

CANBERRA LAW
CLSS
STUDENTS'
SOCIETY

CLERKSHIP GUIDE



CLAYTON UTZ

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Presidents Welcome

Welcome to the CLSS Clerkship Guide for 2024! The purpose of this publication is to provide law students with relevant information and resources for their respective Clerkship applications. This guide seeks to advise and facilitate the process for our penultimate and final year law students. Furthermore, the guide is also applicable for our first and second year law students who are interested in learning about future opportunities. I would like to formally congratulate and thank our Careers Director Luca Segedin for his hard work and dedication towards creating our Clerkship Guide as well as hosting and planning our Clerkship Evening. The knowledge and understanding gained from partaking in a clerkship is invaluable and provides for an amazing opportunity to hone research and writing skills, whilst experiencing a variety of legal issues. This guide seeks to be informative and provide suggestions and recommendations for your clerkship application. I would also like to thank our sponsor Clayton Utz for sponsoring our Clerkship evening and Clerkship Guide. Your support for this guide as well as for our events and initiatives is greatly appreciated.

Jasmine Giran

CLSS President

What is a Clerkship?

A law clerkship is a valuable opportunity for law students to gain practical experience and insight into the legal profession. Clerkships are offered by law firms, government agencies, and judicial offices to penultimate or final-year law students.

For students aspiring to work in private practice, a clerkship stands as a important phase in the journey. Although it isn't obligatory, it serves as a preferred recruitment route for law firms. Often, clerks transition into Graduate roles post-program. While common, it's essential to know this isn't the sole path to private practice.

The majority of mid and top tier law firms offer formal seasonal clerkship programs. Most clerkships range from 4-15 weeks but the number of weeks differs depending on the firm and firm location.

Clerkship programs largely include:

- Learning the tools for professional growth and development in the legal profession. As a clerk you will be exposed to experienced legal professionals, with unlimited opportunities for learning.
- The opportunity to connect with legal professionals and expand your professional network.

General tasks that clerks complete include:

- Performing legal and factual research
- Drafting and summarising legal documents, checking for accuracy
- Preparing correspondence, written reports and performing records research
- Organising and tracking case files
- Writing clients memos
- Recording client meetings and drafting daily correspondence, including letters and legal documents

Canberra Law Student Society Clerkship Guide



WHATS AFTER LAW SCHOOL?

Welcome to the next phase of your journey as a law graduate! As you begin the transition into the legal profession, equipped with your hard-earned knowledge and skills, the path ahead is both exciting and challenging.

The Canberra Law Student Society is here to support you in this transition, offering events such as the careers fair and insights to help you navigate the intricate landscape of the legal world.

This graduate guide is designed to provide you with valuable resources, and career insights from firms, government departments and legal bodies as you embark on this new chapter of your life.

The Law Student Society is here to support you, providing resources, guidance, and a supportive community to help you thrive in your legal career.

THE GUIDE

Discover practical leading training with Leo Cussen Centre for Law and The College of Law.

Graduate opportunities with some of Australia's leading commercial law firms;

- Ashurst
- King & Wood Mallesons
- MinterEllison
- Clayton Utz

If you're seeking a career with the Australian Public Service explore graduate opportunities with:

- Services Australia
- Department of Foreign Affairs & Trade



Sponsor

Firm

Material

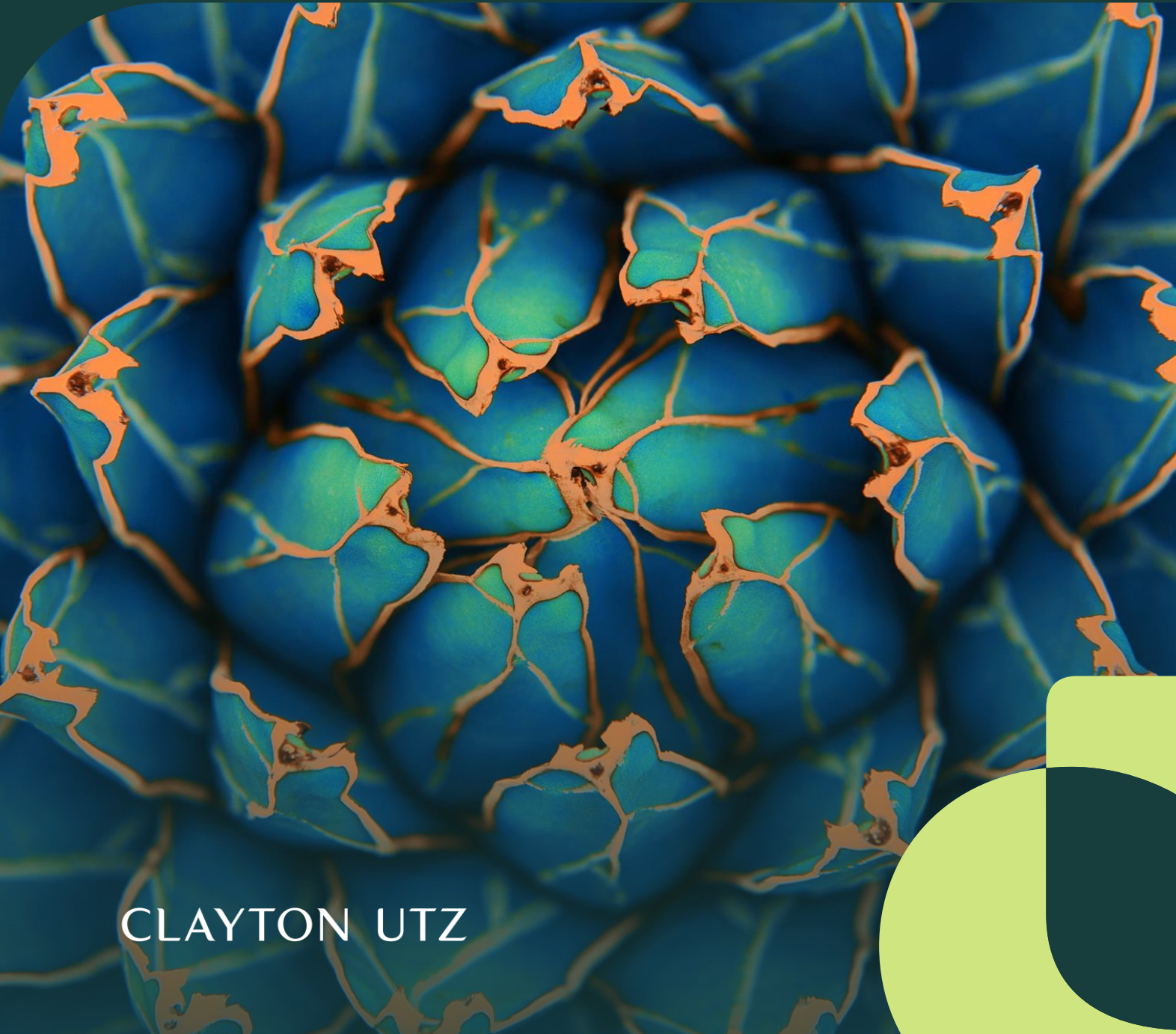
Imagine your tomorrow

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

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

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

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



CLAYTON UTZ



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



Emma Covacevich
Chief Executive Partner

Ready to imagine?

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



About the Firm



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

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

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

Firm Practice Groups

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

What are your firm's core values?

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

How would you describe your firm's culture?

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

How does your firm distinguish itself from other law firms?

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

What are some notable awards your firm has recently received?

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

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

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

What significant work has your firm recently undertaken?

We're proud to have recently worked on one of the biggest developments in regional Victoria, advising Development Victoria and the broader Victorian Government team on the successful financial close of the Nyaal Banyul Geelong Convention and Event Centre project. This project will be a major driver of jobs and economic growth in regional Victoria, supporting 1,450 jobs during construction and 700 jobs once complete.

Supporting the largest wind farm being built in NSW was another highlight. We worked with our long-term client Squadron Energy, a portfolio company of Tattarang, on its successful construction financing of the Ungula Wind Farm.

We advised Singapore incorporated gas and exploration company Conrad Asia Energy Ltd (ASX: CRD) on its placement and security purchase plan to raise approximately \$16 million, as well as PAR Technology Corporation (NYSE: PAR) (PAR) on its acquisition of TASK Group Holdings Limited (ASX:TSK) (TASK) by way of a scheme of agreement - a transaction valued at approximately AUD \$330 million.

