program is aligned with Mallesons' 6 month graduate rotation system, designed to help our graduates become successful lawyers in an international market. Further information about Mallesons International Graduate Program can be found under the "Commercial Law Firms: Domestic Opportunities" section of this guide or on our website, www.mallesons.com/careers.

Anticipated graduate intake for this year

We look for 6-10 Trainees each year.

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

Students interested in trainee positions with Mallesons Hong Kong office need to apply via our careers website, www.mallesons.com/careers.

Why are Australian students and graduates valued at your international offices?

We look for a diverse group of clerks and trainees to join our international offices. A mix of language skills are required to service the needs of our clients, in particular English and Mandarin.

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

We hire a diverse group of clerks and trainees in our Hong Kong office, the majority of whom have studied in Hong Kong, Australia or England. Our Beijing and Shanghai offices also frequently host Australian law students for internships through both the formal clerkship program or through work experience placements.

Are there opportunities available for lawyers to relocate to another international office in your firm?

Graduates and trainees have the opportunity to apply to complete a rotation in another office. Our International Graduate Program promotes and supports the mobility of staff across our offices by providing an integrated, firmwide program. Through this program, lawyers are able to access a greater choice and variety of destinations and on-the-job experience. Other opportunities lawyers may access include long term transfers for a period of 1-3 years or short term transfers from 3 weeks to 6 months to another city in Australia, Asia or the UK.

Personal Profile

Alvin Chan

August 2006

Areas of rotation: Dispute Resolution, Banking & Finance

I am a trainee solicitor at Mallesons' Hong Kong office who first joined Mallesons as summer clerk in the Hong Kong Dispute Resolution team in August 2006. As part of the International Graduate Program, I am currently completing a rotation in the Perth Bank & Finance group after having rotated through the Banking & Finance and Dispute Resolution teams in Hong Kong.

Working with Mallesons as a summer clerk was very rewarding. During my clerkship, I was exposed to a wide range of work, from small research tasks and drafting articles to attending arbitration. At the time, we were at the final stage of preparing for an important arbitration which had become one of the biggest arbitrations in Hong Kong history. What made my time enjoyable was my supervising partner and other solicitors involved took time to explain the background of the arbitration and delegated tasks which I could handle myself or with some assistance from my senior colleagues.

I applied to work at Mallesons as a summer clerk with the intention of building a career in law. My experience greatly influenced my decision to join Mallesons as a trainee. Mallesons has a strong presence internationally and is consistently involved in exciting and challenging matters that provide an excellent ground to develop invaluable skills and expertise as a lawyer. Moreover, I was able to experience the culture of the firm and meet the people of Mallesons, who are always grateful to teach and support but are also good friends outside of work.



Address:
35th Floor
Cheung Kong Center
2 Queen's Road Central
Hong Kong

[Note: from 9 May 2011 our address will
change to: 13th Floor One Pacific Place
88 Queensway
Hong Kong]

Contact person:
Nicole Parker
Regional Human Resources Manager

Telephone:
+852 2583 8279

Email:
Nicole.parker@simmons-simmons.com

Number of lawyers:

700+

Number of partner:

200+

Office Locations:

Abu Dhabi, Amsterdam, Brussels

Doha, Dubai, Dusseldorf

Frankfurt, Funchal

Hong Kong, Lisbon

London, Madrid

Milan, Paris

Rome, Shanghai, Tokyo

Areas of practice:

Corporate & Commercial

Dispute Resolution

Employment

Financial Markets

SIMMONS & SIMMONS

About the Firm

What sets this firm apart from others?

Time and time again businesses across the world bring us their toughest commercial challenges. They call on Simmons & Simmons for our international reach and our expert legal advice. Our clients rely on our ability to get on the same wavelength as them by investing time to understand their business and the world that they operate in. From our offices in major business and financial centres throughout Europe, the Middle East and Asia, we view the world through the lens of four significant industries: energy and infrastructure, financial institutions, life sciences and technology, media and telecommunications [TMT].

Energy and Infrastructure

The team advises governmental authorities, industry participants and financial institutions on water projects, oil and gas exploration, energy production, mining projects, processing, refining and sale and purchase agreements, energy regulation, energy trading and derivatives, power, petrochemicals, technology licencing, renewable energy, emissions trading, PFI/PPP, M&A, capital raisings and dispute resolution matters. We also advise on infrastructure projects in various sectors including construction, defence, transport and waste.

Financial Institutions

The financial institutions sector is the largest of the four sectors we focus on as a firm. We are committed to the industry and it is this commitment that drives the success of our enduring relationships with some of the world's largest financial institutions

Life Sciences

Our dedicated team, together with sector analysts and external industry consultants, means we can support leading life sciences companies worldwide.

Technology, Media, Telecommunications [TMT]

Our dedicated technology, media and telecommunications [TMT] team has the knowledge, skill and international reach to meet the demands of this fast paced sector and ensure that client needs are met [TMT]

Tell us about an interesting new project the firm is currently working on

Acquisition of interest in Dongfeng

Client	Dana Corporation
Matter summary	We advised on the acquisition of an additional 46% percent equity stake in Dongfeng Dana Axle Company, Limited ("DDAC"), from various selling shareholders in the Dongfeng Motor Group. Following the acquisition, each of Dana and Dongfeng Motor Co. Ltd. will hold a 50% equity stake in DDAC.
Unique aspects	This deal involved a number of complex issues, including several affiliated party transactions for the licensing of propriety commercial vehicle axle technology by for Dana and Dongfeng, together with related technical assistance and training, a long-term supply agreement for sales of DDAC axles to Dongfeng and affiliates which includes tax- efficient incentive arrangements if sale targets are met or exceeded during the initial five years, a broad strategic cooperation encompassing research and development in China and global market expansion, the sale by public listing of a portion of the equity to be transferred, clearance from the Ministry of Commerce under the Anti-Monopoly Law and various unique approval-related questions.
Time period/status	February 2011

Does the firm engage in pro bono or volunteer activities?

As a leading international law firm, Simmons & Simmons recognises our responsibilities to our clients, members of the firm, suppliers and the wider communities in which we live and work. This can be seen through our commitment to the environment, diversity and inclusiveness, charitable organisations and corporate and social responsibility.

Simmons & Simmons plays an active role in the local communities in which it is based. The firm's strategy is to tackle social exclusion by creating opportunities for diverse or less privileged sections of society, local to each of our offices. Simmons & Simmons is committed to making a contribution to charitable initiatives, whether through providing pro bono legal advice, donating firm resources or through fundraising.

Simmons & Simmons Hong Kong partners and employees have generously donated significant time to pro bono activities for numerous charitable and community organizations. Recent activities include:

1. Oxfam International / World Wildlife Fund (WWF) – Participation in the Legal Resource Initiative, which we provided legal advice to NGO delegations during the UNFCCC negotiations

in Barcelona, Copenhagen, Bonn and Cancun. The project involved over 150 experts from law firms, chambers and institutions around the world.

2. Oxfam International – Our leading Hong Kong employment practice provided legal advice on issues relating to maternity leave allowance in China, and surrounding a fraudulent website set up using Oxfam International's name in China.

3. Tsolmon Irreddui Foundation – In addition to our recent community work which included a large scale clothing collection, Simmons & Simmons also recently assisted the foundation by providing pro bono legal services to assist establishing the foundation in Hong Kong. This included; working formally to register the foundation as a Hong Kong society, preparing their constitutional documents and seeking tax exemption status.

What other benefits and activities, aside from work, does the firm offer?

The firm offers a typical suite of benefits in line with other multi-national firms.

How does the firm encourage employees to grow their potential?

The firm has a supportive and friendly culture - an environment which brings out the best in people – and from day one lawyers feel part of the team. We have a structured development programme for lawyers at all levels. We also embrace new ideas and new technologies to aid learning. Opportunities come thick and fast, trainees deal with clients almost from day one and there are many opportunities to go on client or international secondments. Development of employees is closely managed and monitored by partners, supervisors and the HR team.

What does the firm look for in a potential employee?

The firm looks for candidates who demonstrate the following attributes: analytical skills, the ability to build relationships, drive and determination and the capacity to self-manage.

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

We are looking for well-rounded people: take opportunities to get involved in extra-curricular activities that you are passionate about.

International Opportunities for Australian Students

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Hong Kong office:

<http://www.simmons-simmons.com/index.cfm?fuseaction=graduate.opps&page=3911>

Nicole.parker@simmons-simmons.com

Why are Australian students and graduates valued at your international offices?

We have found Australian students and graduates to be of a very high standard.

Does your firm offer any support for the travel and living expenses of Australian clerks/graduates?

No.

Are there opportunities available for lawyers to relocate to another international office in your firm?

Yes, lawyers are often seconded from one office to another for short periods and longer term international transfers are also possible.

Clerkships

If you take Australian applicants, do you intend to offer clerkships to students outside their penultimate year?

No.

Anticipated clerkship/vacation scheme intake for this year

4 in each of the following months: January, February, June, July, August

What work does the firm offer a clerk/intern?

The intern will sit with one department and get some very hands-on experience. This may involve legal research, practising drafting skills, sitting in on client meetings or even attending court. The structured programme gives interns valuable real-life experience as a lawyer at Simmons & Simmons.

How do students apply for a clerkship or vacation scheme placement?

Applications are received via our website:

<http://www.simmons-simmons.com/index.cfm?fuseaction=graduate.opps&page=3911>

The application process for January / February 2012 internships opens on 1 August and closes on 30 September.

Graduate Recruitment

Does the firm take graduates directly?

Yes

Anticipated graduate intake for this year

In 2013 the Hong Kong office anticipates taking 8 trainees.

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

Applications are received via our website: <http://www.simmons-simmons.com/index.cfm?fuseaction=graduate.opps&page=3911>

The application process for 2013 training contracts is open until 30 June 2011.

SKADDEN, ARPS, SLATE, MEAGHER & FLOM

About the Firm

What sets this firm apart from others?

There are many things that sets us apart from others. We are known for our utmost dedication to client service-commitment to excellence, creativity and resourcefulness in providing innovative advice and novel legal solutions. We have a friendly, supportive and diversified culture in our firm. Our ongoing mission is to recruit, retain and promote a diverse group of attorneys and staff throughout the firm. Also, we value the women in Skadden. We provide assistance with any challenges that women are facing in the work environment. Further, Skadden's women attorneys are frequently recognized for their commitment to community outreach. Lastly, our diversity initiatives and commitment to pro bono work are core aspects of our culture.

What other benefits and activities, aside from work, does the firm offer?

No matter where you are in your career, we're committed to being the leading employer among legal services firms in Australia and Asia. So we're always looking for ways to help you blend work and your life and interests outside of work. We have a range of policies and benefits to give you the flexibility you need. Whether it's paid parental leave, flexible hours, swap pay for leave or even emergency childcare, we'll do our best to help.

What does the firm look for in a potential employee?

We look for candidates who combine intellectual ability with enthusiasm and creativity. As a trainee at Skadden, you can expect early responsibility, significant client exposure and the opportunity to work on cutting-edge cross-border transactions sooner than you could expect elsewhere.

Our lawyers enjoy a friendly, team-orientated and collegiate culture while reaping the many benefits of working for one of the world's largest and most prestigious law firms.

Address:
42nd/floor, Edinburgh Tower,
The Landmark,
15 Queen's Road Central,
Hong Kong

Contact person:
Karen Ng

Telephone:
+852 3740 4886

Email:
karen.ng@skadden.com

Number of lawyers:
2000+

Office Locations:
24 offices in 13 countries
Beijing, Boston, Brussels, Chicago, Frankfurt
Hong Kong, Houston, London, Los Angeles
Moscow, Munich, New York
Palo Alto, Paris, San Francisco, Sao Paulo
Shanghai, Singapore, Sydney
Tokyo, Toronto
Vienna, Washington, D.C, Wilmington

Areas of practice:
For HK office:
Corporate
Banking & Finance
International Arbitration & Litigation
Energy & Infrastructure Projects
Real Estate

Clerkships

How do students apply for a clerkship or vacation scheme placement?

Submit your resume, transcripts and cover letter to Mary Schaus, Recruitment & Development Manager, at hongkongtrainee@skadden.com

Application Deadline for Winter 2012 Vacation Schemes: August 1, 2011

Graduate Recruitment

Does the firm take graduates directly?

Yes, we consider students who apply directly for training contract.

Anticipated graduate intake for this year

Hong Kong: 4-6

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

Submit your resume, transcripts and cover letter to Mary Schaus, Recruitment & Development Manager, at hongkongtrainee@skadden.com

Application Deadline for 2013 Training Contracts: August 1, 2011

Which offices currently recruit Australian students for clerkships (vacation schemes) or graduate programs?

Hong Kong

www.skadden.com

Hong Kong

4-6

Public Sector



Address:
Head Office:
Parramatta Justice Precinct
160 Marsden Street
PARRAMATTA NSW 2150

Number of staff:
4000+ staff across NSW [Attorney
Generals Division of the Department]

Office locations:
Too many to list. 160+ locations
throughout NSW.

DEPARTMENT OF ATTORNEY GENERAL AND JUSTICE (ATTORNEY GENERAL'S DIVISION)

[Formerly Department of Justice and Attorney General]

About the Organisation

What sets this organisation apart from others?

The Department of Justice and Attorney General assists the NSW Government, Judiciary, Parliament and the community to promote social harmony through programs that protect human rights and community standards, and reduce crime.

The Department plays a key role in the administration and development of a just and equitable legal system of courts, tribunals, laws and other mechanisms that further the principles of justice and contribute to the achievement of the goals of Government.

The Department assists the NSW Attorney General in his role as the First Law Officer of the State. It also provides support services to enable the Attorney's legislative and advisory responsibilities to Parliament and Cabinet to be carried out.

How does the organisation encourage a work/life balance?

The Department offers:-

- Flexible working hours, including flex leave,
- Part time work opportunities.
- Job share opportunities (where appropriate)
- A Well for Life Program, encouraging a healthy lifestyle.
- Workplaces where everyone has the right to a safe and harmonious environment free from intimidation, harassment or conflict.

How does the organisation encourage employees to grow their potential?

- Staff are able to access study leave.
- A range of career opportunities are advertised across the organisation.
- A wide range of face to face and on-line training opportunities, with staff undertaking a minimum of five days training per annum.
- All staff undertake Achievement Planning with their supervisor.

What does the organisation look for in a potential employee?

Professional qualities

- Proficiency in the law and its underlying principles
- High level of professional expertise and ability in the area(s) of professional specialisation
- Applied experience (through the practice of law or other branches of legal practice)
- Intellectual and analytical ability
- Ability to discharge duties promptly
- Capacity to work under pressure
- Effective oral, written and interpersonal communication skills with peers and members of the public
- Ability to clearly explain procedure and decisions to all parties
- Effective management of workload
- Ability to maintain authority and inspire respect
- Willingness to participate in ongoing judicial education
- Ability to use, or willingness to learn modern information technology

Personal qualities

- Integrity
- Independence and impartiality
- Good character
- Common sense and good judgement
- Courtesy and patience
- Social awareness

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

- Speak to the inquiry/contact officer for the advertised position;
- Conduct an appropriate level of research into the area of the organisation and the position you are interested in applying for;
- Read all of the supporting information about the position, including the position description;
- Apply for the position following all instructions, including addressing each of the selection criteria listed for the position.

Key Questions in the Public Sector

What is the purpose of your organisation?

The Department of Justice and Attorney General assists the NSW Government, Judiciary, Parliament and the community to promote social harmony through programs that protect human rights and community standards, and reduce crime.

The Department plays a key role in the administration and development of a just and equitable legal system of courts, tribunals, laws and other mechanisms that further the principles of justice and contribute to the achievement of the goals of Government.

