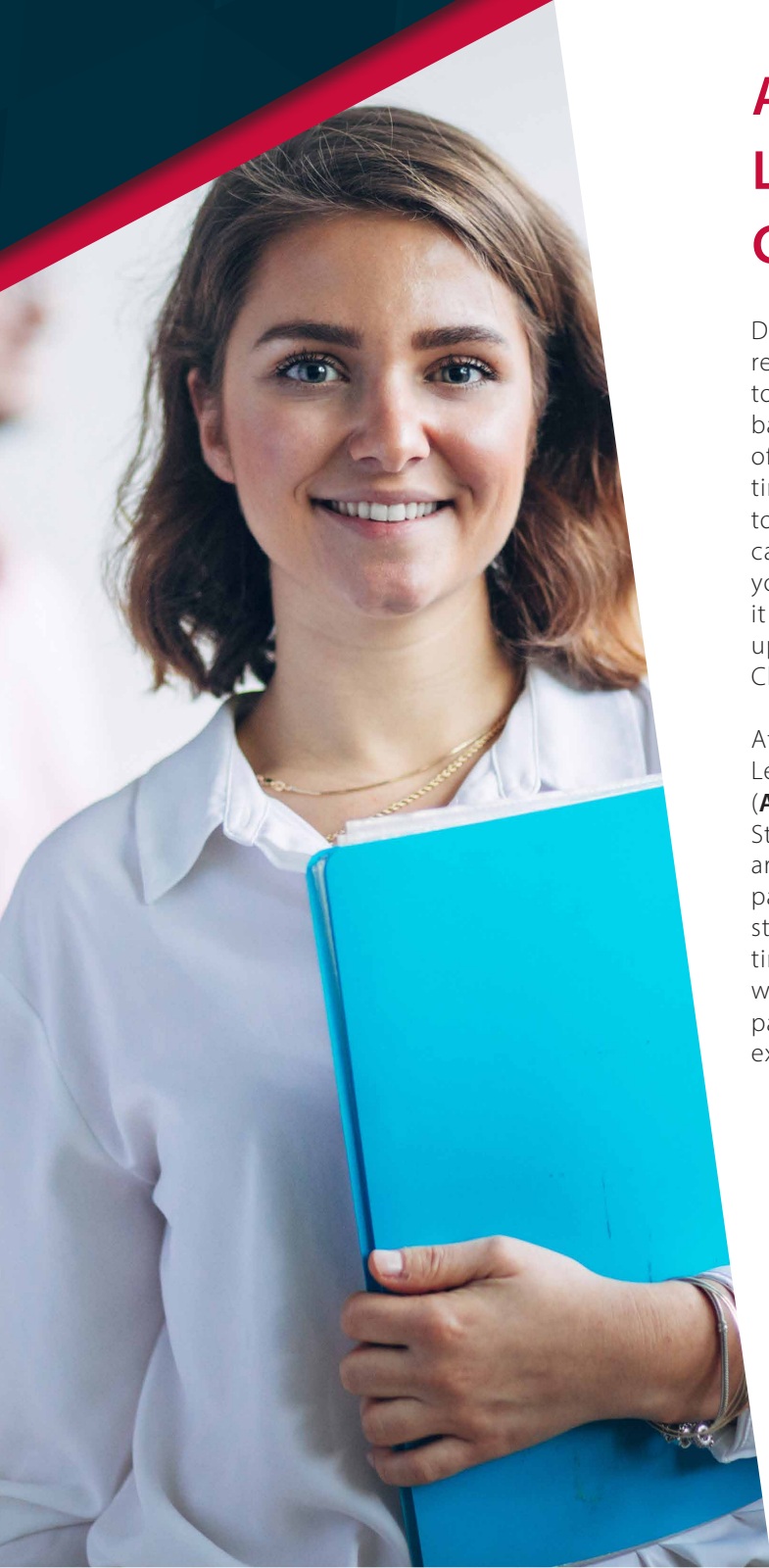




**LAW STUDENTS  
AND GRADUATES**

**ACC AUSTRALIA  
IN-HOUSE LEGAL SUMMER  
2021/2022 CLERKSHIP PROGRAM**





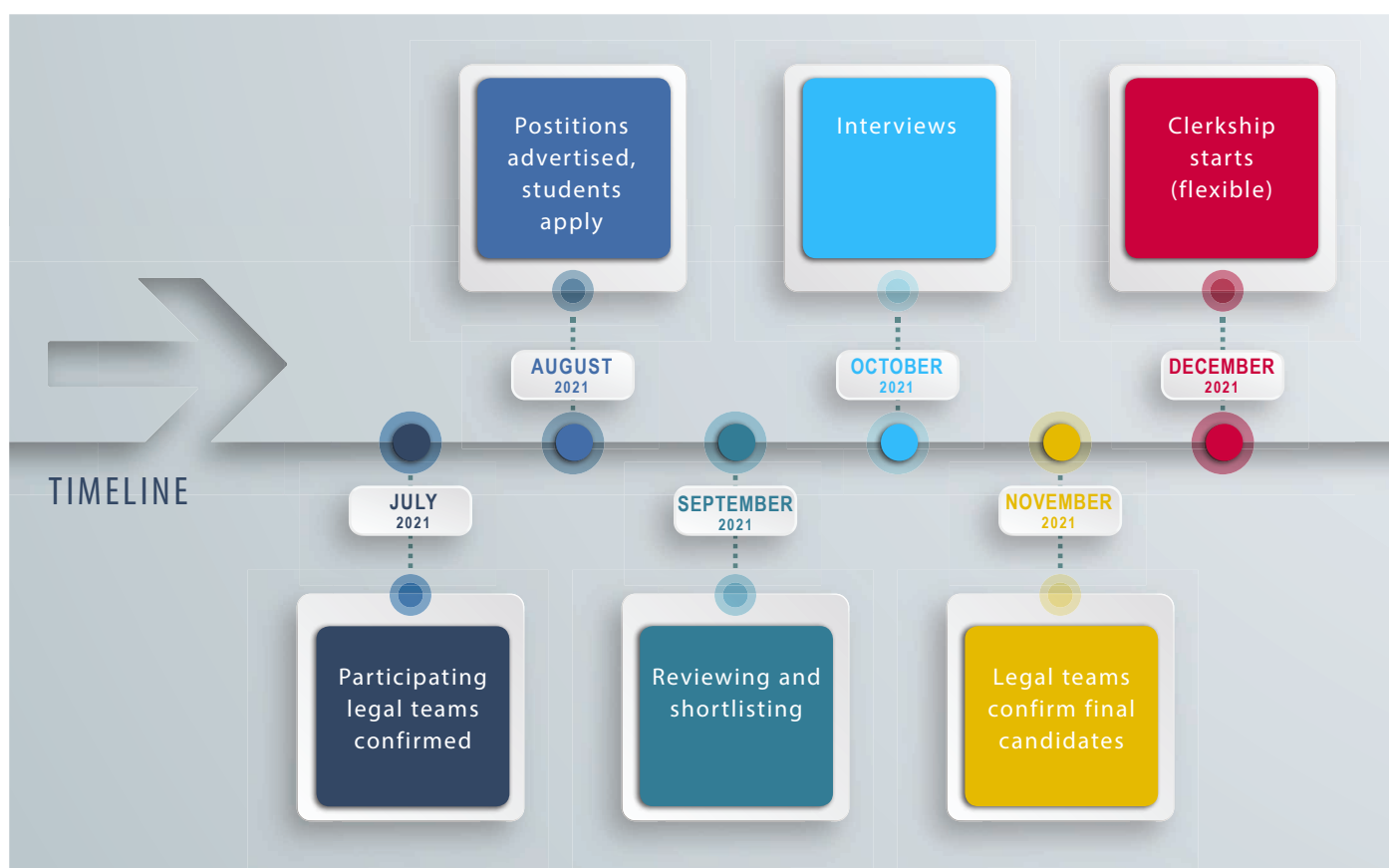
## ACC AUSTRALIA IN-HOUSE LEGAL SUMMER 2021/2022 CLERKSHIP PROGRAM

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 but don't know where to start? Do you think it's time the in-house legal profession offer more opportunities to law students, and proactively raise awareness on what a career "in-house" looks like through practical experience? If you're thinking "YES" in response to these questions, then it sounds like you should host a law student clerk for the upcoming ACC Australia In-House Legal Summer 2021/2022 Clerkship Program!

