

NIKKI IRVINE

TRAINEESHIP, LEGAL ADMINISTRATION

Why did you choose to do a gap year traineeship? I decided to do a gap year traineeship after school because I wanted a job for the 12-months or so in between school and university that would be productive and give me knowledge and experience that would be able to be utilised in future jobs.

What is your traineeship like? My traineeship was really weird to start because of how different it is to being at school, but it's been really great. My duties each day mostly consist of drafting and sending correspondence to clients and other firms, preparing legal documents such as contracts and wills, assisting clients with general enquiries on the phone, booking appointments and issuing invoices and receipts to clients and other firms.

What personal skills have you developed from your traineeship? My traineeship has really helped me develop my attention to detail due to the amount of documents that I have to draft and revise. I have learnt how to analyse these with a big focus on the small details, which I definitely was not good at when I started. The traineeship has also helped me develop my initiative in that I have had to be very independent with my learning in order to get as much of the traineeship and contribute to my workplace as much as possible.

Highlights from this year? Being able to work at such a unique law firm for a year has been a highlight in itself, but my main highlights from this year so far have been being able to meet a really experienced Barrister who visited our firm, introducing my boss to the term 'salty', and being able to form really close relationships with the people I work with.