The Department assists the NSW Attorney General in his role as the First Law Officer of the State. It also provides support services to enable the Attorney's legislative and advisory responsibilities to Parliament and Cabinet to be carried out.

How are the skills and interests of a law student relevant to your organisation?

As above. The Department employs legal officers, policy officers and professional officers across a wide range of legal disciplines and areas of the law.

Do you offer any opportunities for non-penultimate year students?

Summer Clerk opportunities may be available from time to time.

What is the typical career path progression of graduates at your organisation?

Career Path progression is excellent for those wishing to pursue a career in the public sector. Progression is on the basis of merit.

An example of a Summer Clerkship:-

A summer clerkship with Legislation and Policy area of the Department provides a unique opportunity to be involved in

formulating government policy, law reform and Parliamentary practice. You will have hands-on involvement in a range of projects from civil to criminal law policy and legislation development. Some of the tasks you may be expected to complete are:

- Preparing briefing notes for the Attorney General
- liaising with stakeholders
- conducting in-depth analysis on proposed Bills or policy reform from other Ministers
- writing speeches
- attending meetings
- working with other Government Departments,
- and conducting research.

Clerkships

How do students apply for a clerkship?

- Usually advertised in June/July by the Law Society of NSW.
- Applicants must comply with the eligibility and participation requirements of the Summer Clerkship Scheme.
- Applications are made email;
- Applicants may be interviewed.

Graduate Recruitment

Does the organisation take graduates directly?

No current graduate program.

Address:
13/175 Liverpool Street
Sydney 2000

Contact Person: Ruth Heazlewood
Telephone: 02 9268 3111
Email: Ruth_Heazlewood@agd.nsw.gov.au

Number of Staff: 32

Areas of practice:
Criminal law

PUBLIC DEFENDERS OFFICE

About the Organisation

What sets this organisation apart from others?

Excellent exposure to criminal law practice in the higher courts.

Key Questions in the Public Sector

What is the purpose of your organisation?

To provide high level legal representation for legally assisted people charged with serious criminal offences

Do you offer any opportunities for non-penultimate year students?

Limited opportunities but depends on individual student.

How are the skills and interests of a law student relevant to your organisation?

We use our student interns and volunteers to assist with trial and other case preparation including research, brief preparation, preparing chronologies, assisting with written submissions, observing in court etc.

What is the typical career path progression of graduates at your organisation?

There is no career path within Public Defenders as Public Defenders are only appointed after gaining extensive criminal law advocacy experience including trial and appellate work. Students who have worked with us tend to find work with NSW Legal Aid or the Aboriginal Legal Service.

Graduate Recruitment

Does the organisation take graduates directly?

We only employ graduates under our Aboriginal Law Graduate program to assist Aboriginal graduates to complete practical legal training prior to admission. These positions are temporary and subject to annual funding.

Anticipated graduate intake for this year

Up to 3 unpaid graduates undertaking Practical Legal Training and up to 4 paid Aboriginal graduates.

What is the method of application for graduates?

Application should be made to the Chambers Manager prior to entry to PLT course.

AUSTRALIAN COMPETITION & CONSUMER COMMISSION (ACCC)

About the Organisation

What other benefits and activities, aside from work, does the organisation offer?

Our graduates enjoy:

- a competitive salary package that increases across the program
- extensive on-the-job learning and formal training
- the ability to work in a number of capital cities around Australia
- flexible working conditions
- the option to buy time off, in addition to four weeks annual leave.

How does the organisation encourage a work/life balance?

ACCC graduates enjoy flexible working conditions and have the option to purchase time off, in addition to four weeks annual leave.

How does the organisation encourage employees to grow their potential?

ACCC graduates enjoy working in an exciting and challenging environment where they can apply and expand their existing skills and knowledge. They form an important part of a small, high-performing agency that is committed to promoting competition, consumer protection and fair trading in the Australian marketplace. Once our graduates complete the program they have access to generous study assistance, professional development and career advancement opportunities.

What does the organisation look for in a potential employee? We are seeking graduates with the following skills and qualities:

- a genuine interest in industry regulation, competition policy and consumer protection
- excellent analytical skills
- a flair for writing
- the ability to contribute to a team
- strong interpersonal and communication skills

Address:
23 Marcus Clarke Street
Canberra ACT 2601

Contact person:
Mark Schafer, Graduate Program
Coordinator
Email: grad.jobs@accc.gov.au
Telephone: (03) 9290 1875

Office locations:
Adelaide, Brisbane, Darwin, Hobart,
Melbourne, Perth, Sydney, Townsville
Tell us about an interesting new project
the organisation is currently working on
The ACCC continues work on, and
addresses new challenges, in the areas
of consumer protection, encouraging
competition and regulating industries.

Areas of practice
Adjudication
Australian Energy Regulator
Communications
Compliance strategies
Corporate
Enforcement and compliance
Fuel
Information, research and analysis
Legal
Mergers and acquisitions
Regulatory development
Product Safety
Transport and general prices oversight
Water
Staff and graduates work across a
range of offices and are often called
upon to work between branches and
divisions.

We recruit graduates from all disciplines, but we particularly welcome graduates of:

- Industrial Economics
- Commercial Law
- Econometrics
- Trade Practices Law
- Public Policy
- Financial Modelling

Do you intend to offer clerkships/ internships to students outside their penultimate year?

The ACCC is currently reviewing its summer intern program, and is considering increasing the number of interns and broadening the work areas participating. In previous years, Economics undergraduates about to commence their final year of study have been employed for six weeks from early January.

Does the organisation take graduates directly?

Yes. The ACCC recruits for its graduate program each year. Graduates can also apply for positions outside the graduate program by visiting the ACCC website.

What sets this organisation apart from others?

The ACCC is Australia's peak consumer protection and competition agency. It is an independent statutory authority and is the only national agency dealing with competition matters. Our role is to promote vigorous and lawful competition, to encourage fair business dealings and to protect consumers from misleading and deceptive conduct.

ACCC graduates:

- work in a national agency applying and developing existing skills and knowledge
- complete three, 14-week rotations to gain experience across a range of areas of the ACCC such as: adjudication, corporate, enforcement and compliance, mergers and acquisitions or regulatory affairs
- provide input into decisions with far-reaching economic, industrial and legal implications
- become part of a high-profile, professional public service agency
- develop a strong foundation for a rewarding and challenging career.

Graduate Recruitment

What is the typical progression path of graduates within their respective team(s)?

Our program is structured so that graduates work in a range of areas and take part in diverse activities. Graduates may be involved in analysing key market sectors; assisting in assessing applications for collective bargaining, authorisations and notifications; the economic regulation of network infrastructure; or investigating complaints from business or consumers about possible breaches of the Competition and Consumer Act 2010 (formally the Trade Practices Act 1974). They may be involved in consumer liaison activities, product safety surveys, compliance research or a wide range of activities in our Corporate Division.

Rotations are an essential part of our program and are designed to give graduates an understanding of the broad range of work undertaken by the ACCC. During our 10 month graduate program you will do three 14 week rotations in some of these areas:

- enforcement and compliance
- regulatory affairs
- corporate
- mergers and acquisitions
- adjudication.

Anticipated graduate intake for this year

20+



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

All applications for the 2012 program must be submitted through our online jobs portal.

Our selection process includes the following stages:

- 28 March 2011: Applications open
- 9 May 2011: Applications close
- May/June 2011: Candidates selected for further assessment
- July 2011: Further assessment (may include interviews, written exercises, presentations and group activities)
- August 2011: Referee checks
- September 2011: First round offers
- October 2011: Second round offers
- February 2012: Graduate program commences with a week of orientation in Canberra

You might even get the chance to work interstate.

How are the skills and interests of a law student relevant to your organisation?

Legal skills are highly sought after across all work areas at the ACCC including our enforcement operations, regulatory affairs and corporate divisions.

Law graduates are provided with an opportunity to develop and use legal skills on a daily basis. Our work requires you to consider the application of the Competition and Consumer Act 2010 (formerly the Trade Practices Act 1974) and other legislation in a variety of circumstances.

Graduates are able to use traditional legal skills such as drafting and legislative interpretation, but also draw upon the problem solving and critical thinking skills developed at law school in their work.

What is the purpose of your organisation?

The ACCC protects consumers and promotes competition and fair trading in Australia. We employ approximately 800 staff nationally and have offices in each state and territory.

Employees of the ACCC may also work for Australia's independent national energy market regulator, the Australian Energy Regulator. The AER is responsible for the economic regulation of electricity and gas networks and enforcement of the gas and electricity codes.

What is the typical career path progression of graduates at your organisation?

2011 graduates received a starting salary of \$51 483 p.a. as well as four weeks annual leave and generous personal and long service leave provisions.

After satisfying certain training and performance criteria, graduates receive a salary advancement in their second rotation. At the end of the graduate year, graduate may be advanced to an APS4 classification.

We have staff working at all levels and across all ACCC branches and in many APS agencies.

To be eligible to join our program you must:

- be an Australian citizen
- have recently completed at minimum a three-year Australian undergraduate degree or expect to complete this in 2011
- be available to start on 6 February 2012 and attend our one-week intensive orientation program in Canberra.

Later in the year, graduates will be able to express an interest in the 2013 program by visiting the ACCC website.

Personal Profile

Katrina

2007 Graduate Program

Areas of Work: Mergers and Asset Sales Branch, Enforcement Branch and Legal Group

The ACCC graduate program offers a fantastic opportunity to work in diverse areas of the ACCC. I joined the graduate program in 2007 and my rotations were in the Mergers and Asset Sales Branch, Enforcement Branch and Legal Group.

Working in different areas is great for providing you with a range of opportunities and challenges. As a graduate, I was interviewing potential witnesses around the country, conducting economic analysis on mergers and acquisitions by high-profile corporations and providing legal advice on potential contraventions of the law. I was able to develop my skills on a range of interesting work with extensive training and support from my colleagues.

I also thoroughly enjoyed my interstate rotation in Canberra. The interstate rotations give you the opportunity to work in different areas, put faces to the names of your colleagues and take part in new hobbies/interests outside work that might not be available to you in your home town.

I currently work as a lawyer in the Legal Group. At the ACCC, I work on a range of enforcement activities that are both challenging and exciting. The experience of working with those at the top of their field is also invaluable.

Address:
Level 5, 60-70 Elizabeth Street
SYDNEY NSW 2000

Contact Person:
Pat Imbert, Business Services Manager
Email: csorecruit@agd.nsw.gov.au
Telephone: (02) 9224 5000

Areas of Practice
Administrative Law;
Child Protection;
Commercial/Property (Litigation);
Commercial/Property (Transactions);
Community Law;
Constitutional & Native Title Law;
Criminal Law;
Employment Law;
Government Law;
Inquiries;
Torts Law (Justice & Law Enforcement
Agencies);
Torts Law (Service & Regulatory
Agencies).

NSW CROWN SOLICITOR'S OFFICE

About the Organisation

What sets this organisation apart from others?

Our staff gain practical experience working on significant and often high profile matters with important social, economic and political implications for the community. We offer a rewarding career in a supportive environment and an attractive career alternative to private law firms.

What other benefits and activities, aside from work, does the organisation offer?

Employees have access to an extensive health and well-being program, which include: Group fitness, yoga, pilates and subsidised massages.

Direct purchase of annual transport ticket (to eligible staff).

How does the organisation encourage a work/life balance?

The Crown Solicitor's Office does not just talk about it. We do it. Our staff enjoy flexible, reasonable working hours, family, community and study leave and paid maternity leave.

You will have access to a health and well-being program and an emergency childcare facility.

How does the organisation encourage employees to grow their potential?

Our culture of learning has led to unrivalled representation of our people at the bar and the bench. We offer a wide range of programs to meet your development needs. We actively encourage our staff to undertake additional studies and provide financial support and study leave.

What does the organisation look for in a potential employee?

The CSO recruits talented solicitors and paralegals who are dedicated and committed to public service.

To achieve our goals, we must have a strong foundation in our staff and our corporate culture. We must strive to deliver our services in the most efficient and effective way, utilising the resources we have and thinking how we can improve the way we work. We must continue to recruit passionate and dedicated staff, who share our commitment to public service.

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

To gather as much information as possible and if you have questions, speak to the contact person listed in the Job Advertisement.

The selection criteria is the most important part of your application and must be addressed. Applicants will be short-listed based on their responses to each criteria.

Does the organisation take graduates directly?

Our two year graduate solicitor program rotates you through four practice groups to gain a broad experience in any of our 12 areas of law. You are provided with expert supervision, leadership and advice. You have access to professional training and development opportunities, study leave is available. You are employed on a temporary basis for up to 3 years and at the end of the program, subject to performance review, you may be offered permanent employment.

Anticipated graduate intake for this year

Next recruitment for graduate solicitors will commence in January 2012.

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

The graduate solicitor position/s will be advertised on Jobs.nsw.gov.au, SEEK.com.au and cso.nsw.gov.au.

What is the purpose of your organisation?

The CSO aims to be not only the legal services provider of choice to the NSW government, but also the legal services employer of choice in the state public sector. The CSO serves approximately 400 clients on a commercial basis in the conduct of litigation, provision of legal advice, representation in courts and tribunals and drafting of legal documents and agreements operating as a self-funding business centre within the Attorney General's Department, the Crown Solicitor competes with the private legal profession for untied legal work.

Do you offer any opportunities for non-penultimate year students?

The position would suit law students or graduates seeking practical experience in a legal office. Law students must have completed their second year of study to be eligible for employment.

Personal Profile

Name: Sarah Christian

Year: September 2010

Areas of Work: Commercial/Property (Litigation) Practice Group

The Crown Solicitor's Office (CSO) is unique in that it competes with the private legal profession for certain work for government agencies. This commercial focus, coupled with the flexibility of working within a government department, means I get the best of both the private and public legal profession.

As a graduate solicitor in the Commercial / Property Litigation practice area, I prepare cases for court and provide advice on commercial law, property law and revenue law to the State Government of New South Wales and State Government agencies. Government work is varied, complex and often concerns an aspect of public interest.

An average day could involve attending court, conferences with barristers, preparing evidence for a hearing, drafting legal documents such as pleadings and observations, as well as analysing case law and legislation.

I like that, as a new solicitor, I am given the opportunity to actively participate in practice management, early in my career. This is because the supervision offered by senior solicitors provides invaluable on the job training. This is complemented by the diverse range of internal and external training and development programs offered at the CSO. I am also offered the choice to explore other of the twelve practice areas at the CSO through four six-month rotations.

Address:
10 Spring St
Sydney NSW 2000

Contact person: Paul McKnight
[Executive Director]
Telephone: 8061 9277
Email: paul_mcknight@agd.nsw.gov.au

Number of staff:
15

Areas of practice:
Law reform and legal policy

NEW SOUTH WALES LAW REFORM COMMISSION

About the Organisation

What sets this organisation apart from others?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government through the Attorney General on matters referred to it by the Attorney General. As such, it is a small legal policy agency that works intensively in small teams to provide government with expert advice on the areas referred to it. Staff have the opportunities to work closely with Commissioners, who are at the top of the legal profession, and to contribute to the development of the law in New South Wales

Tell us about an interesting new project the organisation is currently working on

The Law Reform Commission currently has 6 references covering a wide range of criminal and civil law reform issues. These are:

- People with mental health and cognitive impairment in the criminal justice system
- Penalty notices
- Security for costs
- Compensation to relatives
- Cheating at gambling
- Jury directions

Each of these references deals with difficult, complex and interesting questions of law reform.

What other benefits and activities, aside from work, does the organisation offer?

The Law Reform Commission supports a vibrant and team based workplace and encourages staff ongoing professional development and training.

How does the organisation encourage a work/life balance?

