Justice and Legal Degree and Diploma Guide

Web Edition
Updated 06 May 2015

Be true to you
With over 30 years of experience in justice training and education, RMIT’s justice and legal programs are highly regarded for their practical application and work experience components.

Learn about the justice and legal systems from the perspectives of business, policy, politics, psychology and criminology.

Developed in consultation with industry, RMIT’s justice and legal programs are recognised as paraprofessional qualifications by local government, the Industry Training Board and the Justice Industry Advisory Committee.

**Programs are available in:**
- advocacy
- alternative dispute resolution
- civil and human rights
- conveyancing
- crime and justice
- equality, rights and citizenship
- family and welfare
- law and legal practice
- legal and justice systems, policy and reform
- public and personal liability
- social justice.
Student Profile

“The Associate Degree in Legal Practice (Paralegal) provides a broad overview of different areas of the law. This allows students to find an area that suits their needs and strengths.

“The program has a strong emphasis on professional skills development, which will be extremely useful in my future career.

“Studying at RMIT has given me the opportunity to gain first-hand experience from lecturers who have either been employed in law firms or are practising lawyers. Smaller classes allow for better interaction and development of relationships between students and teachers.”

Lauren Rogers (cover image)
Associate Degree in Legal Practice (Paralegal)

Student Profile

“I chose to study at RMIT because it offered the Bachelor of Arts (Criminology and Psychology), and no other university offered anything similar that catered to my interests. The program was appealing as it integrated two careers that I wanted to pursue and ultimately turned them into one. I am really excited to use the knowledge I have learnt so far.

“I would definitely recommend studying this course. It is interesting and engaging and it opens up many opportunities within the health, justice and other fields, keeping your career options open while you decide what it is specifically that you want to do.”

Emily Stevenson
Bachelor of Arts (Criminology and Psychology)*

*This program has been renamed to Bachelor of Criminology and Psychology
Crime, Technology & Social Media

Advances in communications technologies present unique challenges for responding to crime and preventing harm both locally and globally. Researchers in justice and legal studies are examining the use of social media in crime and justice including online abuse and harassment, law reform, courts, as well as social and political movements.

Researching Global Solutions

Research at RMIT is all about solving global problems; finding solutions that change the world for the better.

RMIT has an international reputation for excellence in research:
— ranked in the top five Australian universities for excellence in key research disciplines*
— awarded more than $15 million in research funding in 2013
— over 200 research collaborations with overseas industry and partners.

*Source: Australian Research Council

Global Reach

Make the most of RMIT’s global reach and expand your university experience through:
— semester exchanges with over 150 partners in 41 countries
— study tours to Europe, Asia and the Americas
— study at RMIT Vietnam
— internships through the RMIT International Industry Experience and Research Program (RIIERP).

RMIT Fast Facts:
— RMIT has three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Min City) as well as a centre in Barcelona.
— RMIT graduates are employed in more than 100 countries around the world.
— RMIT’s programs are offered through partnerships in Singapore, Hong Kong, China, Indonesia, Sri Lanka, Belgium, Spain and Germany.

Charlotte Coleman (pictured right), Bachelor of Applied Science (Property and Valuation) on exchange in the US.

Global Reach

Make the most of RMIT’s global reach and expand your university experience through:
— semester exchanges with over 150 partners in 41 countries
— study tours to Europe, Asia and the Americas
— study at RMIT Vietnam
— internships through the RMIT International Industry Experience and Research Program (RIIERP).

RMIT Fast Facts:
— RMIT has three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Min City) as well as a centre in Barcelona.
— RMIT graduates are employed in more than 100 countries around the world.
— RMIT’s programs are offered through partnerships in Singapore, Hong Kong, China, Indonesia, Sri Lanka, Belgium, Spain and Germany.

Charlotte Coleman (pictured right), Bachelor of Applied Science (Property and Valuation) on exchange in the US.

Researching Global Solutions

Research at RMIT is all about solving global problems; finding solutions that change the world for the better.

RMIT has an international reputation for excellence in research:
— ranked in the top five Australian universities for excellence in key research disciplines*
— awarded more than $15 million in research funding in 2013
— over 200 research collaborations with overseas industry and partners.

*Source: Australian Research Council

Global Reach

Make the most of RMIT’s global reach and expand your university experience through:
— semester exchanges with over 150 partners in 41 countries
— study tours to Europe, Asia and the Americas
— study at RMIT Vietnam
— internships through the RMIT International Industry Experience and Research Program (RIIERP).

RMIT Fast Facts:
— RMIT has three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Min City) as well as a centre in Barcelona.
— RMIT graduates are employed in more than 100 countries around the world.
— RMIT’s programs are offered through partnerships in Singapore, Hong Kong, China, Indonesia, Sri Lanka, Belgium, Spain and Germany.

