



CRIMINAL | DOMESTIC VIOLENCE | FAMILY | CONVEYANCING | WILLS & ESTATE PLANNING

WORK EXPERIENCE PROGRAM

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SERVING OUR COMMUNITY

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Welcome

I would like to welcome you to the team at Hodgson Lawyers.

Whilst you are doing your work experience with us you will be regarded as a member of our team.

Unfortunately we are only able to offer **unpaid** work experience opportunities .

As a member of our team you will contribute to providing a high-quality legal service to our clients in a stimulating, challenging and supportive work environment. This program has been prepared to give you an overview of the general tasks that you may complete within your time with us.

We do not expect you to tick off every task that is on the list and we are sure there will be tasks that you can add. The purpose is to provide you with a ready reckoner and recall of the work you did whilst with us. This will assist you in putting together your resume for possible career opportunities.

Please familiarise yourself with the task list as it is a valuable source of reference on a broad perspective pertaining to the various areas of law that we engage in.

It is not an exhaustive document and we encourage you to ask questions of your colleagues should you need assistance or clarification on any matter. We believe that open communication and the exchange of experience are elements essential to the development of our firm and of our employees.

We look forward to working with you and hope your experience with Hodgson Lawyers is challenging, rewarding and enjoyable.

Regards,

John O'Byrne
Principal Solicitor

What is Work Experience?

Work experience is often associated with high school students getting a feel for working life, but different types of people at all stages of life can become involved—university students, people looking for work and people wanting to change careers.

It tends to be unpaid, although some programs (like graduate programs or internships) may involve some payment.

Benefits

Work experience helps you to learn about a job or industry first hand. You get on-the-job skills and a chance to develop your skills. Some of the other benefits include:

- gaining experience in a variety of work areas, and building on your existing job skills
- getting references
- enhancing your employability

- networking with people in the industry, and becoming involved
- demonstrating your work capabilities (sometimes to potential employers).

Who do we look for?

Anyone who has a legitimate interest in working in a law firm can apply for work experience with us.

Year 12 Law Work experience

Formal Work Experience. While most law firms do not offer formal work experience to school students, there are a minority that do. Hodgson Lawyers work experience opportunities to A-level students.

PLT students

Work Experience is an essential component of Practical Legal Training. Designed to give insights into what it's like to work in a real legal environment, this is your first opportunity to apply your skills to real-life legal problems.

Other

Anyone who has a legitimate interest in working in a law firm can apply for work experience with us. We find that year 12 students and PLT students have a set period that they are required to attend.

We encourage anyone who wishes to have a look at whether the legal industry for them to apply to do work experience with us. This is our way of putting back into the community. Sadly, work experience is an unpaid position however if you put your heart and sole into it you will find it a very rewarding experience and we welcome you to be part of the Hodgson team, even if only for a short period of time.

As a rule of thumb, we would place someone within the firm for a period of one month and review their needs and our position at the end of the month as to whether the placement would be extended.

Skills

Work Experience is a two-pronged attack on your career development.

Firstly, you will receive insight into the industry that you have chosen to look at, in this instance the legal profession. Secondly you will have the opportunity to identify your employability skills you have, and ways you can improve them, you need to highlight them in your job applications.

Communication

Depending on the job, communication means being clear about what you mean and what you want to achieve when you talk or write. It involves listening and being able to understand where someone else is coming from.

Communication skills also include non-verbal communication, such as the body language you use.

Examples of ways that you can develop or improve your communication skills include:

- writing assignments and reports as part of your studies
- blogging or using social media
- making oral presentations as part of your class work
- working in customer service (face-to-face or on the phone)
- getting involved in a local club
- being aware of how you hold your body.

Teamwork

Teamwork means being able to get along with the people you work with. It involves working together to achieve a shared goal.

Examples of ways that you can develop or improve your teamwork skills include:

- doing group assignments as part of your studies
- volunteering for a community organisation
- thinking about how you can work better with other people at your workplace
- joining a sporting team
- organising with friends or family to have a neighbourhood working bee.

Problem solving

Problem solving means finding solutions when you're faced with difficulties or setbacks. It involves being able to use a logical process to figure things out.