The Law Reform Commission supports work/life balance and works to ensure that staff maintain a healthy approach to work.

How does the organisation encourage employees to grow their potential?

The Law Reform Commission supports ongoing professional development. Each staff member agrees an individual training plan and is supported in training opportunities, and in exposure to a wide range of professional opportunities in the law reform arena. We are committed to developing future leaders in law reform and policy development.

What does the organisation look for in a potential employee?

Staff of the Law Reform Commission will have strong research and analytical skills, the ability to consult with the community on law reform issues, and the ability to manage policy projects. We look for an ability to work in teams, and a commitment to the work of law reform.

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

Applicants for jobs in law reform should be able to demonstrate a good academic record, and strong research abilities. Good law reformers show an ability to think broadly and analytically about issues, to explore and question assumptions and to draw out the policy implications of positions.

What is the purpose of your organisation?

The Law Reform Commission is an independent statutory body that provides expert law reform advice to Government through the Attorney General on matters referred to it by the Attorney General.

How are the skills and interests of a law student relevant to your organisation?

We have in the past drawn on the skills of law students to contribute directly to reports and consultation papers on our references.

What is the typical career path progression of graduates at your organisation?

Graduates who find roles at the Law Reform Commission can be expected to further develop research and policy skills and move into other areas of legal and law reform policy within government. Graduates might also move into practice or academia, or into the NGO sector.

Do you intend to offer clerkships/ internships to students outside their penultimate year?

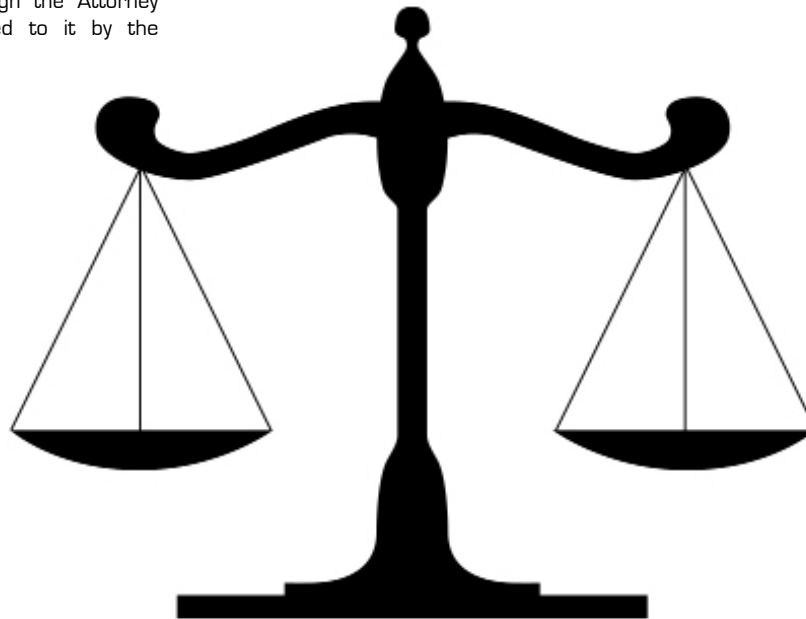
No

Anticipated clerkship/internship intake for this year

The Law Reform Commission runs a summer internship program. Interns are unpaid, but contribute directly to the work of the Commission, and are credited in reports and consultation papers and provided with a reference. About 8 internships are expected over the summer period, and a smaller number over winter.

What work does the organisation offer a clerk/intern?

Interns work as an integral part of reference teams, providing research and writing input into the Commission's work.



How do students apply for a clerkship/internship?

Internship opportunities are announced on the Commission's website: www/lawlink.nsw.gov.au/Irc at around mid year. Applications are assessed against criteria, and interviews are conducted.

Does the organisation take graduates directly? *

Graduate recruitment is advertised as opportunities become available through the Jobs NSW site: www.jobs.nsw.gov.au.

What is the typical progression path of graduates within their respective team(s)?

The Law Reform Commission is a small organisation that works on references in teams. Graduate positions are typically fixed term roles and become an immediate and integral part of the small reference teams. Graduates can expect a steep, but supported, learning curve.

Anticipated graduate intake for this year

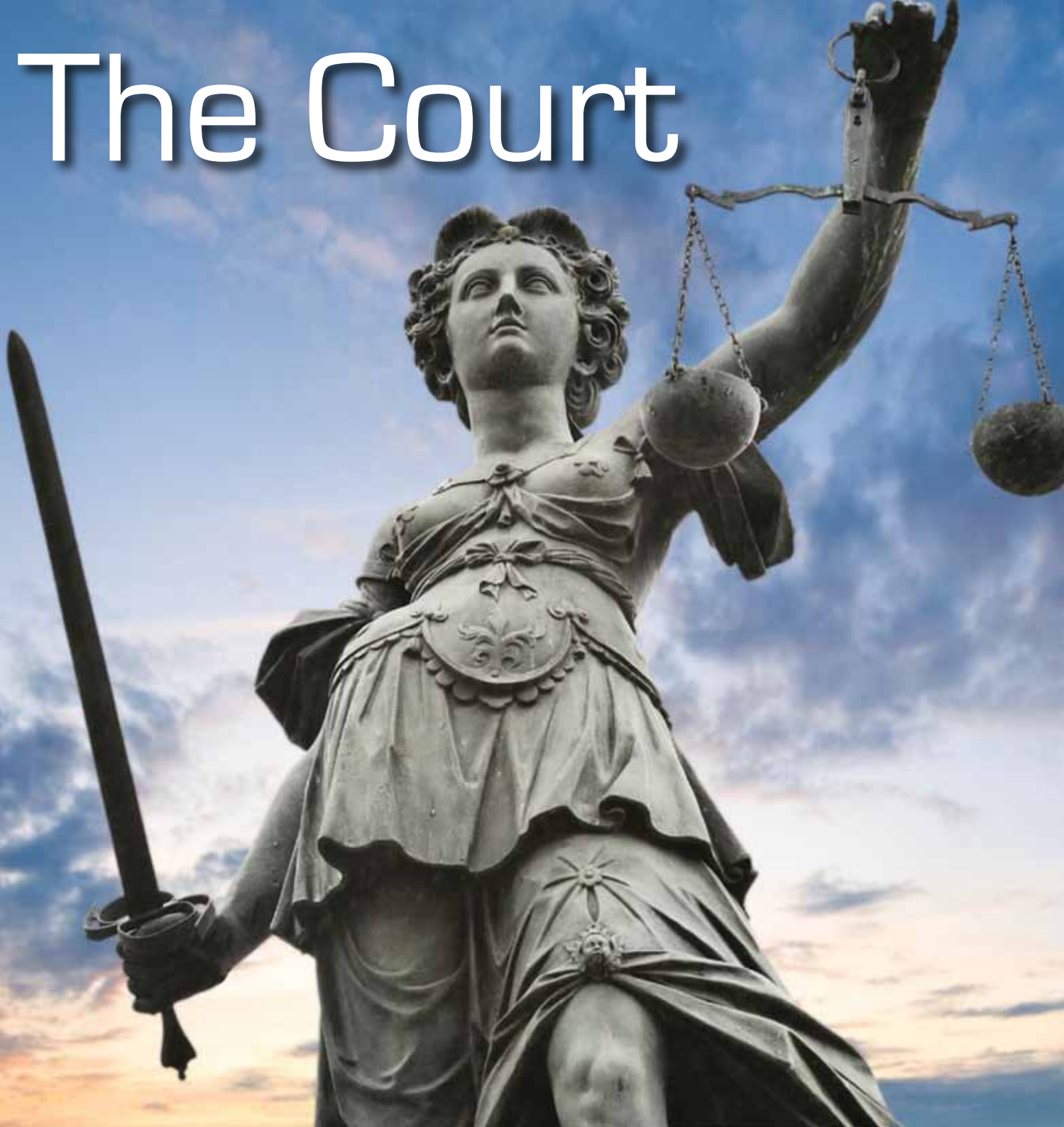
It is hoped that 1 or 2 opportunities will become available.

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

Applications will be received through Jobs NSW: www.jobs.nsw.gov.au



The Court



Jane Taylor

Position: Associate to the Honourable
Justice Heydon

Jurisdiction: High Court of Australia

Year: 2010

HIGH COURT OF AUSTRALIA

What is the role of the Associate?

All High Court judges have two associates, one based in Canberra and one based in the Judge's home city. I was based in Sydney, although many associates swap positions half way through the year. The associate's role differs depending on where they're based, and my typical day also largely depended on whether it is a sitting or non-sitting week.

During the Court's sitting weeks, the travelling associates travel to Canberra with their Judges. These weeks are always hectic, but they're also the most exciting. The associates take it in turns to 'tip' for a case, which means that we sit behind the judge and pass up authorities as barristers refer to them. It's a great chance to sit in Court and watch everything that's going on (and to try to pick up which arguments work and which ones don't!). Before each case we also have to prepare the trolleys with all the relevant authorities, and set up the bench in Court. Once a month the Court hears special leave applications, usually in Sydney, Melbourne or Canberra, and one of the associates will travel with the Judge and tip on these days as well.

During both sitting and non-sitting weeks, the associates do various tasks including proofreading judgments, legal research, writing memoranda, preparing for upcoming cases, general admin and occasionally running errands.

What does the application process involve?

I was lucky enough to find out from a lecturer that Justice Heydon hadn't selected associates yet but would soon do so, and sent in a cover letter and a CV. I then had two interviews over the space of a couple of months, both only about 5-10 mins long. Apart from being asked one rather tricky question about the Evidence Act (which I didn't know the answer to), the interviews are usually quite general. Typical questions are usually about your studies and what you plan to do in the future.

Do you have any specific advice for anyone applying for a position as an Associate?

High Court associateships are not advertised, so it's necessary to get in contact with each judge's Personal Assistant (the number is listed in the Law Almanac) or one of the current associates to find out when the next vacancy is, and when the judge is likely to be interviewing. Some judges select associates several years in advance, so it's something to start thinking about quite early. Associates do different tasks in different chambers, so it would also be a good idea to speak to the current associate to find out what the job involves (and to decide if it's the job for you).

Keep the cover letter and CV brief, and only include relevant jobs and experience. If you have any proofreading and editing experience (e.g. editing a journal, working as a research assistant), make sure you highlight this. Ensure that the salutation of the cover letter is 'Dear Judge' (or 'Chief Justice'), and always attach your academic transcript. Including a list of references (or, even better, a written reference) is a good idea, particularly if your referees are legal academics or barristers.

What inspired you to apply for the position?

I applied for an associateship at the High Court because it's an amazing opportunity to see how the court process works in practice and to learn from some of the most distinguished legal minds. Some of the main benefits of the High Court in particular are that the Court takes a wide range of appellate cases from around the country, and so associates are exposed to a large variety of areas of law. The opportunity to observe the country's best advocates in action is also invaluable, especially for those considering going to the Bar. The one drawback in this regard is that you will not see any trial advocacy or cross-examination.

What has interested you most about your job?

I think that the best part of the job is getting to see what goes on behind the scenes in the Court, and to understand a bit more about how the process of deciding cases and writing judgments actually works. Through proofreading judgments, associates get to see first-hand the process from draft judgment to final judgment, and are sometimes able to be involved through making suggestions. The opportunity to spend a year in court observing advocacy in practice was also invaluable.

What do you see yourself doing after your associateship?

During my associateship, I wasn't quite sure what I wanted to do - I thought about doing a masters degree at some point and perhaps going to the Bar. I've now started as a graduate lawyer at Mallesons, and will undertake the BCL course - hopefully followed by the MPhil - at the University of Oxford in October 2011.

Daniel Lim

Position: Associate to the Honourable Justice Yates

Jurisdiction: Federal Court

Year: 2011

FEDERAL COURT OF AUSTRALIA

What is the role of the Associate?

The day to day requirements of your job will depend on the particular practices in your Judge's chambers and which court your Judge is on. Speaking for the FCA, the job can be roughly divided into administrative work and legal work. In most chambers the Associate will be responsible for managing the matters in their Judge's docket - this means corresponding with parties about dates for directions and hearings, keeping files up to date and basically managing the flow of information to and from your Judge. You are the first point of contact and (relatively) public face of the chambers.

On the legal side of things, Associates will be expected to assist the Judge with the drafting and proofing of judgments, legal research and preparation for hearings. In court your responsibilities include setting up the court (pulling out the Judge's chair at 45 degrees is KEY), calling matters, marking and handing up exhibits and other documents and, depending on chambers practice, taking notes (particularly of orders) to help jog your memory and assist your judge.

Being in the FCA we obviously don't see criminal matters (unless your judge is also on a Supreme Court somewhere else - e.g. Rares J on the ACT Supreme Court) but each judge will be on at least one of a number of panels. These can be viewed on the FCA website and include Corporations, Patents, Competition, etc. When matters arise in one of these areas they are generally managed by the list judge for that panel up to a certain point before being allocated to the next judge on the panel - this will rotate through to ensure an even allocation of matters to the judges. The reason for these panels is to ensure judges with specialisation and particular expertise in complex areas are handling matters that require those skills. Matters in other areas are similarly docketed out as they come in (but without the case management by the list judge phase) but out of the whole list of judges.

What does the Application process involve?

Personally I think I was rather lucky - I applied pretty late in the piece and quite selectively. I knew I wanted to practice in intellectual property so I applied to Judges on the Patents Panel of the Federal Court. Being selective probably allowed me to better tailor my cover letter to the individual Judge and express genuine, sincere enthusiasm about the area, which (I hope/think) came through in the letter. It certainly pays to do your homework on the Judges you want to apply for - short bios and transcripts from the swearing in ceremony of all the Federal Court Judges are available on the FCA website so I'd definitely check those out. Also, remember that Judges are people too and have their own interests - it certainly doesn't hurt to be able to talk to your judge about sport, music, kayaking... (or if worse comes to worst: law.)

In terms of interviewing, be prepared for the usual questions like why you want the position and what you think it involves - you should be certain about your interest and clear in your own mind about your motivations. If you're not certain you want the job how can your prospective Judge be?

Who can apply for to be an Associate?

This is a question that will differ between Chambers. Some judges like applicants to have a year or more's experience in practice, others like particular interests and areas of practice in their

associates/tipstaves...it depends and you won't know until you apply or perhaps read it in a swearing in speech or something.

When is the right time to apply?

Generally as early as possible. Every Chambers has their own way of doing things and some judges like to appoint very early. Others, like mine, don't interview until much later in the year.

Do you have any specific advice for anyone applying for a position as an Associate?

First of all, don't be discouraged if you think your marks or extracurriculars aren't good enough - you're not making the decision to hire yourself - let the Judge judge (they are pretty good at that after all...). Possibly the biggest and best thing you can bring to the table is simply being an easy, fun person to work with. After all the Judge is stuck with you for the year just as you are them. Just apply and see what happens.

I can't stress enough how much of this job is about having the right attitude and trying to be proactive in making life as easy as possible for your Judge. At its core that is the essence of the job - all your other duties are a function of that core role. I'm certain that if you go in with that attitude, an open mind and friendly demeanour you'll have one of the best years of your life.

What inspired you to apply for the position?

In general I like to keep my options open and experience those opportunities I have the good fortune to be afforded. I've found that just giving things a go has led to some of the most rewarding experiences of my life. Applying for an Associateship was no different in this regard - a fantastic, unique opportunity to see the litigation process from the other side, one bolstered by the resounding and unanimous recommendation of friends of mine who had undertaken one previously.

What has interested you most about your job?