Charlotte Coleman (pictured right), Bachelor of Applied Science (Property and Valuation) on exchange in the US.

Researching Global Solutions

Research at RMIT is all about solving global problems; finding solutions that change the world for the better.

RMIT has an international reputation for excellence in research:
— ranked in the top five Australian universities for excellence in key research disciplines*
— awarded more than $15 million in research funding in 2013
— over 200 research collaborations with overseas industry and partners.

*Source: Australian Research Council

Crime, Technology & Social Media

Advances in communications technologies present unique challenges for responding to crime and preventing harm both locally and globally. Researchers in justice and legal studies are examining the use of social media in crime and justice including online abuse and harassment, law reform, courts, as well as social and political movements.
Urban Sustainability

RMIT is urban in orientation and creativity, shaping sustainable cities of the future.

— The New Academic Street (NAS) project is set to transform the City campus: there will be a new 24-hour computer lab, as well as more dedicated areas for study, group work, informal meetings and on-campus socialising.

— Dedicated to sustainable urban campus environments and design excellence, RMIT’s continuing $800 million capital investment program saw the completion of the Design Hub and Swanston Academic Building (SAB) in Melbourne, and a striking new academic building at the Ho Chi Minh City campus in 2012.

— The Design Hub represents a new era for design innovation and research in Australia. It brings together progressive design academics, industry practitioners and postgraduate researchers within a disciplinary and collaborative urban laboratory – the first of its kind in Australia.

— The Swanston Academic Building (SAB) was named one of the ten most spectacular university buildings in the world by CNN.

Industry Connected

Strong partnerships with industry leaders and a practical approach are at the heart of RMIT qualifications.

— Many RMIT academics work with global companies, enabling the University to develop an enviable range of industry-aligned courses. This means you will learn by doing and gain the practical skills to navigate a rapidly changing world before you graduate.

— Industry partners include Australian Federal Police, Victorian Police, Department of Justice, Australian Customs and Border Protection Service, Adidas, BMW, Rolls-Royce, United Nations, NAB, Alcoa, IBM, Deloitte, KPMG, China Power, Guess, Siemens, Airbus, ANZ, Boeing, and Arup.

— One of a kind in Australia, the RMIT International Industry Experience and Research Program (RIIERP) offers internships and the opportunity to work on projects with leading organisations in Asia, Europe and the US.
Work-integrated Learning

All programs offer an activity that integrates academic learning with its application in the workplace. The practice may be real or simulated and can occur in the workplace, in an educational setting, online, face-to-face, or any combination of these. Legal practitioners are regularly invited to speak to students on current legal issues.

Our programs are known for incorporating real-life experiences. RMIT’s work placements with industry partners allow students to apply their knowledge across the legal system, from conveyancing to human rights and international law. Industry partners include: the Australian Federal Police, Victoria Police, Department of Justice, and the Australian Customs and Border Protection Service.

Centre for Innovative Justice

The Centre for Innovative Justice (CIJ) at RMIT was launched in March 2013, with former Victorian Attorney-General and Deputy Premier Rob Hulls appointed inaugural Director.

The mission of the CIJ is to research, develop, teach and promote innovative ways of delivering justice. The CIJ is dedicated to finding innovative solutions to complex problems that manifest in the justice system. The CIJ’s activities are not limited to identifying problems within the system; it strives to develop practical ways to ensure the justice system acts as a positive intervention in the lives of its users.

For students, the CIJ aims to provide practical exposure to the process of law reform and to equip them to use their legal training to advocate for and achieve change.

For more information about the CIJ, visit www.rmit.edu.au/innovativejustice.

See footage of Rob Hulls, Director of the Centre for Innovative Justice (CIJ), discussing ways students can become involved in the CIJ.

www.tinyurl.com/RMIT-CIJ-students
Bachelor of Criminal Justice

Develop skills in and knowledge of law, criminology, crime and information technology to enter a wide range of careers in the criminal justice sector.

Whether it’s at the front line of Australia’s border protection or working with the Australian Federal Police, criminal justice opens up all kinds of local and international career options.

This highly regarded, pioneering program focuses on preparing you for employment. Close links with criminal justice agencies are built into the program’s design, development and delivery.

You will develop skills in and knowledge of:

— law
— criminology
— crime and information technology
— international human rights and ethics.

What You Will Study

This program offers you choice and flexibility. In addition to 17 core subjects, your six electives allow you to specialise in a particular field or skill area.

Examples of elective courses available include:

— Criminal Behaviour Analysis
— Criminal Law
— Customs and Border Security
— Drug-Related Crime
— Evidence and Advocacy
— Forensic Studies
— International Policing
— Terrorism and Society.

Year One

You will study seven core courses and one elective. You will be introduced to key institutions and concepts in criminal justice, including policing and the correctional system. You will also learn about the uses of technology in crime, crime investigation, cross-cultural communication and psychology.

