



# Legal Services

## *You can be a paralegal*

### **Legal Secretary, Legal Assistant or Specialised Law Clerk?**

The Certificate IV and Diploma in Legal Services are for you if you are interested in working in the legal sector. Designed in collaboration with the legal profession, the course includes studies in:

- Legal skills, concepts, terminology, processes and documents
- Legal communication & research
- Practical aspects of working in the legal system
- Legal computing
- Trust Accounting
- Litigation
- Property law
- Commercial law
- Criminal law
- Family law
- Wills & Estates
- Evidence law
- Contract law
- Torts law
- Debt Recovery

The prerequisite for the **Diploma in Legal Services** is the Certificate IV in Legal Services.

### **Career Pathways**

The course develops the skills, knowledge and attributes required for recruitment as a paralegal, and enhances skills for those working in the legal industry. There are a wide range of career opportunities in this field, including right to the top! High Court Judge Susan Kiefel left school at 15 and started her career as a paralegal!

This course isn't just for school leavers. It attracts people who are already working as legal secretaries or paralegals. You will be rubbing shoulders with them, learning from their experiences and building an informal network that can help you land your own job in a law firm. Paralegals are also employed by public sector agencies (e.g. Crown Solicitor's Office, Legal Services Commission, Attorney-General's Department).

### **Who will train me?**

TAFE SA is South Australia's largest provider of vocational education and training. Over 1500 students a year enrol in Justice and Policing Studies qualifications. Courses in legal services, policing, compliance and investigation, security and court administration are delivered by Justice and Policing Studies TAFE SA Adelaide City Campus.

### **You will be trained by specialists**

Justice and Policing Studies employs fifteen lecturers with qualifications and experience in the areas of law, policing, investigation and security. A further forty lecturers are employed on a part-time basis. These lecturers are currently working in the areas of law, law enforcement, investigation or justice administration.

**You will be taught by Justice and Policing Studies law lecturers and practising lawyers with expertise in their field of practice.**

Justice and Policing Studies offer a wide range of paralegal and law enforcement courses in Australia and overseas to a wide variety of clients. Our ongoing delivery of specialised training in Australia and overseas for these clients is evidence of our reputation and ability to provide high quality training for you.

**Flexible Delivery of Justice and Policing Studies courses** ensures students can manage study alongside family, work and personal commitments. Enrolments take place each year in January and June. Additional courses are run to meet demand, so check with us.

### **Enquiries:**



# **tafesa**

## **Justice and Policing Studies**

Adelaide City Campus

**Tel:** (08)8207 8322  
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**Internet:** [www.tafe.sa.edu.au](http://www.tafe.sa.edu.au)  
**Application:** through SATAC  
**Internet:** [www.satac.edu.au](http://www.satac.edu.au)

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## TAFE Qualification

## Career Pathway

## Further Study Pathway

### Certificate III in Police Studies

Police (SA and other jurisdictions)  
Other compliance and enforcement e.g. border security, rangers and inspectors

- If recruited by SA Police
- SA Police Academy: Certificate IV in Justice Studies & Diploma of Public Safety (Policing)
  - TAFE SA & Police Academy: Advanced Diploma of Policing
  - University of South Australia: Bachelor of Management (Policing)

If not recruited a student can go on to complete

- Certificate IV in Justice Studies (for careers in court/justice administration) with up to 6 units credit (out of 13) or
- Certificate IV in Legal Services (for careers as a paralegal) with 1 unit credit (out of 10)
- Certificate III and IV in Local Government (Regulatory Services)

### Certificate IV in Government (Investigation and/or Compliance)

Compliance and investigation roles throughout the public sector.

Assistant paralegal, legal assistant, legal secretary in a law firm, Crown Solicitor's Office or other public or private sector organisation.

Flinders University:

- Bachelor of Justice and Society with 4.5 units credit (i.e. approximately 1.5 months or half a term fulltime equivalent)

University of South Australia:

- Bachelor of Management with up to 2 courses credit (i.e. approximately one term)

University of South Australia:

### Diploma in Justice Administration (Pre-requisite is Certificate IV in Justice Studies above)

Support positions and various roles in justice agencies such as Courts Administration Authority, Attorney-General's Department, Legal Services Commission (legal aid) and in non-government not-for-profit organisations.

Various roles in justice agencies such as Courts Administration Authority, Attorney-General's Department, Legal Services Commission (legal aid) and in non-government not-for-profit organisations.

- Flinders University:
- Bachelor of Justice and Society with 9 credit units (approx 1 term)
  - Bachelor of Government and Public Management with 54 units credit (approx one and a half years credit to a three year degree)
- University of South Australia:
- Bachelor of Social Sciences (Human Services) with one year credit
  - Bachelor of Management with up to 8 courses credit (1 year FTE)

Graduates of the Diploma in Legal Services may gain entry to University Law School.

### Diploma in Legal Services

Commencing 2011  
(Pre-requisite is Certificate IV in Legal Services above or substantial relevant vocational experience)

Paralegal, specialised law clerk, senior legal secretary, executive assistant in a law firm, Crown Solicitor's Office or other public or private sector organisation.