



## ACC AUSTRALIA AND THE LEARNED CREW IN-HOUSE LEGAL CLERKSHIP H2 2020

Would you like to host a law student clerk within your in-house legal team, but perhaps don't have the time to train them? Do you need energetic young talent to help out on those research tasks or innovation projects that you know you have to do, but don't have the time to do? Do you want to give back to the legal profession and mentor the next generation of lawyers? It sounds like you might need a clerk from our program!

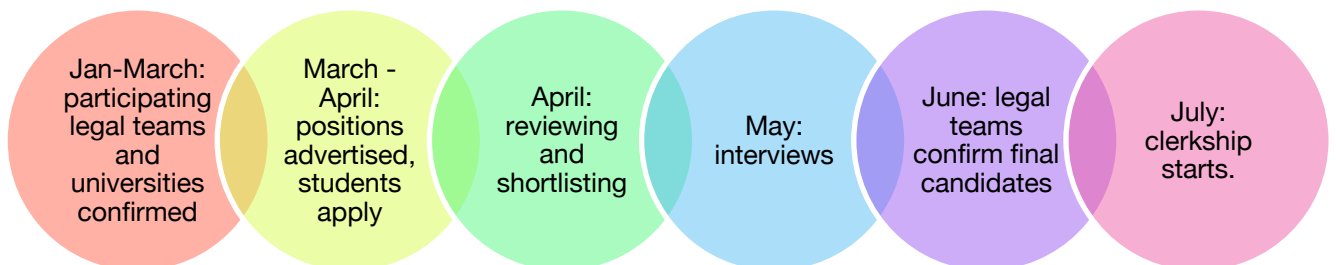
After the success of the pilot clerkship program in July 2019 (which you can read about on page 2), the Learned Crew (**TLC**) and Association of Corporate Counsel Australia (**ACC Australia**) are seeking applications from in-house legal teams to participate in an in-house legal clerkship program for law students, to run in **H2 2020, starting from July 2020, in Sydney and Melbourne.**

***If you are interested, we need each legal team to please confirm their participation and post their clerkship job ad by 1 March 2020.***

### The program at a glance

What we do: We review law student applications, shortlist candidates, train your clerk on how to be an in-house lawyer, and support you both throughout.

Timeline:



Cost: Legal teams pay the clerk directly at the award rate, pay to post the job ad on the ACC Careers Centre (\$99 fee, or \$66.33 with an ACC member code), and pay TLC a program fee of \$1,500 plus GST (or \$2,800 if a non-ACC member).

## **Our program**

This is the first of its kind structured in-house clerkship program, with an in-built training component. Our program is a turnkey solution to having a law student clerk in your team. We do everything to make this clerkship easy and efficient for your legal team, while making sure you get flexibility and value for money.

We review the applications, shortlist candidates and train your clerk on the fundamentals of being an in-house lawyer so they are job-ready and adding value as soon as they begin their clerkship. Our training modules are listed on page 4-5. We also support you every step of the way and provide ongoing coaching (as required) for your legal team and your clerk. A full list of the benefits of this program is on page 5, and testimonials from the pilot program are on page 3.

We hope that you take part in this unique opportunity!

## **The clerkship pilot**

We first piloted this in-house legal clerkship program in July 2019, which involved a select number of top students who worked within several in-house legal teams to gain experience and assist the in-house teams with projects and appropriate tasks. The program included 2 days of practical in-house training for the participating law student clerks before the clerkship started, to ensure that the clerks could hit the ground running. TLC and ACC Australia also provided support to the participating legal teams, including ideas on clerk-led projects, to ensure that the clerks always had work to do. We undertook a detailed feedback process at the end of the pilot. 100% of the legal teams indicated that they would participate in the clerkship in future, and 88% of the students said they now wish to pursue a career in-house in the future.