Year Two

You will study six core courses and two electives. You will learn more about theories of crime and offending, the correctional system, public policy and social research. You will also study international human rights and global crime.

Year Three

You will study four core courses and three electives. You will be prepared for employment in the criminal justice sector by studying theories about working in organisations, crime prevention and the ethical practices expected of those who work in the administration of criminal justice. You will complete a work placement in a criminal justice organisation of your choice.

Industry Connections

In your final year, you will complete a formal, 50-day work placement in a criminal justice organisation of your choice. This placement will give you the opportunity to form networks and will help you decide upon your career destination.

Past students have completed their placement in organisations such as Victoria Police, the Australian Federal Police, the Coroner’s Court and many others.

Career

With strong industry connections, RMIT graduates are well placed to enter into the criminal justice sector. This program prepares you for work in the criminal justice areas and a wide range of other careers including:

— policing
— corrections
— courts
— customs and border protection
— youth justice agencies
— government departments, such as the Department of Justice and the Department of Human Services.

Other avenues of employment include:

— security management
— justice and legal policy research
— child protection
— forensics
— civil and criminal law
— mediation.

Global Opportunities

Study tours are offered to broaden your global experience. Past study tours have taken students to the Philippines to take part in forums on migration and human trafficking.

You can complete part of your studies overseas, in places such as the UK, Canada and the US, where you will spend the semester or even a full year studying criminal justice. You can also complete your field placement overseas.

Entry Requirements

Prerequisites

Units 3 and 4 – a study score of at least 25 in any English (except EAL) or at least 30 in English (EAL).

Selection Tasks

Applicants may need to submit a VTAC Personal Statement online.

Please refer to VTAC for full details on selection requirements.

Pathways

Graduates of the following programs are eligible to apply for exemptions:

— Advanced Diploma of Justice
— Advanced Diploma of Legal Practice

Graduates of this program can continue their studies at RMIT by undertaking:

— Bachelor of Arts (Criminal Justice Administration) (Honours)
— Master of Justice and Criminology
— Juris Doctor
— doctoral studies (PhD).

Student Profile

“I have a passion for helping people in society and exploring various ways of delivering justice. This degree is like no other as you gain a deeper understanding of the fundamentals in the criminal justice system, ranging from psychology to policing and criminal law.”

Ivan Nekic
Bachelor of Arts
(Criminal Justice Administration)*

*This program has been renamed to Bachelor of Criminal Justice

Honours

RMIT offers a Bachelor of Justice and Criminology (Honours) degree

Bachelor of Criminology and Psychology


This innovative combination of an accredited psychology major with a major in applied criminology gives you the knowledge and skills for a rewarding career in either the criminal justice or human services fields, which include policing, youth justice, corrections, child protection and victim services.

Research indicates a strong connection between crime, social welfare needs and mental health issues. This program prepares you for undertaking assessments, conducting forensic interviews, providing case management and responding to a range of offenders, victims and clients, particularly those with complex and high needs.

What You Will Study
This multidisciplinary program combines psychology and criminology. You will complete 12 psychology courses and eight criminology courses. A further four electives are available across the three years of the program.

Elective offerings will allow you to develop knowledge and skills in specialised fields such as policing, corrections, community corrections, youth justice systems, mediation, alcohol and drugs, and victimology.

Year One
You will study the foundations and principles of psychology, criminology, law and cross-cultural communications.

Year Two
You will explore biological, developmental, cognitive and social psychology. Contemporary criminology studies will develop your practical skills in dealing with clients, forensic interviewing, and managing people in various contexts.

Year Three
You will cover advanced concepts such as psychological assessment and psychopathology. Forensic psychology and criminal behaviour analysis are capstone courses, bringing together your learning across the three years.

Industry Connections
Crime management is a growth area and RMIT leads the way in preparing people for employment in this field.

Integral to the success of RMIT justice programs are close links with criminal justice agencies that augment the program design, development and delivery.

Professional Recognition
The psychology major in the Bachelor of Arts (Criminology and Psychology) is fully accredited by the Australian Psychology Accreditation Council (APAC) and is a partial requirement for membership of the Australian Psychological Society (APS).

Career
Graduates are prepared to meet the challenges of working at the front line of organisations such as the police force and correctional services, youth justice, customs, child protection, welfare and victim support services.

Your communication, risk assessment, forensic interviewing, behavioural analysis and research skills will position you to find work in a variety of roles where dealing with people is paramount.

This degree also provides the academic foundation for those wishing to pursue further study and a career in various areas of psychology, including clinical, educational, organisational, developmental, and forensic psychology.

Entry Requirements
Prerequisites

Units 3 and 4 – a study score of at least 25 in any English (except EAL) or at least 30 in English (EAL).

