

## Judge Bob Bellear Legal Careers Pathways

### Cadetship Program – Information for candidates

#### What is the Cadetship Program?

The Judge Bob Bellear Legal Careers Pathways - Cadetship program (the Cadetship program) provides opportunities for Aboriginal and Torres Strait Islander Law students to undertake paid employment while undertaking their Law degree.

It is a key component of our Aboriginal Employment and Career Development Strategy and contributes significantly to our target of 11% Aboriginal and Torres Strait Islander employment by 2023. This target has been set to help ensure that Legal Aid NSW has a diverse workforce that is reflective of our client base.

During their cadetship, students will be offered the opportunity to work alongside Legal Aid NSW solicitors across the three core areas of legal practice, Family, Civil or Criminal Law.

Legal Aid NSW is one of a select few organisations that provide cadets with a first-hand insight into the operation of a wide range of courts and tribunals across NSW. Cadets gain practical experience in a flexible work environment where they can acquire exposure to various matters of legal procedure.

Following the successful completion of a cadetship, cadets are encouraged to apply for further employment within Legal Aid NSW through the Aboriginal Professional Legal Placement Training Program (PLT) and/or the Graduate Career Development Program, as well as other general recruitments conducted throughout the year for various positions within the organisation.

## Who is eligible to apply for the Cadetship Program?

The Cadetship Program is open to **Aboriginal and Torres Strait Islander** people who are currently undertaking a law degree. The advertisement for the role sets out the criteria that applicants must address to be considered for the program.

To be eligible to become a Legal Aid NSW cadet an applicant must:

- Be of Aboriginal and/or Torres Strait Islander descent and identify and be accepted as such in the community;
- Provide evidence of enrolment in an LLB or equivalent course in an approved Australian tertiary institution for an undergraduate degree; a combined undergraduate degree; a post graduate degree; or an Honours/Masters year as part of an undergraduate degree.

**Note:** Prospective applicants in Year 12 intending to enrol in university may apply for a cadetship. However, commencing as a cadet would be subject to proof of actual enrolment.

We are looking for applicants who:

- have a sound academic track record and can work in a diverse and challenging work environment;
- are good communicators and highly motivated;
- are committed and sensitive to the needs of our disadvantaged client groups in a social justice environment;
- are interested in our legal practice areas;
- can demonstrate initiative, adaptability and problem-solving skills;
- are committed to offering excellent customer service and working in a high-volume work environment as a valued team member; and
- have the ability to drive their own self-development.

## Cadetship recruitment

Recruitment for the 2021 intake of cadets is currently open.

Applications will close **8 November 2020** and can be submitted via the [workforNSW website](#).



## Salary and allowances

During the work placement, cadets will be paid a salary at the Clerk General Scale 21 yrs (CK3) [Cadetship Pay Scale under the Crown Employees (Public Sector Salaries 2007) Award], which currently is at the gross hourly rate of \$27.01 plus superannuation.

During each calendar year cadets will receive:

- A study allowance of \$600 (before tax) per fortnight; and
- Reimbursement for books, fees, and equipment capped at \$500 per semester.

## Work placements

**Work placements** are a critical part of the cadetship providing on the job development opportunities and meaningful work experience relevant to the qualification.

Cadets are entitled to undertake a work placement of maximum of **60 days** (working a standard 7-hour day **or** a maximum of 420 hours) **per calendar year**.

For optimal exposure to each area cadets will undertake a rotation of one practice area per year for a period of 12 months. Placements may be undertaken during the long (academic year) break (December to February) when cadets may work 60 consecutive working days (based on a 7-hour day, 35-hour week). Upon negotiation cadets can opt to complete their work placement during the semester.

Placements will involve the provision of a good standard of administrative legal support to legal officers in the Criminal, Family or Civil Law practice areas.

Depending on the cadet's length of term in the undergraduate law degree and level of experience this may include:

- Assistance with the preparation and co-ordination of court documentation relating to briefs and to support the practice/region;
- Communicating and/or liaising with clients and other stakeholders including the private profession.

The length of a cadetship may be for a period up to 5 years, dependent on different course lengths and the stage of study when a cadet commences. A cadetship can commence at any time during the year and at any stage of study, however cadetships of 12 months or less will only be considered for students in the last year of their course of study.



## Locations and placements

During the application process, cadets will have the opportunity to provide location and practice area preferences.

These will be taken into consideration during the placement process and cadets may have the opportunity to be placed in a practice area of their preference and can potentially be placed state-wide. Applicants should note however, that whilst practice area and location preferences will be considered, operational requirements are a priority consideration and work schedules may change based on this.

## Legal Aid NSW practice areas

### **Criminal Law**

The Criminal Law practice assists people charged with criminal offences appearing before the Local Court, Children's Court, District Court, Supreme Court, Court of Criminal Appeal and the High Court.

We provide legal advice and minor assistance, duty appearances and case representation at courts throughout the State. The Criminal Division also provides advice and representation in specialist jurisdictions including the Parole Authority, Drug Court and the Youth Drug and Alcohol Court. Our specialist services include:

- Children's Legal Service including the Youth Hotline
- Drug Court
- Prisoners Legal Service

### **Family Law**

The Family Law practice helps adults and children resolve their family disputes and to achieve safe and workable care arrangements for children.

We provide legal advice and minor assistance, duty services, family dispute resolution and case representation in commonwealth family law matters, including child support matters, and in state care and protection matters across NSW. Specialist services provided by the family law practice include:

- Child support (for carer and paying parents)
- Care and protection
- Early Intervention Unit
- Independent Children's Lawyer





## Civil Law

the Civil Law practice helps resolve legal issues that impact on peoples everyday lives such as debts, unpaid fines, discrimination, tenancy issues, Centrelink disputes and more. Our focus is on helping people resolve legal issues as early as possible.

We provide free legal advice in a wide range of areas, help at some courts and tribunals and grants of legal aid for matters which are eligible under our policies.

Community workers play a critical role in connecting people to legal assistance services. The Law for Everyday Life DVD explains how you can spot a civil law problem and where help is available. We also provide training in civil law for front-line staff and education sessions for the public.

We specialise in areas of law such as housing, consumer law, including credit, debt and mortgage matters, discrimination, social security, immigration, mental health, guardianship, veterans' law and legal help for victims of natural disaster. We have services in the following:

- Coronial Inquest Unit
- Employment Law Services
- Homeless Outreach Legal Service
- Human Rights Committee
- Immigration Service
- Mental Health Advocacy Service
- Mortgage Hardship Service
- Older Person's Legal and Education Program
- Sexual Assault Communications Privilege Service
- Social Security Service
- Veterans' Advocacy Service
- Work and Development Order Service

## How to apply

All applications must be submitted via [iworkfor.nsw.gov.au](https://iworkfor.nsw.gov.au)

In preparing your application, you should read the [Legal Cadet Role description](#), which sets out the role of a Cadet for the temporary employment contract component of this placement.

You must address each of the focus capabilities as part of your application and ensure you answer the two targeted questions in the advertisement.

## Contact

For further information on the program, please contact the Aboriginal Services Branch at [aboriginalservices@legalaid.nsw.gov.au](mailto:aboriginalservices@legalaid.nsw.gov.au)