Probably the best thing about being an Associate for me is the opportunity to look past the pomp and ceremony of trial and the limited transactions one has with the registry as a paralegal or clerk (i.e. going up to file documents which 99% of the time you don't even know the identity of) to get to know the people who make the Court tick. From the Judges, Executive Assistants and other Associates to the registry staff, court officers and Auscript transcribers my brief experience so far has been singularly and uniformly overwhelmingly positive. The patience and willingness to help us Associates bumble our way around the first few weeks of our Associateship every single year is simply astounding. But then, it is a wonderful place to work after all.

Of course, the relationship between Judge and Associate is another great source of joy - not just the friendship which (hopefully) forms between you and your Judge, but also with the other Judges you will come to meet

during your time in chambers. To a man (or woman, as the case may be) I have found them to be exceptionally warm, frighteningly intelligent (naturally) and, in certain cases, possessed of rather brilliant senses of humour. There really does exist a genuine collegiate atmosphere within and between chambers (so much so we've now got stairs which have been christened as such) which makes for a relaxed yet productive working environment.

There are some pretty amazing perks to the job too (speaking for the FCA here at least). As I write this we're currently sitting on Full Court appeals in Melbourne and it's been a wonderful experience to meet our counterparts and Judges from other states whether they're visiting Sydney or we're going to them.

Does your position involve travel?

We have Full Courts 4 months every year - Feb, May, Aug, Nov. Usually you'll get to travel to at least one other capital city, maybe more. If you get a native title matter you could be travelling to some pretty remote areas in the outback. Generally you won't be away for more than a week in each place but there's flexibility to fly down the weekend before or come back the weekend after, etc.

What are your plans for after your Associateship?

Time off for travel and College of Law then back to the Clayton Utz as a Graduate. After that, who knows?

Personal reflection

I think I've waffled on enough already...I'm pretty sure most of these have been covered in what I've said above. I will say this though...one of my most memorable experiences was when I made an obscure reference to Meatloaf's classic ballad 'Two Out of Three Ain't Bad' and my judge not only got it but knew the tune for the chorus. Awesome.

Nicholas Mirzai

Position: Tipstaff to the Honourable Justice Barrett

Jurisdiction: Supreme Court of New South Wales, Equity Division and Corporations List Judge

Year: 2011

SUPREME COURT OF NSW

What is the role of the Tipstaff?

The role of the tipstaff can be explained largely as a dichotomy. On the one hand my role is to ensure the efficient operation of chambers in an administrative sense, that is, to make sure his/her Honour is in the right court at the right time with the right file in front of him/her. On the other hand, I conduct some of the legal research required by his/her Honour such as finding and interpreting cases in foreign jurisdictions, finding authorities on positions of law and interpreting the relevant commentaries. This seems to be the trend amongst most tipstaves.

Most of what I do personally is with respect to corporations law (insolvency, equity, commercial and corporate by way of subject disciplines). It is also important to keep track of what is happening in court as questions often arise which are tangential to the substantive issues of the proceedings which I will be asked to take a look at. That being said, each judge conducts their chambers differently and would be impossible to canvass the likes and dislikes of each judge – you pick these things up very quickly whilst on the job.

What does the application process involve?

The Supreme Court website – via lawlink – is the primary place for the relevant information. There is no real magic to an application and most people who applied/will apply for the summer clerk process will be familiar with what is required. Include an academic transcript, resume and cover letter by post or by email to the associate addressed to his/her Honour and you will be contacted in due course if you have secured an interview. The interview process is quite informal in my experience. You should address the judge as ‘judge’ as opposed to ‘your Honour’ and often the course of the interview will be an area of interest or commonality between you and his/her Honour.

I would advise that some research be done prior to applying. This need not be extensive, but know what sort of matters his/her Honour hears (know the jurisdiction of the court for instance). If there are any particular lists conducted by his/her Honour – know of these. You can obtain this information from the lawlink website. It would help to read (or skim) some of their latest judgments – not to memorise facts and recite them at the interview but to get a sense of their personality. Judges are people and many of their personal characteristics are reflected in their writing style.

I would also recommend looking at their swearing in address (and any other speeches given – again obtainable on the lawlink website) again purely to get a sense of their character. The ultimate goal of the interview is to establish whether or not his/her Honour’s chambers is a place where you, the judge and the judge’s associate get along and will function happily over the course of your appointment.

Who can apply for to be a Tipstaff?

The Tipstaff position is a full time job. Typically it will be a position for a first year graduate although this is more due to convention as opposed to any explicit requirement (I do for instance know of older tipstaves). In my experience, students have on occasion fulfilled the role of tipstaff and attended night university classes. I don’t personally recommend this, although it is available. Formal requirements outside of that do not, to my knowledge, arise. That being said, a better understanding

of particular areas of law would be helpful in certain jurisdictions (in Justice Barrett's court for instance, an understanding of insolvency, corporations and equity and trusts law would certainly be helpful) – again this is not a requirement, rather a suggestion. The only essential requirement is the interest of the applicant really.

When is the right time to apply?

Different courts (and indeed different judges) appoint their tipstaves at different times. Pre-May the year prior to the one you are applying for appears to be a common date but again it will depend on the judge. For the High Court it is not uncommon for appointments to be made more than one year in advance. I would not hesitate applying in April for the following year if you are comfortable doing so.

Do you have any specific advice for anyone applying for a position as a Tipstaff?

Keep an open mind about the judges you wish to apply for and ensure you are aware that the position is a 'first come first serve' one – that is, if you are successful with one judge you are in a position where you should not decline to take up a position with another judge. Unlike the clerkship process, judges are not law firms and it is considered rude to 'cherry-pick' between judges. If you do not wish to work for a particular judge, do not apply. Whilst applying to multiple judges is not discouraged, just be aware of this factor when applying and try to do as much research as patience permits as to the background of each judge you are applying for to cater for your own personality and interests.

What inspired you to apply for the position?

I actually did not know the position existed prior to a professor mentioning it to me at law school. I immediately became intrigued that a graduate could have a legal mentor in a judge. I saw the position as one of judicial scholarship (which it largely is) – whereby the graduate has the opportunity to learn how to be a good practitioner from being in front of court on a daily basis and seeing the administration of justice from the other side. It is indeed an honour to be a tipstaff and an invaluable insight into the role of the judge and their decision making processes. Being interested in corporate and insolvency law, it was indeed an ideal position for me.

What has interested you most about your job?

The understanding of the judge in their particular jurisdiction and what makes for good and not so good counsel. You learn very quickly on the job how certain legal principles apply and with what weight. Over time you also become much better at understanding the judicial process including aspects of case management and preparation of evidence – that is, the procedural aspects of law. The implications of decisions made by the court are also very real and the parties behind the facts of cases come to life.

Does your position involve travel?

Not to my knowledge – although I certainly don't speak for all tipstaves. There are circuit trips undertaken throughout the year, again this is often specific to a particular judge as opposed to a general rule.

What are your plans for after your Tipstaff position?

Subject to me surviving the year, I will be his Honour Justice Gummow's associate in the year 2012 and will be returning to Mallesons Stephen Jaques in 2013.

Personal reflection

On your first week on the job I can guarantee you will forget something new every day after which you will not forget any of them again. No one expects you to be perfect from day one, certainly not the judge, and you will adjust to the practices of chambers soon enough. The best piece of advice I could give is to be polite to everyone. There is very little, if any, room for arrogance and it is certainly not appreciated amongst the registry staff or in chambers. I wish I had a memorable story worth laughing about but my experiences are slightly more tame. I will say this though, as part of his Honour's Corporations List I am required to summarise the proceedings before his Honour on a Monday each week – the Corporations List day. These summaries are usually done the Thursday or Friday prior and his Honour reviews them weekly to obtain an idea of what will be before the court in the upcoming weeks. Week two in 2011 comprised 65 or so matters (usually the list is approximately 30 matters). After spending the bulk of the day reviewing files I had never seen before, never has a list presented nearly as much uncertainty as that particular week. The moral of the story is that every foreboding task will generally make your life easier in the future.

Best of luck in your applications.

Philip Boncardo

Position: Tipstaff to the Honourable
Justice Paul Le Gay Brereton AM RFD

Jurisdiction: Supreme Court of New
South Wales, Equity Division

Year: 2011

SUPREME COURT OF NSW

What is the role of the Tipstaff?

A tipstaff is essentially a judge's assistant who performs a variety of tasks for their judge. Those tasks vary from judge to judge. Typical roles of a tipstaff include: researching points of law and legal policy; proofreading judgments; attending hearings; assisting the judge in court, including acting as Associate or court officer; liaising with barristers and solicitors about matters before the court; liaising with the court registry; ensuring the judge's collection of looseleaf services and law reports are up to date; and keeping your judge supplied with coffee and food throughout the course of the day.

Day to day activities

My day generally begins at 8:00am. I collect judge's mail and check whether there are any law report or looseleaf service updates. The morning mail is checked for submissions or affidavits relevant to matters before the court. Despite the introduction of e-Courts, the majority of matters processed by the court use hard-copy files which are usually delivered to chambers a day or two before their hearing. Court files are checked to ensure that parties have complied with previous directions and that documents are in order. Preparation for court involves ensuring relevant files, textbooks and law reports are on the bench. After preparation of the court, I then get myself ready. Supreme Court tipstaves are required to wear a 'tipstaff coat' in court (which is akin to a Victorian-era frock coat) and carry a tipstaff – which is a gold staff placed in court to symbolise the Crown and to indicate that the court is in session. I then bring judge onto the bench and proceedings begin. Any free time throughout the day, including while you are in court or during breaks, is used to catch up on judgment proofreading and catchword writing. Most courts will have a morning adjournment and usually break for lunch between 1.00 and 2.00 pm. The tipstaves try to catch up for a lunch and a gossip session in a Phillip or Macquarie Street café. Court resumes around 2:00pm and generally continues until 4:00pm. My day usually finishes around 5:30pm, however, I may be required to accompany the judge to any after-hours speaking engagements.

What does the Application process involve?

The application process for a position as a tipstaff (on the Supreme Court) or an Associate (as tipstaves are known in the Federal Court, Federal Magistrate's Court and various tribunals) is an informal one. Very few judges will advertise – Spigelman CJ and Kirby J being notable exceptions – so the onus is on you to prepare a written application and send this to the relevant judge's chambers. Be sure to send out applications to more than one judge. A member of the judge's chambers will contact you if you are shortlisted for an interview.

Where to apply

You should apply to courts or tribunals with jurisdiction over matters that you are interested in. If you are a family law buff, then apply to the Family Court. If you have a predilection for crime, apply to the common law division of the Supreme Court. If you enjoyed labour law, apply to Fair Work Australia. If you are fascinated by copyright, apply to the Federal Court. Ensure also that you research the judge or tribunal member to whom you are applying. Judges have interests and specialties in specific areas. A good source of information in this regard is the judge's swearing in speech – available on the court's website, or their biography in Who's Who. A Google search may also reveal all sorts

of interesting information, including high-profile cases they ran whilst at the Bar.

Who can apply for to be a Tipstaff?

Anyone who has a law degree or is in their final year of law can apply to be a tipstaff or associate! There are no set criteria. You don't need to have a certain average, have been a star mooter or have a resume featuring an array of co-curricular activities, although such qualities are useful. Each judge will have particular interests or requirements that may make you their desired tipstaff or associate.

Possible restrictions

Most judges appoint a year in advance, which means that when the job begins, you should have finished your law degree. So don't apply for a position beginning in 2013 if you won't have finished your degree by that time.

Recommended characteristics or qualities

Interest and enthusiasm are the principal qualities a good tipstaff. You should be interested in law and legal advocacy. Organisational skills and a capacity to think on your feet are also essential attributes. You should also be willing and prepared for mundane tasks, like making coffee and pushing trolleys.

When is the right time to apply?

Ensure that you apply to the Supreme Court and Federal Court at least a year in advance. This means that if you are on track to graduate at the end of 2012, you should apply for a 2013 position at the start of 2012 – by March at the latest. High Court judges generally appoint two years in advance. Tipstaff and Associate positions are highly competitive, so it is best to get your application in early. Most judges interview between March and April. Some, however, interview later on in the year.

Do you have any specific advice for anyone applying for a position as a Tipstaff?

Ensure that your application is formal and respectful. Do not begin a letter or email with a greeting such as 'Hello'. Address the application to the Judge's Associate or the Judge themselves. Refer to Associates as 'Associate' and to the Judge as 'Judge'. If you are applying to a Commissioner of a tribunal, refer to them as 'Commissioner'. Make sure that you personalise your application. Tell the judge why you want to be a tipstaff. Do you want to practice as a barrister? Are you interested in a particular area of law that the judge deals with, has published articles on, or practiced in whilst at the bar? Attach written references to your application. These are imperative and should be from employers or academics. Finally, ensure that you attach a resume of all your co-curricular activities. The judge you apply to may have an interest in something obscure like ocean swimming, the American Civil War, or may have been an Honi Soit editor or SULTS President whilst at university. Judges select tipstaves not merely on the basis that they are legally brilliant, but because they are interesting individuals who the judge can talk to and spend time with over a whole year.

What inspired you to apply for the position?

I was, and still am, interested in practicing as a barrister. I applied to be a tipstaff as I wanted to further my knowledge of the law and legal advocacy. I thought I would relish the opportunity to sit in court and watch cross-examination and submissions by barristers, and learn what to do and what not to do via osmosis. In my final year, I was also unsure as to whether I wanted to work in a law firm, in the public service or in the community sector after graduating, so a job with a judge for a year seemed to be a great segue into the 'real world' and a means to determine whether I really wanted to be a lawyer. Judges are generally incredibly interesting and knowledgeable individuals and I believed that spending a year working with one would be a once in a lifetime opportunity.

What has interested you most about your job?

I've found the breadth of cases that we have heard the most interesting aspect of my job. In my first two months have included: a case involving the medical care of a terminally ill prisoner; an unconscionability case involving an elderly man who had transferred properties and thousands of dollars to family members; a multi-million dollar breach of contract case; a murder trial featuring a raft of witnesses of Underbelly fame; an alleged contempt of court case involving cows and wild dogs; and a Court of Appeal matter about the division of property between a de facto couple.

Witnessing the performance of barristers, many of whom are senior silks, in court has been particularly fascinating. Observing their different styles has been very instructive. Having conversations with the judge about cases and counsel have also been intriguing!

Does your position involve travel?

My judge is in the Equity Division of the Supreme Court and only travels from time to time. He has, for example, heard matters in Deniliquin, Albury, Coffs Harbour and Queanbeyan. Common law division judges regularly go on circuit, travelling around the state, for weeks at a time. One of my fellow tipstaves spent her first three weeks in Newcastle hearing a murder trial! The extent of your travel will depend on your judge and what lists they are on.

What are your plans for after your Tipstaff position?

I plan to work as a solicitor for a few years and complete a Masters degree in law, either overseas or in Australia, before reading for the bar. Working with my judge for a year will certainly help me fulfil these plans. Judges are fantastic references for applications to Masters programs or the Oxford BCL.

Personal reflection

Challenges

One of my first challenges was being asked to proofread, provide catchwords and feedback on a 60 page judgment being handed down in less than 24 hours – in an area of the law on which I knew almost nothing! This was both terrifying and challenging, but also intellectually satisfying.

Advice you wish you had received

I think being advised where I was to place my tipstaff in court (see below) would have been most helpful!

Memorable experiences

My first day in court was a complete debacle. I was unsure where to place my tipstaff, which is almost two metres tall and has a gold crown at its apex. I decided it was best to lean it against the wall behind the judge, not knowing that there was a special clip behind me. Ironically, our first hearing was a life insurance case. Counsel began cross-examining the plaintiff when a loud bang emanated from the bench! The staff had fallen and just missed hitting judge. Everyone stopped and silence ensued for about 30 seconds, until judge remarked to counsel that he had almost had another brief, in which he would have been appearing for the judge's wife. Fortunately, judge thought my faux pas was hilarious.



