

Law Clerk

ANZSCO: 599214

Group D

About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Law Clerk performs specialised clerical work associated with legal practice and law courts.












Occupations considered suitable under this ANZSCO code:

Legal Clerk

Law Clerk is a VETASSESS Group D occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III or IV.

Applicants can fulfil the assessment criteria for this occupation in one of four ways.

GROUP D	Criteria for a positive Skills Assessment				
Post-qualification Pathways					
	Minimum comparable Certificate III or IV or higher AQF level		With highly relevant major field of study	Highly relevant employment duration*	
1	 Minimum AQF Certificate IV	+		+	 1 YEAR minimum
2	 Minimum AQF Certificate IV	+	No highly relevant major	+	 2 YEARS minimum
3	 Minimum AQF Certificate III	+		+	 3 YEARS minimum
Pre-qualification Pathway					
	Highly Relevant employment duration*				Minimum comparable Certificate IV AQF level
4	 3 YEARS minimum	+	 1 YEAR minimum	+	 AQF
	Within last 5 years				

* Highly relevant paid employment duration (20 hours or more per week)

Pathways 1–3

minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

Pathway 4

minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

Highly relevant major fields of study include:

- Law
- Legal Services
- Legal Practice
- Legal Studies
- Justice
- Crime and Justice Studies
- Paralegal Studies

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate III or IV and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Assisting Solicitors in areas of conveyancing, contracts, common law, probate and other legal practice matters

It is essential for applicants to meet the following employment criteria:

- at least one year of post-qualification employment at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

If the qualification is not in a highly relevant field, then the applicant must have:

- two years of post-qualification employment experience at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

If the applicant holds a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III in a field highly relevant to the nominated occupation, then three years of highly relevant employment undertaken in the last five years is required.

If employment has occurred before completion of qualification, then three years of highly relevant employment experience are required in addition to at least one year of highly relevant employment at an appropriate skill level in the last five years.

Please note in order to achieve a successful Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

Please note that this occupation is only available for the Skilled Employer Sponsored Regional (Provisional) visa (subclass 494).

