

LAW GRADUATE PROGRAMME



in association with



Turning law graduates into practical litigation lawyers.

1. WHAT IS THE LAW GRADUATE PROGRAMME?

1.1 The Law Graduate Programme is an initiative of Mendelsons Lawyers in association with Prushka Fast Debt Recovery. It recruits, trains and promotes law school graduates. Successful completion of the programme will lead to a position with Mendelsons as a full time Lawyer.

1.2 We seek applicants who have:

1.2.1 Minimum academic achievement of a law degree at bachelor level;

1.2.2 Positive attitude to the goals and values of the programme.

1.2.3 Qualification for admittance as a Legal Practitioner in Victoria.

1.2.4 A desire to ultimately specialize in dispute resolution, plaintiff litigation and insolvency work.

1.2.5 A wish to become a practicing lawyer.

2. PROMOTION THROUGH DEMONSTRATED ABILITY

2.1 Mendelsons values those who have an understanding of both Mendelsons' and Prushka's cultures, policies, and procedures.

2.2 The initial role involves carrying out debt recovery activities whilst becoming integrated into the culture of Mendelsons Lawyers. As the trainee progresses in Mendelsons, he/she will become more immersed in legal tasks and processes, drawing on her/his experience of working in the Prushka environment.

3. THE TRAINING STAGES

3.1 The trainee progression is based on successful completion of stages:

1. Initial Induction Training;

2. Seconded to Prushka for training and debt collection activities, for a period of not less than 18 months. During this time, the

trainee will commence handling simple, volume debt collection files and will then move through other teams, including Commercial, Motor Vehicle Claims and Pre-Legal.

3. Trainee progressively adds Mendelson's functions and activities to daily tasks, such as preparing legal letters, preparing legal documents and drafting client trading terms.
 4. Enters Mendelsons as a full time Lawyer after 18 months.
- 3.2 Through Stages 1 and 2, trainees work largely under the guidance of Prushka's Management Team. They will come under the guidance of the Lawyers Group, particularly as they progress past 6 months. It is anticipated that in the final 9 months, a trainee will be allocating a significant portion of their time to Mendelsons functions.
 - 3.3 Promotion to the role of being a Mendelsons Lawyer will depend on successful completion of the programme. The standard time-frame is 18 months.

4. SUCCESSFUL COMPLETION AND CAREER PROSPECTS

- 4.1 Mendelsons Lawyers ranks are filled principally by those who have completed the programme.
- 4.2 Those applicants who have an overseas qualification will be able to use the programme as part of a practical training requirement leading to admission.
- 4.3 The programme has a proven track record in taking young law graduates and providing them with an excellent foundation for handling litigation work, with an emphasis on obtaining practical results.
- 4.4 Mendelsons are recognized as being a successful national boutique firm with a 34 year history of specializing within debt collection, motor vehicle claims, legal enforcement and insolvency work.

5. REMUNERATION

- 5.1 Annual starting salary will be set at \$38,036 per annum plus 9% superannuation contribution and annual CPI increment.

- 5.2 Successful graduates moving to Mendelsons receive a fixed annual increment for Year 1 Lawyers and for Year 2 Lawyers.
- 5.3 Successful graduates of the programme receive a salary at Mendelsons, after being a second year lawyer, in accordance with their ability to generate fees and make a contribution to the firm. Salaries paid are in accordance with the going market rate. Mendelsons generally work on the principle that the remuneration package of its lawyers should equate to the total revenue generated divided by two point five. The general rule of thumb within legal firms is that a solicitor would normally be expected to generate revenue of between three and five times his salary package. Thus, Mendelsons works on a more generous ratio.

6. MENTORING

- 6.1 All work conducted by the trainee is closely mentored, initially by his/her Team Leader and also by an allocated Mendelsons Lawyer.
- 6.2 As the trainee handles more direct legal work, the level of mentoring from experienced lawyers increases.
- 6.3 As there is a constant and steady supply of incoming work, the trainee will never have the problem of having insufficient files to work on.
- 6.4 There will be specific and ongoing training in areas such as letter writing, preparing statements of claim, obtaining instructions, developing strategies and negotiating tactics.
- 6.5 The culture of both Prushka and Mendelsons is on obtaining a commercial result for the client. Accordingly, there will be direct client contact right from the start and the real focus will be on developing lawyers who are skilled in obtaining practical results. Invariably, this will involve a major focus on negotiation and settlement.
- 6.6 First and second year lawyers will progressively handle more complex files, as soon as they have shown a capacity to handle them. As Mendelsons handles litigation in all of the Australian jurisdictions, there will be exposure to a wide variety of work, right from the start.
- 6.7 As the Prushka system involves files being progressively sifted for legal action, the work involved in setting up a file for legal action and in initiating legal action is handled by others within the company. Accordingly, the lawyer spends a higher percentage of his time handling specialised legal issues, rather than handling administrative and clerical tasks compared to most law firms.
- 6.8 When the trainee becomes a Mendelsons Lawyer he/she will be invited to mentor new cadets.

7. COMMITMENT

- 7.1 Mendelsons is looking for a commitment from trainees to see out the programme and to work with Mendelsons for at least 12 months as a junior lawyer.
- 7.2 If a trainee breaches this commitment and leaves Mendelsons to take another position, he will be liable for a sum of \$3,000, as a contribution toward training costs.

8. FURTHER ACTION

- 8.1 Call Kathleen Wilkins, H.R. on (03) 8872 5975 to discuss.
- 8.2 Email Kathleen on kathleenw@prushka.com.au with queries.
- 8.3 If you wish to meet or talk to a current trainee, call Kathleen Wilkins to make an appointment.
- 8.4 Complete an Application Form at www.prushka.com.au