A photograph of a modern conference room. The room features a long, polished wooden conference table with several orange chairs arranged around it. The room is viewed through large windows with horizontal blinds, which are partially open, allowing light to filter through. The background shows a modern building interior with glass and wood paneling.

Non-Law

Corporate Advisory

“CORPORATE ADVISORY” EXPLAINED

Future graduates that are seeking commercial opportunities outside the legal sphere should consider corporate advisory. The term ‘corporate advisory’ is in itself highly general and the particular service firms covered by this section reflect those most applicable to law graduates. Most notably, these consist of investment banking, management consulting, corporate recovery and restructuring, and tax advisory services. This section of the guide is not concerned with ‘in-house’ legal roles within such firms, but instead concentrates on Associate or Analyst positions available with the organisations.

Essentially, these firms provide advice to public and private organisations of all sizes on a wide variety of matters that the organisation is presently concerned with, or may become concerned with in the future. One may question where exactly a law degree becomes relevant for corporate advisory positions. In corporate recovery or insolvency, Analysts are often required to apply corporations law to various client engagements involving entities in administration, receivership or liquidation. When executing or advising on a merger or acquisition, it is necessary to consider the legal implications associated with such a deal and thus investment banks and independent financial advisory houses must structure transactions accordingly. Restructuring an organisation carries with it taxation

implications, and tax advisory firms use their understanding of tax law to optimise these arrangements.

However the value of a law degree to management consulting firms comes not as much from an intricate knowledge of the law itself, but from the vast array of ancillary skills learnt at law school, such as the ability to construct a logical argument.

If all of this sounds attractive to you, the first question to consider is whether a commerce or quantitative degree is a prerequisite for a graduate position within the firm. Often the answer is no, as firms appreciate that students outside the Merewether Building are as capable of providing high quality advice to public and private clients as those within it. Next, future graduates should consider whether the firm requires them to undertake any professional or postgraduate qualification, such as a Masters of Business Administration (MBA), Chartered Accountant (CA) or Chartered Financial Analyst (CFA) program, during their time at the firm. Finally, there are often multiple divisions open to law graduates, so it is imperative to understand the work each division does, the demands of each role and exactly what a position with that team can do for your professional career.

Email: graduatecareers@gs.com.au

Office locations:
We have offices in Melbourne, Sydney and Auckland.

Areas of practice:
Opportunities exist across our Corporate Advisory, Securities, Investment Research, Asset Management, Technology, Risk Management and Financial Controllers teams.

GOLDMAN SACHS

About the firm

What sets this firm apart from others?

Goldman Sachs combines the pre-eminent global knowledge of a worldwide financial services firm with a unique Australasian perspective.

We strive to be the adviser of choice for our clients, drawing on our worldwide network and industry leadership to develop a portfolio of services designed to deliver effective, integrated solutions and achieve our clients' strategic financial objectives.

Our goal is to be the leading corporate advisory firm in Australasia as measured by our clients, our people, the community and our shareholders.

Our team structure allows autonomy and a great amount of responsibility early on for our Analysts.

Does the firm engage in pro bono or volunteer activities?

- Community TeamWorks: is an annual staff volunteering program where each employee is given a day out of the office to participate in a significant range of charitable activities; these range from co-ordinating charity events such as the RSPCA Million Paws walk, to refurbishing community housing.
- Charitable Services Group: provides advice on investment and capital management to our clients who wish to implement a philanthropic strategy.
- Workplace Giving: a donation matching program where the firm matches any donation our employees make (dollar for dollar) to a charity of their choice. Since the inception of the program, together our company has donated 2.775 million dollars across 41 charities.
- Community Mentoring: Partnering with the Australian Business Council Network (ABCN), employees are involved in two programs; Spark and GOALS. Spark is a reading program for primary school students that would benefit most from developing their literacy and conversational skills, along with building their vocabulary. GOALS is a one-on-one mentoring partnership that aims to widen the life choices of students considered to be at risk of disengaging from school and those students who would benefit from mentoring support.
- Goldman Sachs & Partners Foundation: is a prescribed Private Fund through which the firm makes regular charitable donations and provides grants to areas of the community, in line with our primary focus on assisting disadvantaged youth.
- The firm considers our impact on and responsibility to the environment by assessing the way in which we conduct our business activities and to develop meaningful partnerships with other organisations and networks to support environmentally beneficial initiatives. Since calculating the firm's carbon footprint and offsetting our carbon emissions to become carbon neutral in 2007, we have focussed on particular areas to reduce our carbon emissions. There are also a number of initiatives in place to further reduce our footprint. We have a committee that meets regularly to discuss new initiatives to reduce our firm's environmental impact.

What other benefits and activities, aside from work, does the firm offer?

- Women's Network: aims at helping develop, retain, recruit and raise the profile of women at all levels within the firm across their professional and community roles. The network aims at providing women with a forum to network and learn from colleagues, industry peers and clients.

It raises awareness of issues specific to professional women and advocate policy changes and initiatives that address these issues to further the outcomes for women within the firm.

- GLaM Network: aims to promote a work environment that respects, welcomes and supports lesbian, gay, bisexual, transgender and intersex professionals, enabling them to perform to their fullest potential and contribute to the greater goals of the firm.
- Wellness Program: A range of activities which support and encourage positive physical, emotional and social wellbeing are offered in the firm's Wellness Program, including healthy eating workshops, massage and flu shots.
- Take part in social and sporting events such as the Royal Children's Hospital Run for the Kids and BRW triathlon.

How does the firm encourage employees to grow their potential?

A lot of the training you will receive is on the job, as well as a structured training program which educates all graduates about what other parts of the business do and how they work together. Networking and social events are part of the program also. There may also be opportunities to travel as part of the training program.

Mentors will be in place to help you make a successful transition into the business. The 360 degree performance management process is also in place to help professional development.

The firm encourages team members to undertake further study relevant to their role and the core business of the firm. The firm provides financial assistance toward the cost of educational fees for an approved course. The firm also offers Study Leave and Exam Leave.

What does the firm look for in a potential employee?

The qualities that we look for in our people are leadership, teamwork, motivation, a thirst for knowledge and a passion for financial services.

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

Craft your application with care. Do your research beforehand and understand what your motivation is for joining the firm and which business division/s you are interested in applying to.

Internships

Do you intend to offer internships to students outside their penultimate year?

Our summer internship program is designed for candidates who are in their penultimate year of study for a university degree.

Anticipated internship intake for this year

This is dependent on the number and quality of the applications that we receive, in addition to business requirements.

What work does the firm offer an intern?

The program offers students the opportunity to work at Goldman Sachs for 11 weeks, taking on real responsibilities and experiencing first hand the opportunities and challenges of being a full-time team member at a global financial services firm.

How do students apply for an internship?

Applications are submitted online via our website (www.gs.com.au). Successfully shortlisted candidates will be asked to complete ability testing. Following this, depending on the business division you apply to, you may encounter a different recruitment and selection processes including: one-on-one interviews and assessment centres. Throughout our process we endeavour to have you meet as many of our colleagues to gain an important insight into the real-life workings of the division and the firm.

Applications for our 2011/2012 Melbourne Corporate Advisory Summer internship program close on 15 July 2011

Applications for our 2011/2012 Firmwide* Sydney Summer internship program close on 5 August 2011 (*incl. Sydney Corporate Advisory)

Graduate Recruitment

Does the firm take graduates directly?

Despite the success of our internship program, we also run a Graduate Program recruitment process.

What team would graduates be entering into?

You quickly become an integral member of the team with your own responsibilities. Regardless of which area or business you join, you interface directly with internal and external clients, side by side with the experts in our firm. You are involved in projects designed to deliver business outcomes soon after commencing the graduate program.

What is the typical progression path of graduates within their respective team(s)?

This will differ depending on the division you join.

Anticipated graduate intake for the year

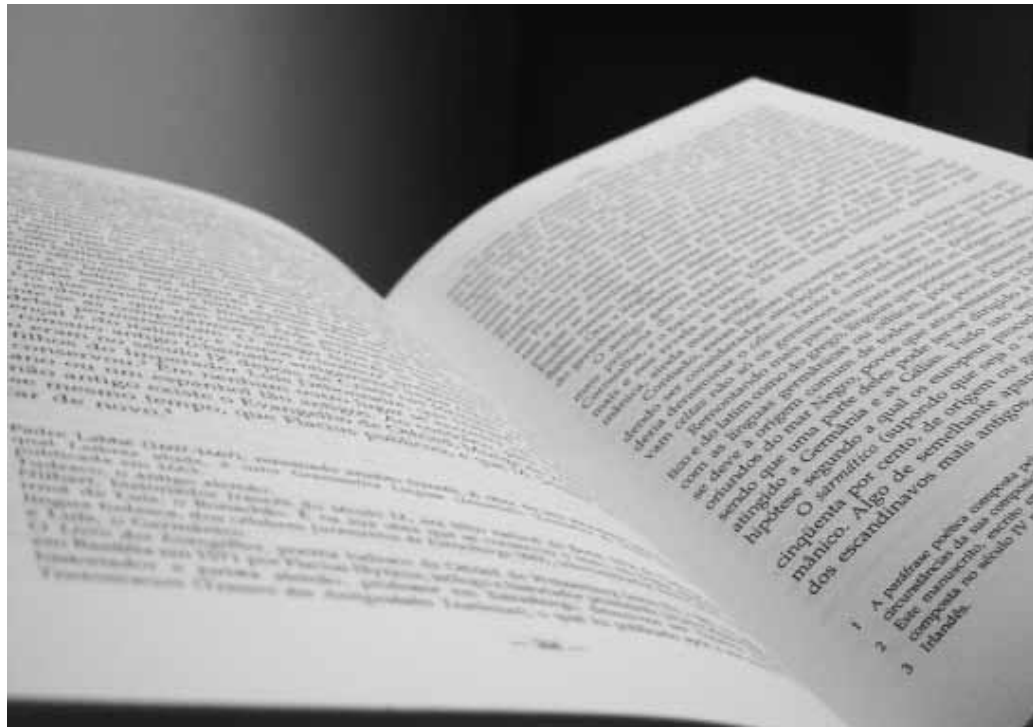
This is dependent on the number and quality of the applications that we receive, in addition to business requirements.

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

Applications are submitted online via our website (www.gs.com.au). Successfully shortlisted candidates will be asked to complete ability testing. Following this, depending on the business division you apply to, you may encounter a different recruitment and selection processes including: one-on-one interviews and assessment centres. Throughout our process we endeavour to have you meet as many of our colleagues to gain an important insight into the real-life workings of the division and the firm.

Are there any international opportunities for graduates, such as intra-firm transfers?

At the current time international intra-firm transfers are not as common at the Analyst level as they are at other levels of the firm. However, there may be opportunities to travel as part of the graduate training program.



Personal Profile

Brendan

Joined Goldman Sachs in 2008

Areas of rotation: Currently in the Restructuring Group of the Corporate Advisory division.

Why I chose Corporate Advisory:

I chose Corporate Advisory because it offers graduates the opportunity to get more involved in the world of finance. As the financial adviser to large international companies, Goldman Sachs needs to be close to the detail of the markets that impact their clients' business, understand the business model in detail and be familiar with the industry landscape. In Corporate Advisory you will learn what CEOs and Boards are thinking about their businesses, and your team will have the opportunity to help shape strategies and execute transactions that will deliver value to their shareholders.

When working on a deal, the Corporate Advisory business principally coordinates all the moving pieces, other advisers and stakeholders so the client can focus on running their business even during a transformational transaction. As a result, you can be involved in almost every part of the deal and really drive an outcome, rather than reading about it in the newspaper after the fact or only working on one component of the bigger picture.

I was attracted to the high calibre of people that work in the industry – everyone is motivated and passionate about what they do. The learning curve is steep and there are always opportunities to have new experiences and take on more responsibility, right from day one.

A typical day for me involves:

Each day is different which is what makes working in Corporate Advisory a challenging and exciting career. There is no typical day but the core work will be analysing companies and their financials. This could involve a multi-part valuation exercise, comparing a company's performance to its peers or doing the maths on a potential merger/acquisition. No one task is ever the same because every company and every situation is different, and the markets and industry conditions are constantly changing and evolving. Other tasks would include preparing updated materials for clients (such as recent market, industry or company-specific events), responding to client requests (ranging from an update of a few numbers to a large pitchbook full of analysis), preparing a pitch for new business or executing a live transaction.

Advice I would you give someone considering Corporate Advisory:

While a strong academic record is important, don't underestimate the importance of broadening your list of achievements to include sports, philanthropy, politics and other forms of community involvement. These activities will make you a more interesting person to work with and will help you build your network which you can grow and expand in your finance career. Working for a large multi-national in such a fast-paced and 'connected' industry will allow you to build a broad network of personal and professional relationships. Always seize opportunities to meet people who work in our industry and who work with our industry (e.g. lawyers, accountants, consultants etc.), whether you know these people through friends and family or through campus recruitment and networking events.

Address:
No. 1 Martin Place, Sydney NSW 2000

Contact person:
Sara Payne
Telephone
+61 2 8232 9249
Email
graduate@macquarie.com

Office locations:
Macquarie Group employs over 15,500 people in 70 office locations across 28 countries. Macquarie is headquartered in Sydney, Australia and maintains a significant presence in the Asia Pacific Region, the Americas, Europe, Africa and the Middle East.

Areas of practice:
Macquarie has 6 operating groups, 1 operating division and 4 support groups:

Operating Groups: Banking and Financial Services (BFS); Corporate and Asset Finance (CAF); Fixed Income Currencies and Commodities (FICC); Macquarie Capital (MacCap); Macquarie Funds Group (MFG);
Macquarie Securities Group (MSG)

Operating Division: Real Estate Banking Division (REB)

Support groups: Corporate Affairs Group (CAG); Information Technology Group (ITG); Risk Management Group (RMG)

Group Legal

MACQUARIE GROUP AUSTRALIA

About the firm

What sets this firm apart from others?

Macquarie Group is a global provider of banking, financial, investment, funds management and advisory services. The key to our success is our unique management philosophy which gives our businesses the freedom to pursue opportunities within a risk management framework, known to our employees as "freedom within boundaries". This offers enthusiastic and talented employees a unique opportunity to develop in a supportive environment where they are encouraged to share their innovative ideas.

There are a diverse range of opportunities available to law students as Macquarie provides a diversified range of services on behalf of institutional, corporate and retail clients and counterparties around the world. We provide an attractive alternative to law students who are keen to explore opportunities outside of commercial law firms, yet are still passionate about developing their legal and commercial knowledge in a challenging and rewarding environment.

Does the firm engage in pro bono or volunteer activities?

The Macquarie Group Foundation is one of Australia's oldest and largest corporate benefactors supporting staff involvement and engagement in community activity. In the 12 months to 31 March 2011, Macquarie staff raised \$10.1 million, which the Foundation matched in addition to its continuing grants to community organisations, taking Macquarie's total contribution to the community to \$A27.3 million. In addition, Macquarie's staff provided many hours of support to not-for-profit organisations in a volunteer, pro bono, board and executive capacity.

As a graduate at Macquarie, you have the opportunity to get involved in the Graduate Volunteer Network (GVN) which plans charitable fundraising events and volunteers to benefit disadvantaged communities. GVN's have been established in Sydney, London, New York and Hong Kong and provide a great opportunity to establish networks with fellow graduates.

What does the firm look for in a potential employee?

We seek talented and ambitious students from a wide range of disciplines.

We look for:

- High levels of motivation
- Above average analytical skills
- Excellent communication skills
- The ability to get along with others
- Entrepreneurialism
- Creativity
- A strong sense of discipline and integrity
- Genuine interest in financial services

Internships

Do you intend to offer internships to students outside their penultimate year?