Selection Tasks
Applicants may need to submit a VTAC Personal Statement online.

Please refer to VTAC for full details on selection requirements.

Pathways
Graduates of the following programs are eligible to apply for exemptions:

— Advanced Diploma of Justice
— Advanced Diploma of Legal Practice

Graduates of this program can continue their studies at RMIT by undertaking:

— fourth year (honours or equivalent) in criminology (required for registration as a probationary psychologist)
— fourth year (honours or equivalent) in criminology
— Master of Justice and Criminology
— Master of Psychology (required for registration as a psychologist)
— Juris Doctor
— doctoral studies (PhD).

Student Profile

“I have always had an interest in why people are the way they are. Studying psychology and criminology together allows me to dig deeper than a psychologist or criminologist would in their individual respective areas of study. I love to study this way as it gives me a greater understanding of people and the chance to help them where and when I can.

“Don’t hold back and give it your everything. Psychology and criminology have such a wide area of study that it is not restricting, and if you are studying something you love you will never get bored of it.”

Tamara Navarro
Bachelor of Arts (Criminology and Psychology)*

*This program has been renamed to Bachelor of Criminology and Psychology
Advanced Diploma of Justice^  
Diploma of Justice  
Certificate IV in Justice

RMIT Code: C6124 (Adv Dip) ................. FT2 – V  
RMIT Code: C5315 (Dip) ......................... FT1  
RMIT Code: C4323 (Cert IV) .................. FT0.5  
National Course Code: 22199VIC (Cert IV)  
22197VIC (Dip), 22200VIC (Adv Dip)  
www.rmit.edu.au/programs/c4323  
CITY CAMPUS  

Explore the complex nature of crime, the cause and explanation of criminal behaviour and the underlying principles governing our legal and justice systems.

This program responds to industry demand for paralegals and justice officers who can apply contemporary approaches and specialised knowledge and skills for a career in the criminal justice system.

You will attend a crime scene procedures and moot court camp, which includes a life-like crime scene investigation and exposure to various specialised law enforcement operations.

What You Will Study  
The Certificate IV in Justice (six months full-time, Semester One) is part of a vocational education program sequence that includes the Diploma of Justice (six months full-time, Semester Two) and the Advanced Diploma of Justice (one year full-time, Semesters Three and Four).

Year One  
At the certificate IV level, you will gain a foundational knowledge of key concepts of criminal justice, including the components and function of the justice system, judicial processes and the administration of the law.

At the diploma level, you will examine the elements of crimes, working within family violence contexts, and conflict resolution. You will also learn to provide client services that address diversity and special needs.

Year Two  
You will learn strategies for understanding, preventing and investigating criminal activities and develop knowledge, skills and attitudes in:

— leadership  
— case management  
— youth justice  
— research and analysis  
— analysis and its applications relevant to the judicial and legal environments.

At the end of two years (full-time), you will qualify for the Advanced Diploma in Justice.

Industry Connections  
This program is developed in consultation with an advisory committee made up of representatives from the Department of Justice, Courts and Tribunals, Corrections Victoria, Victoria Police, the Australian Federal Police and many more. Their involvement ensures that the program remains relevant to your needs as a graduate and to the needs of employers.

Career  
Crime management and administration are growth areas in the justice environment. As a graduate of this program, you will be ready to shape and influence the legal, social and ethical issues of this field.

Graduates of this program will have the skills to work unsupervised in a range of complex capacities in modern judicial and legal environments.

Entry Requirements  
Prerequisites  
None  

Selection Tasks  
Applicants may need to submit a VTAC Personal Statement online.
Some applicants may be required to attend an interview.
Please refer to VTAC for full details on selection requirements.

Pathways  
Graduates can apply for exemptions from the following degrees:

— Bachelor of Arts  
(Criminal Justice Administration)  
— Bachelor of Arts (International Studies)  
— Bachelor of Social Science  
(Legal and Dispute Studies)  
— Bachelor of Social Science (Youth Work)  
— Bachelor of Social Work.

^ Enrol in highest qualification level. Early exit points available.

What You Will Study  
The Certificate IV in Justice (six months full-time, Semester One) is part of a vocational education program sequence that includes the Diploma of Justice (six months full-time, Semester Two) and the Advanced Diploma of Justice (one year full-time, Semesters Three and Four).

Year One  
At the certificate IV level, you will gain a foundational knowledge of key concepts of criminal justice, including the components and function of the justice system, judicial processes and the administration of the law.

At the diploma level, you will examine the elements of crimes, working within family violence contexts, and conflict resolution. You will also learn to provide client services that address diversity and special needs.