After the success of the clerkship programs run by The Learned Crew and Association of Corporate Counsel Australia (**ACC Australia**) in 2019-2020, the ACC Australia's Law Students and Graduates Special Interest Group (**LSG SIG**) are seeking applications from in-house legal teams to participate in an in-house legal clerkship program for law students, to run in the summer 2021/22 (the start date, timing and duration is totally up to you). If you are interested, we need each in-house legal team to please confirm their participation by **15 July 2021** by completing the online expression of interest provided.

## The program at a glance

You host a law student clerk in your in-house legal team. It is that simple!



Each legal team can choose the start and end date, timing and duration of the clerkship during the Summer 2021/2022 period – it is totally flexible.

## Cost

- There is a one-off cost to the ACC Australia of **\$99** per clerk, which includes giving your clerk access to an online training webinar that provides them with the basics about being an in-house lawyer. The ACC Australia has also generously offered to waive the job posting fee; and
- Legal teams **pay the clerk directly** at the relevant award rate.

## The benefits of this clerkship for your legal team

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- 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 for your team; 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.

## The benefits of this clerkship for recruited law students

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- Law students gain a unique insight into the world of in-house legal work, an area not often covered at university;
- The experience gained will be invaluable as the law student navigates life in the law beyond university;
- Law students gain skills at the intersection of law and business;
- The training webinar provided by ACC Australia will give participating law students the confidence to hit the ground running and add real value to the organisation they are placed in;
- Law students have the opportunity to build their professional networks and connections with the in-house legal community and also with other organisations, including law firms and other legal service providers.

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

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You will host the law student clerk within your organisation for your chosen duration of the clerkship, give the clerk tasks to complete or work to shadow you on, supervise their work and provide feedback. We recommend you prepare in advance an induction schedule for them and a list of tasks that the law student can work on, for example contract templates, contract databases, tip sheets, legal training, articles, legal updates, innovation and automation projects, and other projects that add value.

We recommend that you have a key contact or 'clerkship champion', to be the main mentor for the clerk and to ensure the program runs smoothly for everyone.

## Testimonials from past in-house legal team participants

**Kate Sherburn**

Legal Beagle, Who Gives A Crap

*"The entire process was easy to navigate and our clerk was able to hit the ground running. The pandemic meant that our planned program had to be adapted for an online only environment, but the flexibility and enthusiasm of our clerk meant that this transition was seamless. We didn't meet in person until after the clerkship was over, but this didn't take away from the success of the program at all. We will definitely get involved again."*

**Andrew Goldstein**

Head of Legal (Product), Challenger

*"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."*

**Helen Fraser**

General Counsel, MNF Group

*"MNF Group was delighted to take part in the inhouse 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."*

**Andrew Medicott**

Senior Legal Counsel, amaysim

*"amaysim was delighted to take part in the 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!"*

**Daniel Krutik**

Head of Legal (Corporate),  
Origin Energy

*"Our clerk was a perfect fit for our team and made a valuable contribution. We plan to participate again next year."*

## Timeline and steps on how to participate

01

Register your expression of interest at the link provided by ACC Australia by **15 July 2021**.

02

Post a job ad for your clerkship position/s on the ACC Careers Centre by **1 August 2021** 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, and whether this is offered full time or part time.

03

From August 2021, your clerkship job ad/s will be open to talented law students through the ACC Careers Centre. Students will apply by approximately September 2021.

04

In October 2021, candidate interviews to take place and you choose your final clerk/s by November 2021.

05

**December 2021:** Your clerk can attend our online training webinar (specific date TBC), and will start on your chosen start date.

## Who to contact if you are interested in participating

We really hope you will take part in this exciting opportunity!

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

Yours sincerely,

**Jessie Porteus**  
Chair  
Law Students and Graduates  
Special Interest Group  
T 0423 494 735  
E [hello@thelearnedcrew.com](mailto:hello@thelearnedcrew.com)

**Ingrid Segota**  
Executive Director  
Association of Corporate Counsel Australia  
T 03 9248 5511  
E [i.segota@accglobal.com](mailto:i.segota@accglobal.com)



### **About the ACC Australia Law Students and Graduates Special Interest Group**

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The ACC Australia Law Students and Graduates Special Interest Group (LSG SIG) has been formed as a response to the growing interest in in-house careers from law students and law graduates, and in recognition of the benefits for the in-house legal profession in having access to a pipeline of new talent and in mentoring and nurturing the next generation of in-house lawyers.

The purpose of the LSG SIG is to create awareness of in-house careers and options amongst law students and law graduates.

### **About ACC Australia**

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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.