In the affordable housing space, we supported Housing Australia on the legal aspects of its key housing initiatives, the Housing Australia Future Fund Facility and the National Housing Accord Facility. These initiatives aim to improve housing outcomes for Australians and collectively support the delivery of 20,000 new social homes and 20,000 new affordable homes across Australia over the five year program.

What kind of pro bono work does the firm engage in?

Our pro bono work has always been about access to justice. It's embedded into our culture and is a fundamental part of who we are as a firm. We were the first large Australian law firm to establish an in-house pro bono practice; the first to appoint a full-time pro bono partner; and the first to sign the National Pro Bono Target.

We act for low income and vulnerable people who cannot obtain Legal Aid, and for not-for-profit organisations which support them. This includes First Nations people and organisations, people who are homeless or at risk of homelessness, survivors of domestic violence and sexual assault, people who have experienced elder financial abuse and people who have been sexually harassed, discriminated against, exploited and underpaid at work. We continue to pioneer compensation pathways for people held in slavery in Australia. We champion the Health-Justice Partnership model. We are a participating member firm of the Blue Pacific Pro Bono Collaborative, providing pro bono legal support to sustainable development projects that address the climate crisis in the Pacific.

We have a dedicated Pro Bono team and have made pro bono work a fundamental part of what it means to be a lawyer at Clayton Utz. In FY23, more than 85% of our lawyers and partners conducted 49,423 pro bono hours (at an average of 57.6 pro bono hours per FTE).

Clayton Utz Seasonal Clerkships

We understand. It's hard to predict where you'll be in a decade, but being prepared is key.

We're here to help you shape your legal career. Our clerkship programs offers orientation and rotations in two practice groups, alongside additional training, networking and social activities.

Imagine stretching your abilities, shaping society, and making lifelong connections—all while preparing for tomorrow's challenges. Apply during the application windows below to join us.

	Sydney & Canberra	Perth	Brisbane	Melbourne
Applications open	10 June	24 June	15 July	1 July
Applications close	14 July	28 July	9 August	11 August
Offers made	11 September 9am	13 September 9am	9 October 9am	16 October 10am
Offers returned	12 September 5pm	13 September 1pm	10 October 5pm	16 October 2pm

Ashurst



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

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

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



Begin your story now at ashurst.com/careers



Outpacing change

Ashurst

Tips for success

Make a great first impression

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

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

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

Show initiative and seek opportunities

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

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

Communication is vital

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

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



Get feedback

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

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

Develop your networks

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

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

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



Outpacing change

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



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

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

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

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

Our impact:



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



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



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



286 organisations received Legal Assistance in FY22.



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

Our programs

SEASONAL CLERKSHIP PROGRAM

Applications open: 10 June 2024

Applications close: 7 July 2024

Apply via our online application system at kwm.com/careers

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

You will learn the day-to-day skills to get you started, the core practice teams at King & Wood Mallesons, our culture, and our people. You'll find that people from every part of the business will help you by sharing their knowledge and walking beside you through the early stages of your career and beyond.

GRADUATE PROGRAM

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

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

Our commitments:



Reduce our emissions by:

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



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



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



Undertake various energy, paper, water and waste reduction initiatives (ongoing).

Ongoing

Our graduate program has an emphasis on legal excellence, technical expertise, commercial skills, knowledge management, legal project management, innovation, social and self-development and client focus.

What do we offer?

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

Key contact

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careers.kwm.com/en/graduates-australia

Early careers at MinterEllison



Matina Kouparitsas, Lawyer, Canberra shares her career journey, hints and tips.

Tell us a bit about yourself and your time so far at MinterEllison?

I initially joined MinterEllison as a Vacation Clerk in 2021 before transitioning into the role of a Paralegal in 2022 while I was completing my law degree. I became full-time at the beginning of 2023, when I commenced the Graduate program. I have been very lucky to have spent the time I have so far at Minters, and have learned so much and met so many talented people, as well as formed strong friendships.

What was it that attracted you to MinterEllison?