We typically seek students in their penultimate year or students in their 3rd year of a 5 year degree.

How do students apply for an internship?

Applications for the 2011/2012 Australian summer vacation program will open around May/June 2011 and must be submitted online at macquarie.com.au/careers. Applicants will need to upload a resume, cover letter and academic transcript and specify which business group they would prefer to be considered for.

Graduate Recruitment

Does the firm take graduates directly?

Yes. Applications for the 2012 Australian graduate program are now closed. Applications for our 2013 Graduate program will open in early 2012.

What team would graduates be entering into?

Candidates are required to specify what business group they would like to be considered for in their online application. During the recruitment process they may be considered for other business groups if they appear to be better suited to that particular area. We do not offer

Graduates a rotational program across different business groups with the intention to place candidates in the best suited group upfront, allowing them to gain the most valuable exposure and experience. Although, outside the Graduate program, Macquarie Group supports ongoing learning and development and encourages internal movement in an effort to retain top talent.

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

Applications must be submitted online at macquarie.com.au/careers. Please note that applications for the 2012 Australian graduate program are now closed. Applications for our 2013 Graduate program will open in early 2012.



Address:
Level 16 Chifley Tower
2 Chifley Square
Sydney NSW 2000

Contact person:
Naomi Clarke
Telephone
+61 2 93242784
Email
naomi.clarke@ubs.com

Office locations:
Sydney, Melbourne, Brisbane & Perth

Areas of practice:
Investment Banking, Equities, Fixed
Income, Currencies and Commodities,
Wealth Management and Asset
Management

UBS AG

About the firm

What sets this firm apart from others?

In Australasia, UBS has operated in the financial market for over 70 years, having grown from a private stock-broking business to a leading financial services firm with offices in Sydney, Melbourne, Brisbane, Perth and Auckland. Today, UBS provides comprehensive investment banking, asset and wealth management services by combining local insight and credentials with the firm's global franchise.

UBS has been voted Best Investment Bank for 2010 in a range of highly recognised industry awards including Asia Money, The Asset, CFO Magazine, East Coles Survey, FinanceAsia, Global Finance and Insto Magazine. The Greenwich Survey also recognized the strength of the bank's equities business, winning in Equity Sales, Research, Sales Trading, Equity Capital Markets and Derivatives. UBS was also highly ranked in the SMH East Coles Research Survey winning best Overall Broker, Best Research, Derivatives, Equity Capital Markets & Dealing.

UBS is cited as an 'Employer of Choice for Women' by the Equal Opportunity for Women in the Workplace Agency and employs circa 1,200 staff.

What does the firm look for in a potential employee?

UBS recruits interns and graduates from all academic backgrounds – the humanities and sciences, as well as economics and finance. For UBS, degree subject is less important than a graduate's ability to prove they can analyse problems, plan ahead, make decisions, demonstrate sound judgement, and communicate with others. The other qualities UBS seeks in graduates are ambition, integrity, a commitment to accuracy, and a desire to work as part of a friendly but driven team.

Internships

What work does the firm offer an intern?

Our 9 week structured summer internship program runs from December to February each year. Our interns work alongside some of the brightest and best people, learning about our organization, a specific business division, our clients and the products and services we offer. Throughout the internship, events are run to ensure the experience is packed with learning, training and networking opportunities. The program provides interns with challenging tasks and responsibilities where their contributions can make a difference. The internship is aimed to give students a broad experience that will allow them to demonstrate their skills, learn about the UBS culture, and most importantly explore a potential career.

How do students apply for an internship?

To apply, please visit our website:

www.ubs.com/graduates

Graduate Recruitment

Does the firm take graduates directly?

Yes.

What is the typical progression path of graduates within their respective team(s)?

The UBS Graduate Program is a learning journey. All graduates from across UBS's businesses and throughout the firm have a common mission to build business specific proficiencies and firm-wide knowledge. UBS graduates enter intensive, industry-leading training programs at the start of their careers with the firm lasting from 18 – 24 months. These programs provide various cross-divisional and specialist perspectives. They focus on specific business skills as well as personal development. Graduates will also learn about our organization, core values and the professional standards we aspire to. There are opportunities for graduates to grow both professionally and personally and to create networks to bring our strategy to life. This program positions graduates for a successful career at UBS and prepares them for many more learning opportunities ahead.

Personal Profile

Joshua Constantinis

Areas of rotation: Investment Banking Division

Over the summer of 2010-2011 I completed an internship in the Investment Banking Department of UBS. This experience gave me an insight into the role an investment bank plays in corporate Australia and what a junior analyst may be required to do on a day-to-day basis. During the nine weeks I was at UBS I was exposed to some of the most interesting events, concepts and people I had ever encountered.

Investment banking has always interested me, however studying both commerce and law I felt it was important to gain an understanding of both elements of my degree. In my fourth year, I was lucky enough to secure a clerkship with a top tier law firm in their M&A and Capital Markets division. During my time at the firm, I gained an understanding of the role a law firm plays in a transaction and of the working relationship between law firms and investment banks. Although I found the clerkship rewarding, I ultimately made the decision to start my career at UBS.

When making the decision to start my career at an investment bank, I considered a number of factors. One of the key reasons I was drawn to investment banking was the fast paced and intellectually stimulating nature of the work. Over the nine week internship at UBS I was exposed to a variety of different clients and transactions, each with their own unique issues to work through. I was also drawn to investment banking because it is an environment where you are encouraged to constantly learn and develop your skills. Upon the completion of my internship with UBS, I found that my understanding of corporate finance, financial modelling and corporate strategy was far deeper. Finally, I was attracted to investment banking because it gives you the unique opportunity to meet and work alongside some of the most senior business people in Australia and abroad. This exposure comes at a very early stage in your career and is something that does not exist to the same degree in other industries.

At the completion of my internship I was offered a graduate position with UBS. I chose to start my career at UBS because of its market leading position in Australia and because of the quality and character of its people. In addition to this, I found the culture at UBS to be an extremely supportive one where the focus is clearly placed on developing the skills of its junior employees.

I thoroughly enjoyed my time at UBS and would highly recommend it for anyone with a passion for finance and a desire to learn.

Corporate advisory

A photograph of a diverse group of business professionals in a meeting. In the foreground, a woman with blonde hair, wearing a light blue blazer, is smiling warmly at the camera. Behind her, several other professionals, including a man in a white shirt and a man in a grey suit, are looking towards the left. The background is softly blurred, suggesting an office or conference room setting. The text 'Management Consulting' is overlaid in large, bold, black letters across the lower half of the image.

**Management
Consulting**

BAIN & COMPANY

About the Firm

What distinguishes the firm from others?

Since Bain's founding in 1973, our passion for achieving results for our clients has driven our firm. We put our money where our mouth is. Our preference is to align our economics with those of our clients, so that we prosper only if our clients prosper.

Bain consultants are clear and direct – no jargon. We tell it like it is – even if management doesn't want to hear it. And we work well with clients at all levels as a catalyst to get the job done.

What is the preferred level of internship applicants?

Bain & Company does not currently offer internships to undergraduate students. Graduates should apply for Associate Consultant (AC) positions via our website www.joinbain.com.

What work/other benefits and activities does the firm offer graduates?

There is no typical day at Bain & Company, nor for that matter are any two graduates' experiences the same. As a management consultant, you may be working on any range of different types of projects, in different industries and in different cities. Part of the challenge is being able to adapt and learn quickly about new clients and industries and immediately add value to their business. Typically, we spend a large part of the week onsite with our clients, so being able to build strong relationships and work collaboratively with clients is essential.

What does the firm look for in graduates?

Graduates should be willing to learn fast, take on new challenges and begin to build networks both internally and with clients. At the same time, we also place high importance on structured thinking, team skills and sound business judgment. If this sounds daunting, be assured that you are supported by world-class training, both in formal sessions with your peers from global offices and 'on-the-job' coaching. This puts you in a strong position for success at Bain & Company and in your future business career.

What are the relevant application deadlines?

Applications for Associate Consultant roles generally close in mid-late March.

Address:
Level 22, 26 Phillip Street
Sydney NSW 2000
Designated contact person: Joanne Wheeler
Phone number: (02) 9024 8600
Email: Australia.Recruiting@bain.com

Office locations:
Amsterdam, Atlanta, Bangkok, Beijing, Boston, Brussels, Buenos Aires, Chicago, Copenhagen, Dallas, Dubai, Düsseldorf, Frankfurt, Helsinki, Hong Kong, Houston, Johannesburg, Kuala Lumpur, Kyiv, London, Los Angeles, Madrid, Melbourne, Mexico City, Milan, Moscow, Mumbai, Munich, New Delhi, New York, Oslo, Palo Alto, Paris, Rome, San Francisco, São Paulo, Seoul, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Toronto, Zurich

Areas of practice:
Strategy consulting, with a focus on broad management issues including:

- Change Management
- Corporate Renewal
- Corporate Strategy
- Cost & Supply Chain Management
- Customer Strategy & Marketing
- Growth Strategy
- Mergers & Acquisitions
- Organisation
- Performance Improvement
- Private Equity

Address:
Level 7
7 Macquarie Place
SYDNEY NSW 2000

Contact person:
Grace Lococo
Telephone
(03) 9221 1976
Email
grace.lococo@booz.com

Number of advisors:
300

Number of partners:
10

Office locations:
Brisbane
Canberra
Sydney
Melbourne

Areas of practice:
Automotive, Industrial and Consumer
Government
Defence and National Security
Energy
Financial Services
Telecommunications
Transport
Media

BOOZ & COMPANY

About the firm

What sets this firm apart from others?

In Australia, New Zealand and South-East Asia (ANZSEA), Booz & Company has been advising clients since 1987. Our regional operation is a fully integrated business, operating under a single management system. With nine offices in five countries, we maintain our regional headquarters in Sydney, through which all operations across ANZSEA are managed.

Combining global experience with local knowledge and understanding, we've worked on significant, large scale and high impact assignments for the region's major corporations and government organisations.

Does the firm engage in pro bono or volunteer activities?

Booz & Company has a solid history and core commitment to corporate philanthropy, volunteerism and community service.

Booz & Company believes good business and good corporate citizenship go together. We reach beyond office walls to embrace non-profit organisations, working to benefit the people and environments that surround us.

We actively support a number of organisations including Special Olympics, The Great Barrier Reef Foundation, Youth Off The Streets, the Royal Institute for Deaf and Blind Children and Bear Cottage.

We support these, and other organisations via:

- Pro-bono consulting work
- Volunteering our time for community service days
- Financial support
- Staff secondment programs

How does the firm encourage a work/life balance?

We have a guideline we call 5-4-3-2-1.

Work 5 days a week, spend 4 days a week at the client site, 3 nights a week away from home office, at least 2 projects a year, 1 project at a time.

Job managers and senior staff are evaluated based on adherence to this and to ensuring work life balance for their teams.

How does the firm encourage employees to grow their potential?

Career development is at the cornerstone of Booz & Company's culture. When you join our firm, you don't have to fit into a mould to succeed.

As a member of the Booz & Company, you'll have access to:

- Diverse, cross-team assignments

- Formal coaching and mentoring
- Our award-winning Centre for Performance Excellence learning programs
- Training and development programs to help you develop skills as you advance
- Our award-winning virtual campus
- Targeted courses in consulting, management, and business development
- University partnerships
- Tuition assistance for academic and technical certification
- Experiential learning opportunities through a staffing program linked to your developmental requirements

What does the firm look for in a potential employee?

- Degree qualified, with an exceptional academic record
- Strong analytic skills
- Imagination and creativity
- Judgment and maturity
- Curiosity
- Interpersonal skills
- Ability to work in a team environment
- High energy level
- Professional integrity
- Demonstrated leadership

Internships

Do you intend to offer internships to students outside their penultimate year?

Yes we are offering Winter Internships for students:

- Studying in their penultimate year toward an undergraduate degree, with exceptional academic records
- Studying in their first year working toward a post-graduate degree, with exceptional academic records

What work does the firm offer an intern?

Winter Interns work with clients through all stages of consulting projects: identifying the major issues that the client is facing, generating hypotheses against those issues, structuring & performing analyses, identifying creative but pragmatic options against potential market scenarios, developing conclusions, making strategic recommendations, and then developing plans to operationalise the agreed strategy.

How do students apply for an internship?

Please apply online through Sydney Talent via <http://jobs.sydneytalent.com.au>.

Please include a covering letter, resume and academic transcripts in your application.

Applications close 5:00pm Friday 29 April 2011.

Graduate Recruitment

Does the firm take graduates directly?

Yes.

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

Applications for the Class of 2012 have now closed.

Applications will open for the Class of 2013 in February 2012. Please check our website for details.

Address:
Level 28, Chifley Tower, 2 Chifley Square,
Sydney NSW 2000

Designated Contact Person:
Maisie Pahl
Phone Number:
(02) 9323 5600
Email:
pahl.maisie@bcg.com

Office Locations:
Auckland, Canberra, Melbourne, Perth
and Sydney.

Areas of Practice:
The Boston Consulting Group (BCG) is a
global management consulting firm and
the world's leading advisor on business
strategy. We partner with clients in all
sectors and regions, with particular
strength locally in:
Financial services
Consumer goods
Public sector
Media
Resources

THE BOSTON CONSULTING GROUP

About the firm

What distinguishes the firm from others?

BCG addresses clients' issues with a customised approach that combines deep insight into the dynamics of companies and markets, with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, builds more capable organisations, and secures lasting results. We have been recognised locally as the 'BRW Client Choice Award for The Best Consulting Firm' from 2006-2009.

Our position of strength in the Australian marketplace, and our sustained growth, creates a premier growth platform for you. You will chart a course you didn't even know was possible.

Aside from work, what other benefits and activities does the firm offer?

BCG has been part of Fortune's 'Best Companies to Work For' for the past 5 years, and in 2011 is ranked #2. Our culture is relaxed, informal and collegial. We strive for a sustainable work-life balance through, for instance, our flexible work models.

We socialise regularly to have fun and build our open team culture, through our Fit'n'Healthy, Social Committee, Charity, or Green Committee. We are also renowned for how we develop people with the case team and through internal and external training. Graduates have opportunities to undertake a sponsored MBA program, work in another office or go on secondment.

Does the firm engage in pro bono and/or volunteering activities?

Making a difference is a point of pride for BCG. Aside from client work, we commit to worthy causes ranging from education to world health. Last year our staff participated in casework supporting 300 global and local social organisations.

In Australia, we work across a range of pro-bono projects, including indigenous welfare and health reform, sporting and arts organisations, city development, business incubation, and education. We also provide local community support such as mentoring high school students, and have active charity committees in each office.

What is the preferred year level of applicants?

We do not take undergraduate interns.

Does the firm directly take graduates?

Each year, BCG hires a handful of top graduates across all disciplines to join our practice in Australia and New Zealand.

What does the firm look for in an intern?

We look for people with a high level of motivation, intellectual curiosity, integrity, teamwork and leadership capabilities, credible communication skills and excellent academic skills. You do not need a business background to join BCG, but an interest and curiosity about business is required.

What is the method of application for graduates?

We welcome applications at any time from those interested in joining BCG. Each year we hold a graduate recruiting campaign around March, where we encourage applicants to start at any stage in the following year to apply.

We also offer penultimate year students an opportunity to apply for The BCG Australia and New Zealand Undergraduate Scholarship. This scholarship opens in July/August each year – check out our website for details.

What are the typical stages in the graduate application process?

Graduates who receive offers to join BCG will have participated in three rounds of case-based interviews. Each round will comprise two interviews of around 1 hour each. Half the interview will be a discussion around your background and achievements, and the other half will involve you being presented with a case study to solve.

