

# LAW CLERK PROGRAM



## OUR PROGRAM

We are a young law firm based in Wagga Wagga. We focus on property, commercial law and estate planning/deceased estate administration. We strive to give clients an outstanding experience and to provide a fulfilling work environment for our team.

## OVERVIEW OF THE PROGRAM

The law clerk program is like an apprenticeship in law. The benefits of our law clerk program are:

- a full time paid position at Bower Wood Lawyers
- on the job training, exposure and experience in relation to running a law firm
- including administration, finance, technology and business development
- paid tuition costs for study through the Legal Profession Admission Board
- at the conclusion of study, a Diploma in Law qualification through the Legal Professional Admission Board

We will also work with clerks who complete the program to complete Practical Legal Training and other requirements for admission as a lawyer in New South Wales.

This is a start in law. You don't need experience. The only requirements are that you can qualify for entry into the Legal Profession Admission Board Diploma of Law Program (see below). Otherwise, you just need to show us you're keen, interested and committed to studying law.

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LAWYERS

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57 Gurwood Street  
Wagga Wagga NSW 2650

### ➤ CONTACT US

02 6936 6940  
bowerwood.com.au

## PAY AND BENEFITS

A law clerk will be paid under the Legal Services Award 2020 during their study. Our clerks start as a legal clerical and administrative employee and progress through the relevant classification scales.

A guide to the current scale and example progress through the pay scale is:

YEAR	CLASSIFICATION LEVEL	HOURLY RATE (ADULT)	WEEKLY (ADULT)
I	I	\$23.74	\$902.10
2	2	\$24.76	\$940.90
3	3	\$26.15	\$993.80
4	4	\$27.46	\$1043.60

Classification during the program will depend on actual duties and responsibilities and may differ from this progression. Junior employees are paid at a percentage of the adult rate eg 18 years – 70%, 19 years – 80% and 20 years – 90%.

YEAR	CLASSIFICATION LEVEL	HOURLY RATE (ADULT)	WEEKLY (ADULT)
1 (18 years)	I	\$16.68	\$631.47
2 (19 years)	2	\$19.80	\$752.72
3 (20 years)	3	\$23.53	\$849.42
4 (21 - adult)	4	\$27.46	\$1043.60

In addition, Bower Wood:

- pays superannuation at above guaranteed rates. Our current superannuation rate is 11.5%. We will meet and strive to beat any future increase in the superannuation rate
- provides employees with 5 weeks annual leave. The additional week is used for our Christmas closure period
- provides law clerks with leave for Legal Profession Admission Board scheduled examinations
- pays Legal Profession Admission Board fees for application for registration as a student and subject enrolment fees. The current application fee is \$300 and the enrolment fees are \$957 per subject. A total of 20 subjects are required to qualify for a Diploma in Law (unless exceptions apply)
- pays an allowance towards education costs of \$1,000 per annum. The allowance can be used for educational materials, travel and other costs associated with study.

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## STUDY REQUIREMENTS

The law clerk program requires admission into the Diploma in Law course offered via the Legal Profession Admission Board of New South Wales.

To be eligible for the course, an applicant must meet one of the following admission requirements:

- Special Tertiary Admissions Test (Multiple Choice Test) with a mark of 149 or above
- Degree from a university
- NSW Higher School Certificate achieving the aggregate and English levels indicated below

YEAR	MINIMUM LEVEL	MINIMUM ENGLISH MARK CALCULATED AS AN AVERAGE OF HSC EXAMINATION AND ASSESSMENT MARKS	
2001-2009	UAI of 66	ESL	60
		Standard/Advanced	70
2009-	ATAR of 68.90	ESL	60
		Standard/Advanced	70

- Completed the equivalent of the NSW Higher School Certificate in Australia or New Zealand achieving a level equivalent to one of the levels set out in the table.
- Hold a Graduate/Vocational Graduate Certificate, Graduate/ Vocational Graduate Diploma, Associate Degree, Diploma, Advanced Diploma or, Associate Diploma from an Australian university or TAFE college.
- Passed the International Baccalaureate examination achieving a result of at least 30 points; and a result in English A of at least 4 points if taken at the Higher Level or 5 points if taken at the Standard Level.
- Been admitted to candidature for a Degree in an Australian or New Zealand university.
- Qualified in a TAFE college or elsewhere for the award of a Certificate III or Certificate IV level as assessed within the Australian Qualifications Framework.
- Gained qualifications outside Australia equivalent to a Diploma, Advanced Diploma, Certificate III or Certificate IV.
- Currently or was either a police officer or a registered nurse and have passed some examinations in either of those professions
- Been employed as a paralegal or a legal secretary and have undertaken actual legal work for at least three years under supervision.

Legal Professional Admission Board does two intakes per year, May and November. If you're interested, contact Sam McFarlane on 0413 389 980 or email [sam@bowerwood.com.au](mailto:sam@bowerwood.com.au) for further information.

Expressions of interest close 25 November 2022

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