

2014

The Mendelsons Law Graduate Programme

Turning law graduates into practical litigation lawyers.

LAW GRADUATE PROGRAMME

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 National Debt Collection 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 litigation lawyer and to continue in practice.
 - 1.2.6 We are also interested in talking to applicants who are completing law part time or who seek recognition of a foreign qualification, for an extended programme leading to admittance.

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 with Prushka whilst becoming integrated into the culture of Mendelsons Lawyers. As the trainee progresses, 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 is recognized as being a successful national boutique firm with a 37 year history of specializing within debt collection, motor vehicle claims, legal enforcement and insolvency work.

5. REMUNERATION

- 5.1 The Law Graduate starting salary is currently set at \$40,360.09 per annum plus 9.5% superannuation contribution.

- 5.2 Upon successful transition from the Law Graduate programme to Mendelsons Lawyers, Lawyers will receive a set remuneration based on the current market rate for a first year Lawyer. Thereafter, Lawyers would receive an annual review and assessment would be based on individual performance against defined KPI's including performance against budget. Any increase would again be based on current market rates.
- In addition to base salary, there is a bonus structure on offer for Lawyers who have completed their first year and who meet the criteria for such bonus. As a general rule, KPI's, budgetary figures and bonus schemes are re-defined at the beginning of each financial year.

Management reserve the right to alter at other times during the course of the financial year if and when it sees fit however would be in consultation with the management team.

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/she will be liable for a sum of \$3,000.00 as a contribution toward training costs.

8. THE NEXT STEP

We encourage interested applicants to:

- Call or email H.R. on (03) 8872 5972, hr@prushka.com.au to discuss any queries you may have.
- Call or email HR should you wish to meet or speak to a current trainee about the Law Graduate Programme.
- Simply complete an Application Form at www.mendelsons.com.au