Examples of ways you can develop or improve your problem-solving skills include:

- doing research assignments as part of your studies
- dealing with complaints at your workplace
- doing a study skills course that looks at problem solving
- talking to other people about how they solved the problems they faced
- fixing broken things around the house by looking up YouTube to find out how to do it.

Initiative and enterprise

Initiative and enterprise mean looking for things that need to be done and doing them without being asked. This can also involve thinking creatively to make improvements to the way things are done.

Examples of ways you can develop or improve your initiative and enterprise skills include:

- approaching organisations and businesses about work placements or internships
- setting up a fundraiser in your community
- making or proposing changes to the way a group you belong to does things
- doing things around the house without being asked.

Planning and organising

Planning and organising mean working out what you need to do, and how you'll do it. Planning and organising involve things like developing project timelines and meeting deadlines.

Examples of ways you can develop or improve your planning and organising skills include:

- developing a study timetable and sticking to it
- travelling by yourself overseas or interstate
- managing your time around work, study and family commitments
- helping to organise a community event
- organising a family get-together.

Self-management

Self-management means:

- being able to do your job without someone having to check up on you all the time
- staying on top of your own deadlines
- delegating tasks to other people to make sure things get done on time.

Examples of ways that you can develop or improve your self-management skills include:

- doing a work experience placement or internship
- asking for new responsibilities at work
- developing a study schedule and sticking to it
- joining a volunteer organisation
- keeping your room tidy.

Learning

Learning is about wanting to understand new things and picking them up quickly. It also involves taking on new tasks and being able to adapt to change.

Examples of ways to develop or improve your learning skills include:

- doing a short course or online course
- researching skills and courses you'd like to do
- starting a new hobby
- joining a sporting or volunteer group
- teaching yourself a new skill, like making the perfect omelette.

Technology

Technology skills mean being able to use a computer for word processing, using spreadsheets and sending email, or knowing how to use office equipment like a photocopier.

They also involve using social media, working with design or video editing software or knowing programming languages. Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a camera or a recording studio.

Examples of ways to develop or improve your technology skills include:

- doing a short course or online course
- asking for extra training at work
- finding out what technology is used in the job you want and how it's used
- making a list of all the technology you're already using in your day-to-day life.

Your Checklist



Participant: Hodgson lawyers Resource Centre

Date Started: [Date]

Date completed: [Date]

Purpose: [State reason for work experience]

Supervised by: John O'Byrne

Note:

The work experience checklist is to be ticked by the Participant when you have attended to and understand the task you are completing.

You won't achieve anything if you just tick the boxes.

We suggest you plan and read up on the individual tasks, so you have some insight. You will find an enormous amount of information in our leap database.

The tasks are to be initialled by a supervisor within the organisation that has evidenced your attendance and ability to grasp the concepts.

Administration

Tick when completed	Task	Date	Supervisor	Initials
<input type="checkbox"/>	Answering the telephone.			
<input type="checkbox"/>	Accessing files and resources from Leap			
<input type="checkbox"/>	Entering data into Leap (Client information, file notes, time sheets)			
<input type="checkbox"/>	Making a new appointment for a client in Outlook and leap.			
<input type="checkbox"/>	Completing Clint Intake Sheet A.			
<input type="checkbox"/>	Completing and submitting a Legal Aid Application			
<input type="checkbox"/>	Entering documents into the Securities Register and safe.			
<input type="checkbox"/>	Receipting money.			
<input type="checkbox"/>	Recording correspondence in			
<input type="checkbox"/>	Opening a new file in leap			
<input type="checkbox"/>	Sending mail by Post			
<input type="checkbox"/>	Archiving a file			

