



2010

# LIV Traineeship Guidelines

- 1** Except as provided in paragraphs two, three, six, seven and eight, law firms will not interview applicants or make offers or arrangements concerning interviews before Monday, 15 March 2010, being the year in which it is anticipated the student will commence his or her final semester. In the event that a firm is satisfied that an applicant will complete his/her law degree in the first semester of the year 2011, such an applicant may also be offered an interview.
- 2** An applicant, who due to 'genuine necessity' will be unable to attend an interview during the interview period, should apply to the Law Institute of Victoria (LIV) for permission to be interviewed at an earlier date. 'Genuine necessity' is defined as the need to be outside of Victoria during the interview period, for the purpose of postgraduate study, work experience or other purpose deemed reasonable by the LIV. Applications should be made to the LIV in writing and include appropriate supporting documentation. Written permission is to be granted at the sole discretion of the LIV.
- 3** Interstate law students who commence formal semester classes on or before Monday, 15 March 2010 may be interviewed by individual arrangement prior to that date in the year in which it is anticipated the student will commence his or her final semester provided that no offers or arrangements concerning traineeships are made other than in accordance with paragraph four.
- 4** Except as provided in paragraphs six and seven, law firms will not make offers or arrangements concerning traineeships before 9.00am, Eastern Standard Time on Monday, 12 April 2010.
- 5** An offer of traineeship will remain open for a period of not less than 24 hours from the time the offer was made. Firms should make this known to students at the time of making the offer.
- 6** Law firms who have entered sponsorship arrangements with disadvantaged students, such as those employed under the Indigenous Cadetship Program, are exempt from complying with the guidelines in relation to those students.
- 7** As an exception to the principles set out above, law firms may make 'priority offers' of traineeships on the date set out in paragraph eight, to the following students:
  - (a) students who within the previous two years preceding the date of making the offer referred to in paragraph 8, have substantially completed vacation clerkships of at least two weeks' duration with the offering firm, either in Victoria or at one of the firm's interstate offices;
  - (b) students who during the previous two years and for a minimum period of 30 working days, have performed paralegal work for the offering firm, either in Victoria or at one of the firm's interstate offices.
- 8** The 'priority offers' made under paragraph 7 can only be made to students who will commence their final semester in 2010 or students who a firm is satisfied will complete their law degree in the first semester of the year 2011.
- 9** The 'priority offers' made under paragraph 7 can be made between 9.00am on Wednesday, 17 February 2010 and 5.30pm on Thursday, 18 February 2010 and must remain open until the earlier of acceptance or 5.30pm on Friday, 19 February 2010. Firms should also advise these candidates of the existence of paragraph 8(a) below:
  - (a) An applicant will not hold more than two 'priority offers' for longer than a 24 hour period.
- 10** Firms intending to make priority offers are not permitted to interview applicants or to make offers or arrangements concerning traineeships prior to making a priority offer.
- 11** A firm complying with the guidelines has the option to withdraw from the guidelines in the event that the firm considers there to be any substantial non-compliance by any other firm who has agreed to be bound by the guidelines.
- 12** A firm will not withdraw from the guidelines without first giving written notice of its intention to the Law Institute of Victoria, the law faculties and law student societies at all Victorian law schools and the other firms represented on the working group.