



Certificate IV in Justice Studies

Court and Justice Administration

Career Opportunities

The Certificate IV in Justice Studies is for you if you are interested in working in justice agencies such as the Courts Administration Authority, Attorney General's Department, Legal Services Commission and other government departments.

Study Pathway

The course includes studies in:

- The justice system
- Court administration
- Court principles & practices
- Exhibits & documents
- Managing witnesses
- Administering court fines & debt management
- Communication
- Contemporary social issues
- Compliance with legislation in the public sector
- Values & principles of public service
- Government processes

The course takes two semesters full time, longer part time. It is not just for school leavers, it attracts part time students already working in the legal and justice sector.

This qualification articulates directly into the *Diploma of Justice Administration* which in turn articulates into Flinders University or University of South Australia degree level studies, with up to one and a half year's credits to a three year degree.

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. **Most lecturers are lawyers, former senior police officers and investigators.** 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.

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 July. Additional courses are run to meet demand, so check with us.



tafesa

Justice and Policing Studies

Adelaide City Campus

Enquiries: Justice and Policing Studies
Tel: (08)8207 8322
E-mail: justice.policing@tafesa.edu.au
Internet: www.tafe.sa.edu.au

Application: through SATAC
Internet: www.satac.edu.au

(see over...)



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Justice and Policing
Studies Adelaide City Campus

Qualifications – Study and Career Pathways

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 with up to 6 units credit (out of 13) or
- Certificate IV in Legal Services with 1 unit credit (out of 10)

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.

Certificate IV in Justice Studies

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

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

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

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

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

- 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)
- As the Diploma in Legal Services is a new course, further study pathways are being finalised during 2010.