Criminal law

Tick when completed	Task	Date	Supervisors	Initials
<input type="checkbox"/>	Have you read and researched the Criminal Code Act 1899 (Qld)			
<input type="checkbox"/>	Sit in on client interview and complete instruction sheet.			
<input type="checkbox"/>	Letters to client following consultation or Court event.			
<input type="checkbox"/>	Obtaining QP9's/Police Brief of Evidence.			
<input type="checkbox"/>	Case negotiation (Making submissions)			
<input type="checkbox"/>	Taking written instructions as to the clients Plea.			
<input type="checkbox"/>	Attending a prison Visit to take instructions.			
<input type="checkbox"/>	Attending mention in the Magistrates Court			
<input type="checkbox"/>	Bail application Magistrates Court			
<input type="checkbox"/>	Attending a Plea in the Magistrates Court.			
<input type="checkbox"/>	Issuing subpoenas in the Magistrate/District Courts.			
<input type="checkbox"/>	Attending a hearing (Plea of Not Guilty) in the Magistrates Court.			
<input type="checkbox"/>	Attending a Committal Hearing in the Magistrates Court.			
<input type="checkbox"/>	Attending mention in the District/Supreme Court.			
<input type="checkbox"/>	Attending Plea/Sentence in the District/Supreme Court.			
<input type="checkbox"/>	Attending S390AA hearing District/Supreme Court			
<input type="checkbox"/>	Attending trial in the District/Supreme Court.			
<input type="checkbox"/>	Final letters			

Family law

Tick when completed	Task	Date	Supervisors	Initials
<input type="checkbox"/>	Have you read and researched the Family Law Act 1975 (Cwlth)			
<input type="checkbox"/>	Sit in on client interview			
<input type="checkbox"/>	Completing the instruction sheet			
<input type="checkbox"/>	Letters to client following consultation or Court event.			
<input type="checkbox"/>	Completing Parenting Questionnaire.			
<input type="checkbox"/>	Attending FDRC			
<input type="checkbox"/>	Consent Orders			
<input type="checkbox"/>	Preparing initiating application			
<input type="checkbox"/>	Preparing affidavit in support			
<input type="checkbox"/>	Attending a mention in the Federal Circuit Court. (FCC)			
<input type="checkbox"/>	Attending an Interim hearing in the FCC			
<input type="checkbox"/>	Preparing for trial in FCC			
<input type="checkbox"/>	Issuing subpoenas in the FCC jurisdiction.			
<input type="checkbox"/>	Attending a trial in the FCC			
<input type="checkbox"/>	Final letters to client			

Domestic violence law

Tick when completed	Task	Date	Supervisors	Initials
<input type="checkbox"/>	Have you read and researched the Domestic and Family Violence Protection Act 2012 (Qld)			
<input type="checkbox"/>	Sit in on client interview			
<input type="checkbox"/>	Completing the instruction sheet			
<input type="checkbox"/>	Letters to client following consultation or Court event.			
<input type="checkbox"/>	Understanding a domestic violence application.			
<input type="checkbox"/>	Understanding an application to vary a domestic violence order			
<input type="checkbox"/>	Understanding a cross claim			
<input type="checkbox"/>	Attending mention in the Magistrates Court.			
<input type="checkbox"/>	Understanding consent without admissions.			
<input type="checkbox"/>	Preparing a mutual undertaking.			
<input type="checkbox"/>	Preparing affidavit material to oppose or support an application.			
<input type="checkbox"/>	Issuing subpoenas in the DV jurisdiction.			
<input type="checkbox"/>	Attend a hearing in the Magistrates Court			
<input type="checkbox"/>	Final letters to client			

Care proceedings

Tick when completed	Task	Date	Supervisor	Initials
<input type="checkbox"/>	Have you read and researched the Children (Care and Protection) Act 1987 (Qld)			
<input type="checkbox"/>	Sit in on client interview			
<input type="checkbox"/>	Completing the instruction sheet			
<input type="checkbox"/>	Letters to client following consultation or Court event.			
<input type="checkbox"/>	Understanding a Child Protection Order (CPO) application			
<input type="checkbox"/>	Attending a mention in the Children's Court			
<input type="checkbox"/>	Attending a Family Group Meeting.			
<input type="checkbox"/>	Attending a Court ordered Conference			
<input type="checkbox"/>	Prepare material to oppose a CPO application.			
<input type="checkbox"/>	Issuing subpoenas in the Children's court.			
<input type="checkbox"/>	Attend a hearing in the Children's Court			
<input type="checkbox"/>	Final letters to client			

Other tasks

Tick when completed	Task	Date	Supervisor	Initials
<input type="checkbox"/>				
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Signed _____

Supervisor. _____