Student Profile  
“RMIT has provided me with many opportunities to find out what career options are available to me when I have completed my studies. The opportunity to participate in an in-field work placement gave me the chance to experience the workload and style of work I will be completing in the justice workforce. Make sure that if you are going to study in this area that you have a real interest in justice and be prepared to put in the effort to achieve the best results.”

Sarah Doherty  
Advanced Diploma of Justice
Develop a deeper understanding of the legal system to help create a just, socially aware and responsible community.

Developed in consultation with industry, this program considers the law from a range of cultural, sociological, political and jurisprudential perspectives. You will explore the local and global impacts of law and the mechanisms for change. Our graduates are equipped with a unique set of highly sought-after skills in legal problem solving, dispute resolution, law reform and social policy.

You will be prepared for employment in law firms, government, corporate businesses, tribunals and courts, human rights bodies, community organisations and legal services.

What You Will Study
This program is an interdisciplinary degree focusing on the intersections of law, social policy and dispute resolution.

Year One
You will develop a foundational understanding of the origins, functions and institutions of law, and begin exploring the complex relationships between law, society, power and governance. You will also learn about civil and criminal law, and examine the benefits and limitations of a range of alternative dispute resolution practices.

Year Two
You will build on your knowledge of conflict and mediation, civil procedure and legal issues for families and communities. You will also develop a more in-depth understanding of public policy, human rights, social research and the ethical and legal issues relating to collecting and using private information.

Year Three
You will further your legal expertise in areas of evidence and labour relations and build more specific workplace skills through organisational studies and a 50-day work placement (internship).

Electives
As the program is supported by extensive elective options, you can also specialise your degree in areas such as youth justice, case management, social work, welfare law, indigenous studies, sustainability, criminal justice, corrections, drug and alcohol studies, gender and mediation.

Industry Connections
The program maintains extensive industry networks with community legal centres, private law firms, tribunals, courts, local and state government departments, Aboriginal services and other welfare, advocacy and law reform agencies. It is supported by a Program Advisory Committee comprised of key representatives from a cross-section of these organisations. This ensures that the skills and knowledge the program offers, including skills in critical thinking and analysis, research, written and oral communication, teamwork and problem solving, are aligned with contemporary industry expectations.

Your final year workplace internship enables you to consolidate and evaluate your career interests, make important contacts in industry, and build skills in searching for and applying for relevant jobs. In the past, students have been placed in agencies such as the Department of Justice, Victoria Legal Aid, VCAT, the Dispute Settlement Centre Victoria, and the Centre for Innovative Justice, as well as a range of local government agencies, community legal centres and private law firms. These internships have assisted students in gaining employment.

Career
By equipping you with a highly sought-after, niche set of skills in legal problem solving, dispute resolution and social justice policy and law reform, this program equips you to work in a diverse range of industries and sectors.

Graduates work in local and state government agencies, law firms, community legal services, non-government and not-for-profit organisations, human rights bodies, law reform and advocacy agencies, courts and tribunals, and private businesses and corporations.

Global Opportunities
You will have the opportunity to undertake international study tours where you can apply your knowledge to real projects in international contexts. Past study tours have included students participating in an international forum on migration and human trafficking in the Philippines.

Student Profile
“Legal and dispute studies gives you practical examples of how we should go about fighting for equal rights for all human beings. It opened my eyes to a lot of issues in the world that many people often turn their heads from and ignore.”

Robert Dawe
Bachelor of Social Science
(Legal and Dispute Studies)*

*This program has been renamed to Bachelor of Legal and Dispute Studies

---

Legend:
- VTAC
- RMIT Direct
- RMIT School
- Selection task
- FT – Full-time (years)
- PT – Part-time (years)
- PTA – Part-time available
- N/A – Not available
- RC – A range of selection criteria applied
Associate Degree in Legal Practice (Paralegal)

RMIT Code: AD015 ............................. FT2 or PTA – V
2015 Clearly-in ATAR: .............................. 57.30
www.rmit.edu.au/programs/ad015  CITY CAMPUS

Identify and analyse legal concepts and principles in legal practice, and develop high-level legal and administrative skills required in the increasingly complex role of a paralegal.

The program aims to develop your skills in case analysis, legal research, file management, legal writing and drafting, interview and negotiation skills, together with an awareness of legal professional and social responsibilities.

The program will also help you develop the skills necessary to apply business practices in the legal industry.

What You Will Study
The associate degree comprises 16 courses, including three compulsory common business core courses in the first year, specialist courses in law, legal practice and conveyancing, one elective, and one work-integrated learning course.

The prescribed specialist courses are:
- Administrative Law
- Business and Corporate Law
- Civil Procedure and Dispute Resolution
- Criminal Law
- Evidence Law
- Family Law
- Intellectual Property Law and Trade Practices
- Land Law and Conveyancing
- Legal Research Method
- Wills, Probate and Administration.

