

# Stephanie Gill, Certificate III in Business Administration (Legal)



## What is your traineeship qualification and which company are you working for?

I am undertaking a Certificate III in Business Administration (Legal) at Keating Avery Solicitors in Wodonga

## How did you find your traineeship?

I completed work experience at Keating Avery and decided during Year 12 that I would like to take a gap year and work at a law firm. After writing to Keating Avery and having an interview they offered me a 12-month traineeship.

## Why did you choose to do the traineeship?

After school I knew I wanted to work in the legal field, as I thoroughly enjoyed Legal Studies. I decided to do the traineeship to get practical legal experience before going to university.

## What do you do on a day-to-day basis?

My day consists of typing letters for one of the Partners, assisting with conveyancing - my duties can range from ordering title searches and certificates to drafting vendor statements and contracts and office duties such as answering the phone,

photocopying and faxing. Some days I will draft Powers of Attorney, do filing and summarise police recordings.

## What are the great things about your traineeship?

My traineeship allows me to gain invaluable legal experience, that will hopefully benefit me in the future. Being immersed in legal cases and working with a great group of people makes the traineeship enjoyable.

## What are the not so great things?

The first few weeks were very overwhelming, as I had to learn quickly. I didn't realise how different working in an office would be to sitting in a classroom, as you are constantly engaged in work, though I have settled in now.

## What are your plans for once you have finished your traineeship?

Next year I am off to Australia National University in Canberra to study a Bachelor of Arts/Bachelor of Laws. I am not sure what type of law I want to specialise in or if I want to be a lawyer but I know I enjoy learning about the law, so I will continue doing what I love!