## Testimonials from in-house legal team pilot participants

- *“amaysim was delighted to take part in ACC Australia and The Learned Crew’s pilot clerkship program. Having never run a clerkship process in house, it was a great test case for us and we’ll be looking to participate again! We’d love to see the program grow as this will ultimately benefit all in house teams. Get involved!”* – Andrew Medlicott, Senior Legal Counsel, amaysim.
- *“MNF Group was delighted to take part in ACC Australia/TLC’s inaugural in-house clerkship program. The program was really well organised. The preliminary training gave our intern useful basic skills and set expectations well. Our intern was a pleasure to have in our team and assisted us with research, simple contract reviews, drafting simple advices, compliance related policies and tip sheets. We welcome the opportunity to provide law students a taste of the inhouse experience through this well run program”* – Helen Fraser, General Counsel, MNF Group.
- *“The Learned Crew presented us with three very highly qualified candidates and a hard decision to make. They made everything else about the program easy!”* – Lori Middlehurst, Associate General Counsel (Employment and Immigration), VMWare.
- *“Our clerk has been fantastic! Enthusiastic, skilful and intelligent and has been a really great addition to our team. We have offered her an extension because she is doing such a great job. The Learned Crew should be commended for running such a great program – helping link graduate talent with business needs”* – Andrew Goldstein, Head of Legal (Product), Challenger.
- *“I commend The Learned Crew on running a very efficient and effective corporate clerkship program. Our clerk was a perfect fit for our team and made a valuable contribution. We plan to participate again next year.”* - Daniel Krutik, Head of Legal Corporate), Origin Energy.



**ACC** Association of Corporate Counsel AUSTRALIA

**“**

Undertaking the clerkship program truly cemented my belief that in-house law gives you the opportunity to combine your legal and commercial skills. The 2-day training was highly relevant and gave me confidence walking in on my first day at THE ICONIC.

OLIVIA O'ROURKE, IN-HOUSE CLERK AT THE ICONIC



“

I had an amazing in-house clerkship experience at MNF Group. At the training, I learned so much about the role and skills of an in-house lawyer. I also learned the basics of various areas of law, so that I felt ready to hit-the-ground-running on my first day.

- SINEAD NOLAN,  
IN-HOUSE CLERK  
AT MNF GROUP



## What does the H2 2020 clerkship involve?

Your legal team will host a penultimate or final year law student from a participating NSW-based or Victorian-based university, depending on your location (Sydney or Melbourne respectively), starting from around July 2020.

While the dates are up to you, we suggest you begin with a few weeks' full time during the student's winter university break, and then continue on a part time basis for part or all of semester two (or equivalent trimester), as mutually agreed between you and the law student.

The law student will work within your organisation, shadow your legal team, work on appropriate legal tasks, and help out your team on various projects.

Legal teams receive ongoing support from TLC and ACC Australia to ensure the clerkship runs smoothly. This includes a clerkship schedule and suggestions for law student tasks such as innovation and automation projects, contract templates, tip sheets, legal training, articles, legal updates and other projects that add value.

## In-house legal training program

TLC will run a 2-day intensive 'in-house law' training workshop for the law students before they start the clerkship. All students will attend the same face to face training in either Sydney or Melbourne, which also provides an opportunity for the students to meet each other and network. The training includes a simulation of a 'day in the life of an in-house counsel' with practical and active learning exercises, and includes the below topics:

Orientation Module: Learning Outcomes	Learning outcomes for the course
Orientation Module: Expectations of you	Behaviour Goals Growth mindset
Orientation Module: Lawyer Duties	Confidentiality Privilege
Module 1: What is an in-house lawyer?	Overview of in-house vs private practice What does a typical day look like?
Module 2: Skills required by in-house lawyers today and in the future	Trusted advisor and influencer What does it mean to be commercial Emotional intelligence Adaptability
Module 3: In-house legal teams	Role of each person in the legal team
Module 4: Who's who in an organisation	Role of each person/function in the organisation
Module 5: Understanding your client, and stakeholder management	Business acumen Stakeholder management

Module 6: Taking instructions and asking the right questions	Taking instructions from clients and colleagues Asking the right questions
Module 7: Capacity and priorities	Capacity Managing priorities
Module 8: Proof reading and editing	Proof reading Editing
Module 9: Contract basics	How to read, draft and amend a contract
Module 10: Intellectual property basics	What is IP Types of IP Trade mark and brand clearance
Module 11: Competition and consumer law basics	ACCC Competition and consumer law basics
Module 12: Marketing law basics	Marketing law
Module 13: Employment law basics	Employment contracts Employment laws Discrimination and harassment
Module 14: Legal research basics	Tips to get started
Module 15: Legal writing and advice for in-house	Tips for legal writing and advice
Module 16: Adding value to your legal team	Other projects that add value for the organisation

## The benefits of this clerkship for your legal team

- Law students are ready to hit the ground running so they can add value to your team;
- Law students can conduct legal research, and perform editing and other legal tasks;
- Law students can help with those tasks that you may not have time to do - like preparing presentations, training materials and tip sheets; converting complex documents or policies into helpful visual aids; preparing your team intranet or 'wiki' pages; process mapping; innovation projects; and other business or team development projects;
- Opportunity for your team to develop mentorship, people management and delegation skills;
- The clerkship may create a potential pipeline of talented and engaged future in-house counsel. We note that 25% of the 2019 pilot participants hired their clerk on an ongoing part time basis following the clerkship; and
- The clerkship will help raise the profile of the in-house legal profession, and your legal team as a potential future employer.