Industry Connections
You will have the opportunity to apply your academic skills to a work context and demonstrate your legal knowledge and awareness of professional and social responsibilities in the work-integrated learning course Professional Skills and Responsibility (12 credit points).

The course requires you to undertake tasks such as simulated case studies, work-relevant role plays and a work placement, and attend guest lectures from legal industry professionals.

This program provides work-related projects in the classroom and you will be learning as you undertake professional work, jobs and tasks while in employment. The feedback you get from your supervisor and others will be vital for your learning.

Career
The program will provide an opportunity for entry into a wide range of legal careers. It will also further develop the existing skills of those already employed in the legal industry.

Paralegals are employed in organisations such as law firms, conveyancing firms, community agencies and government departments including the Department of Justice, Court Administration, the Victorian Government Solicitor, Public Prosecutors, Victorian Legal Aid and community legal centres.

Paralegals may also be employed in commercial organisations and corporations in the banking, insurance and property sectors. They may also perform specialised roles in legal fields such as litigation, probate administration, criminal law, property and land law, family law, corporate and commercial law.

Professional Recognition
This program has been developed in consultation with industry, including the Program Advisory Committee which is comprised of senior executives from a number of major national law firms and legal associations. This ensures the currency of the program content, which is relevant to the changing needs of the profession.

Entry Requirements
Prerequisites

Units 3 and 4 – a study score of at least 20 in any English (except EAL) or at least 25 in English (EAL).

Selection Tasks
Please refer to VTAC for full details on selection requirements.

Pathways
Graduates from the Associate Degree in Legal Practice (Paralegal) may be eligible to apply for exemptions in the following programs (subject to meeting each program’s entry requirements):
- Advanced Diploma of Legal Practice: up to one year (eight courses).
- Bachelor of Arts (Criminal Justice Administration)
- Bachelor of Social Science (Legal and Dispute Studies)
- Any Bachelor of Business degree

Please refer to information about advanced standing at www.rmit.edu.au/bus/advanced_standing.

Student Profile

“I chose the Associate Degree in Legal Practice (Paralegal) because I am interested in the law and I am hoping to build a career as a legal mediator.

“I wanted to study at RMIT because of the program structure and the learning environment. The practical nature of the courses means I get relevant experience while I am studying.

“This program provides a really good insight into the legal field and opens the door to many different career paths.”

Kim Thai
Associate Degree in Legal Practice (Paralegal)

What is an Associate Degree?

An associate degree is a two-year university qualification that is taught in a vocational setting.

Associate degree students graduate with industry-ready skills to enter the workforce and can continue on to further study towards a related bachelor degree.
Advanced Diploma of Legal Practice

Develop specialised business and legal skills to pursue a career as a law clerk or paralegal.

You will learn how to open and manage legal files, take instructions and provide advice to clients, and perform legal work on behalf of clients – all under the supervision of a lawyer.

You will develop specialist technical skills including legal research, business administration, communication and negotiation skills. You will also hone practical skills which will prepare you for work in either the private or public legal sectors.

This program offers a variety of learning and teaching approaches including lectures, seminars, workshops, presentations, and group discussions. Classes are interactive and give you the opportunity to discuss ideas and practise new skills.

What You Will Study

As part of this program you will study a combination of compulsory and elective courses.

Compulsory Courses

You will gain a firm understanding of the Australian legal system by undertaking 12 compulsory courses examining key areas of law including:

- Criminal Law
- Commercial Law
- Family Law
- Law of Contract
- Law of Torts
- Legal Process
- Property Law
- The Conveyancing Process
- Wills, Probate and Administration.

You will also study court procedures and practices, alternative dispute resolution and the law of evidence.

In the course Practise in a Legal Environment, you will learn how to open client files, take instructions and give relevant information to clients, prepare legal documentation and apply legal ethics.

Elective Courses

In addition to compulsory courses you must complete a minimum of four Group A electives and eight Group B electives (which may include Group A electives not previously selected).

Group A electives include:
- legal research method, contracts, mortgages, leases and building contracts, consumer protection law, administrative law, business and intellectual property law, and corporations law.

Group B electives consist of a selection of business and technology courses.

Industry Connections

The final year of the program includes a two-week practical placement within a law firm, court registry, government department or other organisation in the legal industry.

In addition, you will be required to demonstrate the specialist legal and administrative skills you have developed throughout the program in the course Practise in a Legal Environment.

Legal practitioners are regularly invited to speak to students on current legal issues.

Career

Law clerks and paralegals may perform legal work on behalf of clients under the supervision of a lawyer in law firms, government departments, legal aid organisations, financial institutions, corporations and court registries.

Graduates may choose to pursue a career as a law clerk or paralegal in the private or public sector and in specialised areas of legal practice such as litigation, conveyancing, personal injury compensation, criminal law, family law, probate or corporate and commercial law.