I was drawn to the reputation of the firm in terms of its inclusive and positive workplace culture, the interesting work and learning experiences that I would be exposed to at Minters, and the genuine and welcoming people I met throughout the interview process. As the clerkship process progressed, what really stood out to me about Minters was the friendliness and openness of everyone I spoke with, and their willingness to volunteer their time to answer all my questions as a clerkship candidate. To this day, I think the people really make a difference at Minters.

What rotations have you done?

As part of both the graduate and clerkship programs, I have rotated through the Real Estate, and Projects Infrastructure and Construction teams. Both teams have helped me to grow my skills as a transactions lawyer, and have provided me with an interesting variety of tasks to grow my skills in different areas, as well as lots of client engagement! I have also found it really satisfying to see the physical manifestation of various projects I have worked on being built around Canberra.

How has the firm supported you through your first years as a Lawyer?

The firm has been very supportive of me through my first year as a Lawyer. As a junior, there is so much to learn, and it can be overwhelming at times. Everyone at Minters from my buddy up to the Partner has been super supportive of my development, and have been really open to sharing their knowledge, and being really patient when answering questions. It makes a massive difference that everyone is so approachable to ask questions and learn from, and it has made for a really great working and learning environment. I have also taken part in the WISE mentoring program, where I was assigned a mentor from a different team that I have not yet rotated through. It is really helpful to have someone to ask more general questions about work in a trusting environment.

What has been a highlight at work for you?

I had the opportunity to attend an offsite client meeting alone for one of the major projects I have been working on (since I was a clerk!). It was a really good opportunity as it allowed me to build an in person relationship with the client, and really made me feel like the team trusted me. It also allowed me to have first cut of most of the work that arose out of that meeting, and was a great learning experience.

Have you had the opportunity to participate in any of the firms internal networks or committees?

I have been lucky to be involved in the WISE (Women, Inclusion, Support, and Equality) network and the Junior Professional's Committee (JPC) during my time at the firm. Both have allowed me to establish strong connections with people at the firm who I have not had the opportunity to work with directly, and have assisted me in developing skills in organising and participating in various events, which has boosted my confidence in the workplace. It has been fantastic to be involved in the WISE network and to experience the firm's dedication to diversity and inclusion first hand. Likewise, bonding with other juniors in the office through the JPC has been really valuable.



Early careers at MinterEllison

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

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

Learn by working on real challenges

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

An award winning start to your career



Winner, Most Popular Clerkship Employer
Top100 Graduate Employer Awards 2024



Finalist, Most Popular Law Employer
Top100 Graduate Employer Awards 2024



Top Graduate Employers 2023
Australian Association of Graduate Employers



Top Intern Programs 2023
Australian Association of Graduate Employers

Five reasons we're different

Great roles in great matters

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

Feed your curiosity

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

A focus on you

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

An inclusive culture

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

A passion for social justice

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

For information and to apply visit graduates.minterellison.com



Your career begins on Day One



Maddocks

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

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

The program begins with a comprehensive orientation which includes training and development activities.

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



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

**Practical
Legal
Training
Information**

Your Story, Your Career

Be the Whole Lawyer.







Discover Australia's leading PLT Program



Stay connected, sign up to our mailing list.

Be profession ready

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

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

Are you an international student?

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

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



PRACTICAL LEGAL TRAINING

The Legal Firms' Favourite

Co-designed by Australia's leading law firms.
Chosen by 30+ organisations for their graduates.
They trust us. You should too.



Damon Laffin
Litigation Lawyer, Stonegate Legal



PLT

BUILT BY YOU. FOR YOU.

PICK YOUR PACE

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

SELECT YOUR LEARNING STYLE

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

ONGOING CAREER SUPPORT

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

GET STARTED SOONER

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

STUDY AT A TIME THAT SUITS YOU

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

HONE YOUR LEGALTECH SKILLS

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



**COLLEGE
OF LAW**

READY. SET.

FLEX.

**PRACTICAL
LEGAL TRAINING**

Morning. Noon. Or Night.
Coursework on the couch.
Or in-person workshops.
It's PLT built by you, for you.



Saba Amir Goudarzi
Legal Counsel at Lendlease





In the spirit of reconciliation the Canberra Law Students' Society acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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