Unless you specify otherwise, there will be **no** promises of employment or graduate roles made to law students as a result of participating in the clerkship.

However if this does occur, TLC would like to negotiate a small recruitment commission with you at that time.

## **What the legal team's role will be during the clerkship**

You will host the student clerk within your organisation for the duration of the clerkship, pay the clerk directly (see Costs section below), give the clerk appropriate learning opportunities and tasks to complete that complement their legal studies, supervise and check their work, and provide feedback. You will be responsible for legal supervision of the clerk. We recommend that you have a key contact or 'clerkship champion', to be the main mentor for the clerk and to liaise with TLC/ACC Australia as necessary.

## **Costs**

You will pay a small **fee to post the clerkship ad** on the ACC Careers Centre (\$99 fee, or \$66.33 with an ACC member code). You will **engage and pay the law student clerk directly** for their time (note: the clerkship must be paid, unless it is a lawfully unpaid internship where the student can obtain course credit for the clerkship). The hourly rate is at your discretion, provided it complies with laws and the legal award rate. Depending on the university that your student clerk is attending, you may be able to utilise the university's onboarding support service. You must arrange all insurances. **You will also pay to TLC the following program administration and training fee per student clerk:**

**For ACC members: \$1,500 (plus GST)**

**For non-ACC members: \$2,800 (plus GST)**

This fee covers:

- Running of the program and legal team support throughout clerkship as required
- Reviewing applications and shortlisting candidates
- 2 days face to face training for student clerks
- Online access to training modules for student clerks
- Ongoing coaching for student clerks as required
- Legal team information pack including schedule and ideas for clerk tasks and activities.

Worked example: If you pay the law clerk \$34/hour (for example), which is \$272 per day, and the clerk works 3 weeks full time, plus 1 day/week for 10 weeks during the semester, with the ACC member training fee added (\$1,500) and the ACC Careers Centre ad posting fee (\$66.33), the total cost of the clerkship will be \$8,366.33 (plus GST) in that scenario.

## Timeline and steps on how to participate

1. Step 1: Read more about our clerkship program on the ACC Australia website [here](#), or contact [hello@thelearnedcrew.com](mailto:hello@thelearnedcrew.com) for more information.
2. Step 2: Complete the ACC Careers Centre clerkship ad (please see the ad posting guide [here](#)) by 1 March 2020 with info about your organisation, your team, how many clerks you need, what skills and experience you require from a clerk (e.g. skills, attributes), your exact dates, whether this is offered full time or part time, and whether it is paid or unpaid.
3. Step 3: From March – April 2020, we advertise your clerkships to talented law students from participating universities only through the ACC Careers Centre, students apply by approximately April 2020, and we do the first review of applications and send you some shortlisted candidates.
4. Step 4: Between May and June, you interview shortlisted candidates and choose your final clerk/s in June 2020.
5. Step 5: July 2020: Your clerk receives in-house training from us (dates TBC), and hits the ground running on your chosen start date.

## Who to contact if you are interested in participating

If you are interested and/or would like further information on this opportunity, please go to the ACC Australia website [here](#) to start the process, or contact Jessie Porteus at [hello@thelearnedcrew.com](mailto:hello@thelearnedcrew.com).

We are available to answer any of your questions throughout the process. Please don't hesitate to contact us in the meantime.

Yours sincerely,

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Director, The Learned Crew

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## **About The Learned Crew**

The Learned Crew is a legal training business designed to prepare lawyers for the future of law, using an engaging 'training meets theatre' approach, incorporating active learning techniques and experiential simulations that authentically mimic legal professional life in various contexts, with the goal of empowering our training participants with confidence in their legal career.

We focus on the skills required by lawyers of the future including adaptability, commerciality, creativity and empathy, and draw on our legal network, deep knowledge of the legal industry, and strengths in storytelling and performance, to continuously engage our participants and encourage a life-long love of learning and self-improvement.

## **About ACC Australia**

ACC Australia is part of a global network of more than 40,000 in-house counsel employed by over 10,000 organisations in more than 85 countries. ACC Australia is proud to represent the interests of lawyers working for corporations and government in Australia.

In-house lawyers constitute approximately 30% of the total Australian legal profession or about 14,000 practitioners, making our role as the 'voice of in-house lawyers' a vital one for the furthering and advancement of the profession.