Professional Recognition

This program satisfies the educational requirements for membership of the Institute of Legal Executives (VIC). Various levels of membership are available to students undertaking the program.

Entry Requirements

Year 12: successful completion of Australian Year 12 or equivalent (ATAR); or the Australian Senior VCEL Certificate.

Non-Year 12: completion of post-secondary studies or relevant industry work experience.

Prerequisites

None

Selection Tasks

Please refer to VTAC for full details on selection requirements.

Pathways

Graduates of the Advanced Diploma of Legal Practice may apply for exemptions from the following degrees (subject to meeting each program's entry requirements):

- Associate Degree in Legal Practice (Paralegal)
- Bachelor of Arts (Criminal Justice Administration)
- Bachelor of Social Science (Legal and Dispute Studies)
- Any Bachelor of Business degree

Please refer to information about advanced standing at www.rmit.edu.au/bus/advanced_standing.

Graduates of the Diploma of Conveyancing may apply for exemptions of up to eight courses from the legal practice program.

Student Profile

“The Advanced Diploma of Legal Practice has given me an insight into different areas of the law work and the opportunity to complete work experience in a law firm.

“It’s a very interesting program, which would suit anyone who wants to expand on their knowledge of the law. There are also a lot of career pathways available to graduates.”

Jason Ho
Advanced Diploma of Legal Practice

Legend

V – VTAC | RC – RMIT Direct | T – RMIT School | S – Selection task | FT – Full-time (years) | PT – Part-time (years) | PTA – Part-time available | N/A – Not available | RC – A range of selection criteria applied
Diploma of Conveyancing

What You Will Study
You will begin by studying core business courses and develop an understanding of the legal system as it relates to conveyancing.

The course will focus on:
- property law concepts
- insurance
- taxation principles
- estates
- mortgages
- easements and covenants
- leases and tenancies
- the nature of land sale contracts.

During the second part of the program you will extend your knowledge of:
- the duties of care of a conveyancer
- contracts and settlements
- mortgage transactions
- trust accounts
- office practices
- financial control
- management strategies
- land registry requirements and council procedures.

Students may be eligible for recognition of prior learning (RPL) for some core business competencies.

Industry Connections
RMIT University is committed to providing you with an education that strongly links formal learning with professional or vocational practice.

Conveyancing practitioners attend classroom assessments, providing an experienced perspective on current conveyancing issues.

Career
Conveyancers are mainly employed in the professional field, particularly by conveyancing firms, solicitors and law firms, real estate offices, and in property departments of financial institutions and other large companies, and government departments. Many conveyancers are also self-employed.

Employment for conveyancers to November 2018 is expected to grow very strongly.

Source: Department of Employment, Canberra.
http://joboutlook.gov.au

Professional Recognition
The Diploma of Conveyancing is recognised by the Australian Institute of Conveyancers. Students and graduates of the program are eligible to apply for membership.

Entry Requirements
Year 12: successful completion of Australian Year 12 or equivalent (ATAR); or the Australian Senior VCAL Certificate.

Non-Year 12: completion of post-secondary studies or relevant industry work experience.

Prerequisites
None

Selection Tasks
None

Pathways
RMIT offers pathways and credit transfer for previous study and work experience.

Graduates of the Diploma of Conveyancing may apply for exemptions from the Advanced Diploma of Legal Practice, subject to meeting the program’s entry requirements.

Student Profile
“The program has given me a deeper understanding of current legal practices in the property sector, which helps me in my current role as a senior law clerk.

“The enthusiasm and dedication of my lecturers is inspiring. They are very committed to ensuring we are well equipped for challenges in the workforce.”

Wendy Koleits
Diploma of Conveyancing
How to Apply

Before applying for a program at RMIT, refer to the program information available at www.rmit.edu.au/study-with-us. All the information you need to apply is at www.rmit.edu.au/study-with-us/applying-to-rmit

Current Year 12 Students
If you are a current Year 12 student applying for Semester 1, you must apply through VTAC for all programs except some that are certificate III and below, which may require you to submit an RMIT school-based application.

Non-Year 12 Students
If you are a non-Year 12 student applying for Semester 1, you must apply for degrees and associate degrees through VTAC but have the choice of applying for certificate IV, diploma and advanced diplomas either through VTAC or direct to RMIT. Please select one application method only.

RMIT Students and Recent Graduates
Current RMIT students and recent graduates can fast-track their application for a new program by applying direct to RMIT as an internal applicant.

How to Apply by Program and Student Type

<table>
<thead>
<tr>
<th>How to Apply</th>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees and associate degrees</td>
<td>Current Year 12 Students</td>
</tr>
<tr>
<td>Certificate IV, diploma, advanced diploma</td>
<td>VTAC application</td>
</tr>
<tr>
<td>Certificate III and below*</td>
<td>RMIT school-based application</td>
</tr>
</tbody>
</table>

*Some certificate III and below programs are administered by direct application. This will be explained in the individual program information available at www.rmit.edu.au/study-with-us.