We recommend that you practice solving cases prior to the interviews. Check out BCG's website, other consulting or industry websites, and books for examples to practice.

When are the relevant application deadlines?

Please check our website in March for graduates, and July for scholarship applicants.

For further information, please refer to our websites: www.bostonconsulting.com.au



Address:
Level 35, 88 Phillip Street, Sydney NSW
2000

Contact person:
Sheridan Kerr
Email
sheridan_kerr@mckinsey.com

Office locations:
Australia-wide: Sydney, Melbourne and
Auckland.

Areas of practice:
We offer consulting to firms in the
mining, retail, consumer goods, banking,
telecommunications, government, travel
& logistics and agriculture industries,
with regards to:
Strategy
Leadership & governance
Performance leadership & organisation
Marketing
Operations
Post-merger management
Business technology

MCKINSEY & COMPANY

About the firm

What distinguishes this firm from others?

McKinsey & Company is the world's most influential management consulting firm. We serve private companies and public sector institutions from 95 offices in over 50 countries. For more than 80 years, our mission has been to help our clients address their most important challenges and opportunities. But we're more than a mission statement. We are a global network of leaders who are passionate, supportive, collaborative, diverse and professional. In a career with McKinsey, you will build unparalleled expertise, work with leading corporations around the world, and have real impact.

Graduate Recruitment

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

Graduate applications are accepted online at www.mckinsey.com/careers

When are the relevant application deadlines?

Our dedicated recruiting period takes place in March each year, however we do accept and review applications year round.

Is there any additional information that should be included?

CV, cover letter, academic transcript, and UAI/ATAR/ENTER/OP score.

PORT JACKSON PARTNERS

About the firm

What sets this firm apart from others?

Port Jackson Partners was founded in 1991 by Terrey Arcus (former Director and Managing Partner of McKinsey & Company's non-Japan Asian practices) and Fred Hilmer (former Director and Managing Partner of McKinsey & Company's Australian practice). With world class experience at its core, the founders focussed on developing a close-knit community dedicated to achieving exceptional client impact.

Today, Port Jackson Partners is a leading Australian strategy consulting firm and is trusted by the Boards and CEOs of Australia's foremost companies to advise on their most critical business challenges. Our experienced teams help set corporate direction, define business strategy, and develop our clients' organisations in order to transform their performance and enhance their value.

How does the firm encourage employees to grow their potential?

We believe in providing a tailored 'apprenticeship' of the highest quality. You will be encouraged to accept increasing responsibility matched to your personal capabilities, which in our experience grow quickly at Port Jackson Partners for three important reasons.

Small, Director-intensive teams

Your experience at Port Jackson Partners will be unique, because we have more Directors per consultant and work in smaller teams than any other top consultancy. You will work closely with and learn from our world class group of Directors and senior client executives, while contributing to the core problem-solving process — as opposed to working as a back-office analyst in a large hierarchical team.

World class Directors

Port Jackson Partners has at its core a dedicated team of highly regarded Directors who have helped shape the Australian economy by solving the toughest problems faced by clients in Australia and overseas. On average, our Partner group each has over 20 years of consulting experience and five out of seven Directors held senior positions at McKinsey prior to working at Port Jackson Partners. Learn more about our Partner group at www.pjpl.com.au.

Structured career development in a collegial environment

Each new consultant is paired with a development leader. Because our Directors believe in tailoring your experience, your development leader will be a senior Director rather than a mid or junior level consultant. An experienced development leader ensures that you reach your full potential. In addition to this, you will receive a formal ongoing training program on advanced business topics, leadership and core skills such as presentations and structured problem solving. And this is only half of the story — the friendship and community amongst our consultants promotes an environment where skills and knowledge are shared daily.

Address:
Level 32, 50 Bridge Street
Sydney NSW 2000

Contact person:
Kylie Harrison, Recruitment Coordinator
Telephone
02 9221 2222
Email
recruiting@pjpl.com.au

Number of partners:
10

What does the firm look for in a potential employee?

Every year we hire graduates from engineering, commerce, economics, science, medicine, arts and law — some of whom had not previously considered a career in consulting. Regardless of their specific background, all our candidates demonstrate superior academic performance and leadership, an aptitude and passion for problem solving, exceptional communication and teamwork skills, and high levels of motivation and resourcefulness.

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

Please visit our website (www.pjpl.com.au), and in particular the careers section (www.pjpl.com.au/careers) for further advice about applying to Port Jackson Partners, and a practice case study to help you prepare for interviews.

Graduate Recruitment

Does the firm take graduates directly?

Yes

Personal Profile

Anthony Gray

Started as a graduate in November 2008

Areas of rotation: Energy; Finance; Industrials; Building products; Retail

During my Law degree I entered into a summer clerkship program with a major corporate law firm, where it became clear that a career in the Law wasn't for me. With an interest in business I thought management consulting would be a great way to get a good grounding in business, whilst also getting a lot of exposure to different industries and companies. Of all the firms that I interviewed with, I ultimately chose PJPL for a number of reasons, including the exceptional people who I met during the interview process, and the interesting client work PJPL does across a wide range of industries.

The matters that PJPL works on are typically issues that have wider significance and a broad public impact. It is very satisfying as a graduate and junior analyst to see the work you have been doing getting a positive response in the public domain.

On my very first project, I was surprised to be asked to present my analysis directly to the senior executives of our client (the head of strategy and the COO of a leading Australian energy company). Whilst this initially seemed like a daunting task, I was provided sufficient support for this to be a great learning experience. Since then I have been given further opportunities to singlehandedly lead specific workstreams within projects, such as designing an operational reporting framework, and developing a working capital model for an international M&A deal, which ultimately formed a key reasons for completing the deal.

I previously worked in a large law firm, and didn't enjoy feeling like a small cog in a very large and impersonal machine. At PJPL the reverse is true. Being a smaller firm, there is a very collegial and open culture and each individual can, and is expected to have a significant impact. This was very important to me in choosing to come and work here. Most importantly, people at PJPL just enjoy what they do and enjoy the company of each other, which not only makes work enjoyable but also extends to outside the office - with many great social activities planned throughout each year.

The image shows the silhouettes of four business professionals standing in a modern office with large windows. The windows offer a view of a sunset or sunrise over a cityscape, with bright light and clouds visible. The silhouettes are reflected on the polished floor. The overall mood is professional and forward-looking.

Corporate advisory

Insolvency/
Corporate Recovery

Address:
Level 5, 2 Chifley Tower
Sydney NSW 2000

Contact person:
Belinda Drew
Telephone
03 8623 3326
Email
bdrew@kordamentha.com

Number of advisors:
300

Number of partners:
40

Office locations:
Adelaide
Brisbane
Gold Coast
Melbourne
Perth
Sydney
Townsville

Areas of practice:
Corporate Recovery
Corporate Advisory
Forensic Services
Real Estate Advisory

KORDAMENTHA

About the firm

What sets this firm apart from others?

KordaMentha is a market leading boutique professional services firm. We specialise in:

- Corporate Recovery and Insolvency;
- Turnaround and Restructuring;
- Forensic Services; and
- Real Estate Advisory.

With a varied and blue chip client base, offices in Australia and Singapore, and an international network through our alliance with AlixPartners, our success in managing large complex assignments in Australia is unsurpassed.

KordaMentha's Corporate Recovery practice undertakes formal insolvency and turnaround/workout engagements for companies in financial distress. We pride ourselves on our proven ability to provide innovative approaches to maximise outcomes for all stakeholders.

How does the firm encourage employees to grow their potential?

Working at KordaMentha

As a KordaMentha graduate you can expect:

- Exposure to high profile and diverse clients;
- Travel opportunities;
- A supportive team environment;
- Fully funded CA program support, as well as training through the KordaMentha Business School; and
- An active social culture including team sports, involvement in various charities and social functions.

What does the firm look for in a potential employee?

KordaMentha recruits graduates and vacation students who are either completing or in their penultimate year of a Commerce, Commerce/Law, Economics, Business or Finance degree, preferably majoring in Accounting. Our people are motivated, thrive on challenges and share our vision and focus. Candidates must display excellent interpersonal and communication skills and be able to deliver the highest standards of client service.

Internships

Do you intend to offer internships to students outside their penultimate year?

To be eligible for an internship, students must be in their penultimate year of study.

Anticipated internship intake for this year

4

What work does the firm offer an intern?

Working at KordaMentha, you will be given real responsibility. We will give you the exposure to work on diverse engagements and the ability to be directly involved in running companies. You will gain satisfaction by contributing to the potential turn-around of an often challenging situation and be proud of the fact that you will assist in making a difference in the lives of many people.

A combination of well planned training through the KordaMentha Business School and on-the-job experience ultimately provides you with top notch business skills. You will develop a diverse skill set, including:

- Accounting, finance and business aptitude;
- Powerful communication and negotiation skills;
- Critical and strategic thinking expertise; and
- Rapid commercial decision-making flair.

How do students apply for an internship?

Students must apply online via our website, www.kordamentha.com

Students will complete the online application form and submit their cover letter, CV and academic transcript.

The recruitment process involves two steps, with the first round consisting of two interviews and group exercise and then if successful, a final round Partner interview.

All closing dates are on our website.

Graduate Recruitment

Does the firm take graduates directly?

Yes.

Anticipated graduate intake for the year

3

What team would graduates be entering into?

Most graduates would work in Corporate Recovery of Forensics.

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

Students must apply online via our website, www.kordamentha.com

Students will complete the online application form and submit their cover letter, CV and academic transcript.

The recruitment process involves two steps, with the first round consisting of two interviews and group exercise and then if successful, a final round Partner interview.

All closing dates are on our website.

Address:

We offer opportunities in all major cities - Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney.

Contact person:

Lucette Dillon, National HR

Administrator

Telephone

(02) 9248 9909

Email

careers@mcgrathnicol.com

Number of partners:

32

Office locations:

Adelaide, Brisbane, Canberra,

Melbourne, Perth, Sydney

Areas of practice:

Corporate Recovery, Corporate

Advisory, Transaction Services, Forensic

MCGRATHNICOL

About the firm

What sets this firm apart from others?

At McGrathNicol we work with local and international banks, investors, other financiers, top tier law firms and large corporates on some of Australia's most complex matters. The high profile associated with our projects and clients is a direct reflection of both the quality of our work and our resources.

Our people are quick to identify opportunities and committed to delivering results.

Tell us about an interesting new project the firm is currently working on

Please refer to the 'McGrathNicol in the news' section of our website.

Does the firm engage in pro bono or volunteer activities?

At McGrathNicol we encourage our people to contribute to the community in which we live and work.

Our most significant national community relationship is with the Starlight Children's Foundation whose mission is to brighten the lives of all seriously ill and hospitalised children and their families throughout Australia. Since inception, McGrathNicol has maintained a strong affiliation with Starlight across all our offices nationally, including granting a number of wishes for seriously ill children along with financial / volunteer support.

What other benefits and activities, aside from work, does the firm offer?

The team strives to make the firm an enjoyable and personally enriching place which results in a professional, supportive and inclusive environment. We have a firm-wide open door policy, regular social functions and a strong people focus, which makes working with McGrathNicol a great place to be.



How does the firm encourage a work/life balance?

Vitality – our national health and wellbeing program promotes positive lifestyle choices, as well as competitive rates for insurance covers;

- paid parental leave;
- emergency and defence reserve services leave to support training and contribution;
- participation in team sports, corporate games and sporting events; and
- regular social functions and an active involvement with various charities throughout Australia.

How does the firm encourage employees to grow their potential?

- Individual development plans and regular project reviews to assist in defining personal development strengths and needs;
- comprehensive induction and professional development program;
- full CA and IPA program support;
- leave to support studies

What does the firm look for in a potential employee?

Our long term success is dependent on the talent of our Graduates and Vacationers. Whilst good grades are important, we look for highly motivated, well-rounded individuals with involvement in extra-curricular activities, and a demonstrated knowledge and interest in the work we do.

Working closely with our clients to understand their business needs means that strong communication skills are essential. Our team structures are project based, leading to the creation of diverse national teams. Therefore, we look for candidates that can work collaboratively in a team environment.

We value people that adopt a unique approach to problem solving and understand the bigger picture – people that lead by example, embrace challenges, and exceed expectations.

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

Do your research on the firm and spell check your applications!

Internships

Do you intend to offer internships to students outside their penultimate year?

We offer a Summer Vacation program and further details are available on our website

What work does the firm offer an intern?

Our Summer Vacation Program provides students with the opportunity to gain practical, hands on experience in Corporate Advisory, Forensic, Transaction Services and Corporate Recovery. The diversity of our work ranges from actively managing distressed businesses, to providing advice to both the public and private sector, to investigating fraudulent behaviour. Some of the high profile jobs we are undertaking include ABC Learning Centres, Babcock & Brown and Great Southern Limited.

From day one as a Summer Vacationer you will liaise directly with high profile clients and will be making decisions that will influence the projects you're working on.

Vacationers at McGrathNicol can expect:

- valuable hands on experience in a dynamic firm that does more than traditional accounting;
- challenging and diverse projects;
- exposure to clients, including local and international banks and top tier law firms;
- personalised mentoring by leading industry professionals; and
- an active social culture, including participation in lunchtime sports, regular social functions and an active involvement in various charities throughout Australia.

How do students apply for an internship?

Step 1 – application process

You can submit your application online via our website. You will be prompted to complete a short application form and upload your cover letter, CV and university academic transcript.

The HR team and senior client service staff review the applications to decide if your skills, experience and qualifications match our selection criteria.

Step 2 – first interview

Held in the McGrathNicol office, our group information and interview sessions involve a number of presentations from our staff followed by a mix and mingle interview session.

Step 3 – second interview

If successful, candidates are invited back for a second interview which is the final stage of our selection process. This interview will involve meeting at least one partner and a senior member of our client service team. The interview will be followed by a case study assessment.

Graduate Recruitment

Does the firm take graduates directly?

Yes

What team would graduates be entering into?

Graduates have the opportunity to work across our four service lines and are not recruited solely to one area. As you develop throughout your career, you can choose to specialise or continue to build on your experience across all service lines.

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

Please apply via our website, mcgrathnicol.com

Are there any international opportunities for graduates, such as intra-firm transfers?

We have opportunities for interstate travel as well as a leave of absence for career breaks to undertake full time study, to travel or pursue other personal goals.



Corporate advisory
**Accounting, Tax
& Advisory**



Address:
Level 9, 225 George Street, Sydney,
NSW, 2000

Contact person:
Jessica Klau
Telephone
02 9322 5750
Email
graduates.deloitte.com.au

Number of advisors:
5500+

Number of partners:
500+

Office locations:
Adelaide
Alice Springs
Brisbane
Canberra
Darwin
Hobart
Launceston
Melbourne
Western Sydney
Norwest office
Perth
Sydney

Areas of practice:
Deloitte is the largest fully integrated
business consulting and advisory service
in Australia.

DELOITTE

About the firm

Does the firm engage in pro bono or volunteer activities?

We work hard to have a positive impact on our community and the environment around us. The Deloitte Foundation enables everyone in the firm to contribute to their wider community. It is our charitable arm through which we channel all of our donations, pro bono services, volunteerism and board appointments.

Since the inception of the Deloitte Foundation, in excess of \$5.8 million of pro bono work and charitable sponsorship has been donated over 50 organisations have benefited from the work of The Deloitte Foundation.

67% of our people have been directly involved with Foundation activities

Our employees are given the opportunity to donate to their chosen non-profit organisation direct from their pay, through Give As You Earn.

What other benefits and activities, aside from work, does the firm offer?

As you would expect, there are numerous benefits working for a global firm such as Deloitte. Deloitte's benefits program is aimed at helping you to better manage your total lifestyle needs - not just while you are at work, and to reward you for being part of the Deloitte team.

Our benefits package for Graduates includes:

- \$500 for graduates to spend on a corporate wardrobe
- discount on career wear for Deloitte Graduates at Country Road
- 20 days annual leave plus the option to purchase 10 additional days
- paid study leave and support for approved courses
- paid parental and sick leave
- salary packaging including mobiles, PDAs and cars
- corporate credit card
- reimbursement for business expenses incl. car mileage and travel
- professional memberships
- Deloitte superannuation fund, incl. life insurance
- discounted health insurance
- discounted gym membership
- health and wellness initiatives
- ability to earn an additional \$4000 through employee referral program, Find Like Minds
- Give as you Earn - donate to charity directly from your pay
- Graduate Committee - dedicated to championing the needs of graduates in the firm
- flexible hours and telecommuting

How does the firm encourage employees to grow their potential?

Developing our people's technical skills, business acumen and industry experience are vital to reaching Deloitte's vision to become the most inspirational professional firm to work with in Australia.

We support each employee's ongoing professional and personal development through a variety of learning options throughout an entire career.

Of importance to our graduates is Deloitte's three-year development program called D.Academy. The program focuses on communication, leadership and individual effectiveness.

Graduates are also encouraged to further develop their skills through post-graduate studies. Employees study a variety of post-graduate courses, depending on individual interests and their field of work.

We have one of the most innovative CA support policies around, providing up to \$20,000 worth of support for CA studies, including reference materials, training programs, mock exams, counselling and study leave.

What does the firm look for in a potential employee?

Please refer to Find your Fit:
http://careers.deloitte.com/australia/students/country_custom2.aspx

Graduate Recruitment

Does the firm take graduates directly?

Two programs: Summer Vacation Internship and Graduate Program

What is the typical progression path of graduates within their respective team(s)?

Each Graduates progression path differs to which service line within the business that they work for, however we provide the right kinds of tools and training to ensure all our graduates can achieve career success through mentoring, peer support, e-learning events, online training and Deloitte's own three-year development program called D.Academy

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

Step 1: Find out which program you are eligible for

These programs have been designed for students during the various stages of their academic studies:

Summer Vacation Program - students in their penultimate year of study (2nd last year of their degree).

Graduate Program - students in their final year of university or who have completed their university degree

Step 2: Apply straight away

Applications for both our summer vacation and graduate programs will open in February; applications will remain open until all opportunities are filled. Make sure you get your application in early so you don't miss out!

Step 3: Submit your application via our website

To apply for one of our programs complete the following steps:

visit Apply now (<http://careers.deloitte.com/australia/students/opportunities.aspx>)

- select your preferred job from the list
- register a username and password
- complete the online application form
- attach your cover letter, resume, academic transcript and IELTS (if applicable)
- answer all the questions so as to provide us with the best overall picture of you

Step 4: What happens after I apply?

When we receive your application it will be assessed against our predefined criteria:

- academic results
- work experience
- team/leadership experiences
- extracurricular activity/involvement
- written communication

What team would graduates be entering into?

- Students with a Law degree are able to apply for:
- Consulting (Human Capital)
- Consulting (Strategy & Operations) - Must be combined with studies in Business/Commerce
- Consulting (Technology) - Must be combined with studies in IT or Technology
- Deloitte Private (Tax) - With majors in Accounting
- Forensic
- Tax Services

Address:
KPMG
10 Shelley Street
Sydney
2000

Telephone:
1800 502060
Email
gradrecruit@kpmg.com.au

Number of partners:
350

Office locations:
Adelaide
Brisbane
Canberra
Gold Coast
Melbourne
Perth
Sydney
Cairns
Darwin
Hobart
Launceston
Sunshine Coast
Wollongong

Areas of practice:
Audit, Tax, Advisory and Private
Enterprise.



About the firm

Tell us about an interesting new project the firm is currently working on

KPMG Australia has a strong climate change and sustainability practice and the partnership is committed to investing in this capability. We recognise that carbon, water and sustainability are important issues for our clients and that they are being increasingly integrated in strategic, financial and operational decisions.

CC&S will consist of dedicated staff from both Audit and Advisory. We believe this new team structure will provide a competitive advantage and allow us to better achieve our significant growth ambitions. CC&S opportunities typify a “OneKPMG” approach to clients, with skills drawn from all our major Divisions.

Does the firm engage in pro bono or volunteer activities?

KPMG offers many programs to our people to enable them to be involved in their communities across our Corporate Citizenship portfolio of non-profit partnerships.

KPMG understands that our people have their own individual passions and interests in the community, which is why we offer the following programs to recognise and support their individual efforts.

Please visit: <http://www.kpmg.com/au/en/whoweare/corporate-citizenship/Individual-Contributions/Pages/default.aspx> for more information on KPMG’s pro bono activities.

What other benefits and activities, aside from work, does the firm offer?

Leisure and Lifestyle program

The Leisure and Lifestyle program provides an extensive range of lifestyle and financial benefits. KPMG offers their employees the discounts and savings across a range of products and services, including home and professional services, purchasing, entertainment, cars, whitegoods, travel, dining and accommodation Australia wide. You receive the Leisure and Lifestyle directory along with a personalised membership card, which is the key to accessing the program. The bi-monthly Lifestyle magazine keeps you and your family up-to-date with the latest benefits in the program. The program is accessible to all permanent and fixed-term employees (12 months or more). Additionally, the program is extended to partners of KPMG people at no cost to you.

Community Volunteer Leave policy

KPMG offers our people one day of paid leave to volunteer for their favourite community organisation.

Social club

KPMG’s Social Club organises subsidised events in all our offices throughout the year. These events include annual balls, Christmas functions and movie nights. Apart from being fun, these activities provide valuable networking and peer-relationship opportunities. Our social clubs also negotiate worthwhile member discounts from local retail, entertainment, dining and accommodation suppliers.

How does the firm encourage a work/life balance?

KPMG believes that a balanced work and personal life contributes to high performance and wellbeing. It's about individuals making choices. At KPMG we want those choices to be real and meaningful; genuinely benefiting your lifestyle choices and preferences.

Flexible work options

Juggling work and personal commitments can be a challenge. KPMG recognises this difficulty and provides you with more control over how, when and where work gets done to assist in balancing work and life commitments. Our flexible work options include:

- variation to hours
- part-time work
- job-sharing
- working from home
- gradual re-entry or exit.

Career Break

For many of us, there will come a time when a career break can be an attractive option. A career break can be taken for a range of purposes. A career break is unpaid leave. It can be taken for a minimum of three months up to 12 months.

Paid parental leave

People who have been employees of the firm for at least one year and are the primary caregiver of their child are entitled to up to 18 weeks paid parental leave. To help our people meet childcare needs, KPMG also provides a childcare information kit on childcare facilities, fees and government assistance and rebates.

What does the firm look for in a potential employee?

At KPMG we're open to all bright minds. We deliberately recruit across a range of degree disciplines, skills, abilities and backgrounds. We seek and value diversity. Yes, our standards are high, but we're interested in the person, not just an academic record.

We're looking for talented people. Team players who are also innovative thinkers, people who relish the challenge of solving problems and who can communicate their ideas with conviction and passion. People who keep on learning, who want to be at the leading edge of their chosen profession, and who want to make a difference. People who display integrity and objectivity in everything they do. If you're that kind of individual, then at KPMG you'll be able to develop a career at your own pace.

Internships

What work does the firm offer an intern?

It's an opportunity to work with and learn within an outstanding team environment. Successful candidates gain practical work experience, develop their professional skills and build strong networks that can become a career foundation.

How do students apply for an internship?

Learning about KPMG and completing the online application is the first stage in the selection process. Below we have provided you with some information on the stages between deciding to apply and receiving a job offer.

1. Application phase

Once you've decided to apply for a career with KPMG, you can apply online. You'll receive a confirmation on submission of your application. If you do not receive this, please email gradrecruiting@kpmg.com.au. While we are reviewing your application we ask that you complete our online abilities assessments.

2. Abilities assessments

Our abilities assessments include an online numerical, logical and verbal reasoning assessment. The numerical, logical and verbal assessments are designed to obtain an understanding of your ability to evaluate and make decisions based on reasoning questions. These assessments will take no longer than 55 minutes to complete and can be taken from any computer. We ask that you complete these assessments within 48 hours, as they are required in order to progress your application to the next stage of our selection process.

3. Final stage – information session, personality questionnaire, written exercise and interviews

The final stage of our recruitment process is a half-day assessment centre where you'll have the opportunity to demonstrate your talents in a friendly and relaxed environment. You'll also hear from our recent graduates, find out more about the benefits of working at KPMG and have

the opportunity to ask any questions you have about our process and programs.

Before you attend the Assessment Centre, we will also ask you to undertake a personality questionnaire which will be used to assess personality traits that are indicative of the style with which you approach your work. This online questionnaire will take about 45 minutes to complete.

During your Assessment Centre you will have two one-to-one behavioural-based interviews with a partner, director or senior manager from the business group you've expressed interest in. These interviews will last approximately 40 minutes each and allow us to find out more about you, and for you to ask questions about us. Your interviewer will ask you

questions about your life, your time at school and/or university, your extra-curricular activities and any work experience you've acquired. You will also be asked to complete our written exercise, which is a 30-minute task that gives you the opportunity to demonstrate your written communication skills.

4. Our offer

If you're successful at the final stage of our process you'll be contacted by KPMG and a written offer of employment will be forwarded to you. If you have any questions about our offer, or about working at KPMG, then we encourage you to talk to our Graduate Recruitment team.

Graduate Recruitment

Does the firm take graduates directly?

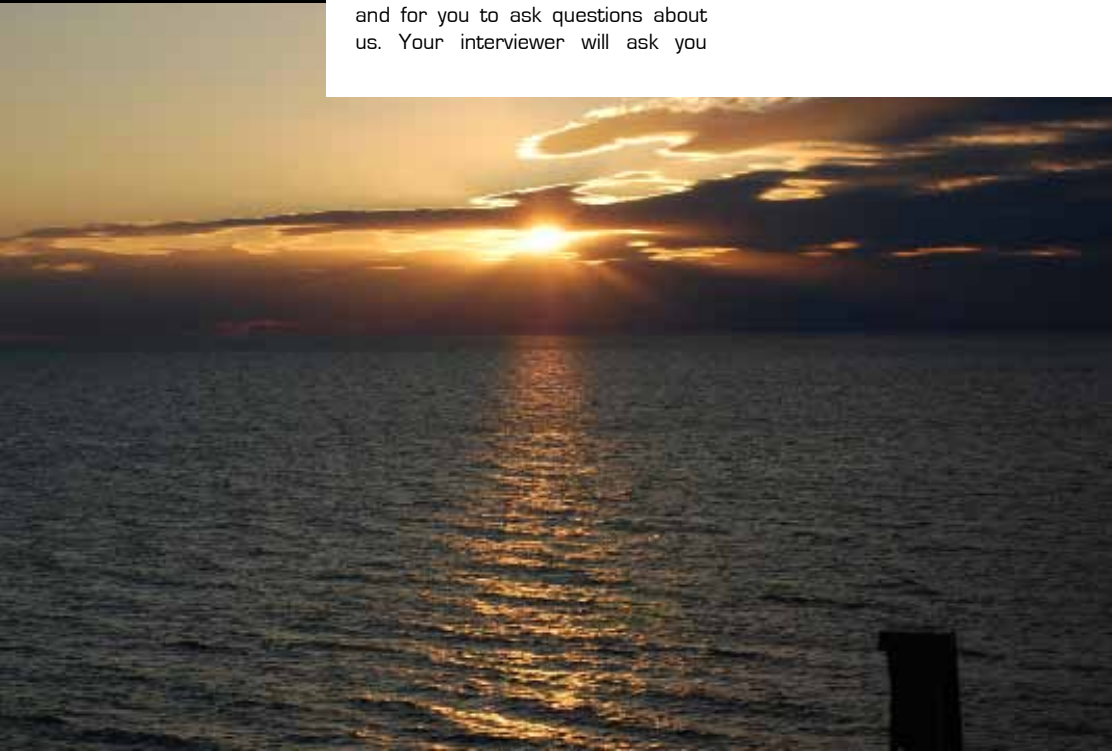
Yes.

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

Same as vacation - applications close April 15.

Are there any international opportunities for graduates, such as intra-firm transfers?

Yes, you can undertake international secondments once you have been in the business for around 2 years.



Personal Profile

Name: Freeya Bana

Year: 2008

Areas of rotation: Audit – Financial Service – Insurance and Banking

KPMG has been a great starting point for my professional career. Coming in as a graduate the transition into full time work was made easy thanks to the friendly work culture.

I instantly made friends with all my fellow new starters and this continued with many of my teammates on each engagement.

Coming in I had no idea what to expect about audit and the insurance industry, which in my main line of business. The in depth technical audit, industry specific and general business training provided, along with the help and guidance of colleagues on each job, allowed me to grow and learn so much in just a short period of time.

The approachable nature of senior staff made asking questions (which I still do) easy, and is a quality I make sure to practice as I continue progressing to more senior levels.

I have had a wide range of clients spreading across the insurance, banking and property industries, performing a variety of audit and regulatory compliance engagements.

The continuity of my major clients has allowed me to improve my knowledge and skills, as well as, build strong relationships with client contacts and team members.

Along with training and on the job experience, completing the CA program has been extremely valuable to expand my knowledge outside the areas of day-to-day audit work and is an achievement I am extremely proud of.

Going through the experience with fellow colleagues and with the training and support provided by KPMG made it easy to balance work, study and life. And I'm not sure I would have made it through otherwise.

Along with this I have enjoyed some great social events over the years, starting from Friday night drinks with all the new grads, to our divisional events like pub of the month; sports day; the amazing race; and volunteering for the Salvation Army and the star light foundation. Along with these, the firm wide Christmas parties and KPMG annual ball have been some great nights, more than likely ending in a hangover the next day and a good story or two.



POSTSCRIPT: PUBLICATIONS DIRECTOR

This is the premier guide for law students at the University of Sydney to use in their pursuit of their careers. It contains annually updated information on how to approach applications, get admitted in various jurisdictions and, most importantly, the firms, groups and companies themselves.

An immense amount of work is required to produce this publication in the short space of first semester each year. It requires liaison with firms for information, procurement and editing of material as well as some demanding design work. It is for this reason that I am extremely grateful to all those who contributed to the production of this Guide. It is of tremendous value to all law students to have this resource, and without your help, it simply would not exist.

I want to particularly thank Clementine Rendle, the Editor-in-Chief, for an outstanding job in pulling this together. Overseeing such a large team to create such a large publication is no mean feat, and I congratulate her on what is a fantastic publication.

I also want to thank in particular Luke Reeves, the Design Officer of the SULLS Executive. As I am a copy editor by background rather than a design editor, I was extremely grateful to have his assistance in making the Guide visually appealing and well laid out, to aid in the consumption of the information provided.

I hope you have enjoyed the Guide and that it will be useful in garnering that clerkship, that internship or even that career. Good luck!

Jackson Wherrett

Jackson Wherrett

Publications Director 2011



DISCLAIMER: SULLS takes no responsibility for any errors or omissions contained herein, and expressly disclaims any loss or damage by such errors or omissions. This guide is not a substitute for professional advice, and we advise readers to rely on their own enquiries rather than any of the information contained in this guide when making decisions affecting their interests. The content of this publication is correct as of the date of publication.

COPYRIGHT: All images provided courtesy of www.sxc.hu and www.istockphoto.com, reproduced pursuant to Image Licence arrangements with their respective members.

SULS

SYDNEY UNIVERSITY LAW SOCIETY