Mid-year Entry (Semester 2)
To apply for mid-year entry for any program other than a certificate III (degree, associate degree, certificate IV, diploma and advanced diploma), you need to submit a direct application to RMIT.
To apply for mid-year entry for a certificate III program, you need to submit an RMIT school-based application.
Not all RMIT programs will accept applications for mid-year entry. A list of programs accepting mid-year applications is published in May on the RMIT website.

Selection Tasks
Many programs at RMIT have selection tasks as part of the selection process, such as:
— an interview
— a test
— a folio
— a supplementary form or pre-selection kit.
It is very important that you carefully read any instructions to complete a program’s selection tasks. Selection tasks are listed under programs on the VTAC or the RMIT websites. Failure to complete these tasks by the date specified will jeopardise entry into a program.

Study Scores
Study scores listed in this guide are subject to change. Applicants should refer to VTAC for specific prerequisites and study scores.

Important Dates

May 2015
1 Mid-year intake opens
31 Closing date for mid-year timely applications*

August 2015
3 VTAC applications open
9 Direct applications open for degree and diploma programs (Semester 1, 2016 intake)

September 2015
30 Closing date for VTAC timely applications^*

October 2015
6 Closing date for VTAC SEAS applications^*
31 Closing date for direct applications – selected certificate and diploma programs^*

November 2015
6 Closing date for VTAC late applications^*
23 Change of Preference opens

December 2015
1 Closing date for direct applications – selected degree, certificate and diploma programs (timely)*
4 Closing date for VTAC very late applications^*
14 VCE results and ATAR released^*
21 VTAC Change of Preference closes^*

January 2016
18 Round 1 offers available through VTAC^*

February 2016
4 Round 2 offers available through VTAC^*

May 2016
1 Midyear intake opens
31 Closing date for midyear timely applications^*

*VTAC dates were in draft status at the time of printing and are subject to change.
^Applications will continue to be accepted for programs that still have places available.
Tuition Fees for Certificates, Diplomas and Advanced Diplomas
The tuition fees you pay depend on whether you are offered a state government subsidised place or a full-fee place, based on the eligibility criteria.

Victorian Government Subsidised Places
For eligible students, this training is delivered with Victorian and Commonwealth Government funding.

Tuition fees for a government subsidised place vary according to each program. For a full list of program fees for a government subsidised place visit www.rmit.edu.au/programs/fees/vocational/govtsub.

You will be offered a government subsidised place if you meet the eligibility criteria based on your citizenship, age, prior education, the number of programs you are studying in the current year and the number of government subsidised programs you have commenced in your lifetime at each level.


If you are applying for a government subsidised place, you will be required to provide documentation to establish your eligibility.

You will be enrolled according to how qualifications are defined in the relevant industry training package. This may impact on your eligibility for a government subsidised place for individual qualifications. For more information about enrolment in certificate, diploma and advanced diploma qualifications and eligibility for a government subsidised place visit www.rmit.edu.au/programs/apply/vocational/eligibility.

RMIT University’s RTO Code is 3046.

Fee Concession
You may be entitled to a concession on your tuition fees if you are in a government subsidised place and you meet the eligibility criteria.

For more information about the eligibility criteria and how to apply visit www.rmit.edu.au/programs/fees/vocational/concession.

Full-Fee Places
If you do not meet the criteria for a government subsidised place, then you will be offered a full-fee place (FFP). Tuition fees for an FFP vary according to each program. For a full list of program fees for FFPs visit www.rmit.edu.au/programs/fees/vocational/fullfee. Financial assistance may be available through the VET FEE-HELP scheme.

VET FEE-HELP
VET FEE-HELP is an optional loan scheme available to assist eligible students enrolling in an eligible diploma, advanced diploma, full-fee vocational graduate certificate or vocational graduate diploma program. If you are a full-fee paying student, a loan fee of 20% will be added to your VET FEE-HELP loan. For more information visit www.rmit.edu.au/programs/fees/helploans/vetfee-help.

Tuition Fees for Degrees and Associate Degrees
Commonwealth Supported Places (CSP)
A Commonwealth supported place is a place at university where the tuition fee is jointly paid by you and the Australian Government. Your share of the fee (student contribution) is set by the government and is determined by the discipline areas (bands) of your individual enrolled courses, not the overall program. For more information about what fees you will pay in 2015 visit www.rmit.edu.au/programs/fees.

The Australian Government has announced changes to funding of CSPs. These may affect the proportion of the fee paid by student contribution from 2016. For more information visit www.rmit.edu.au/programs/fees/highered and www.studyassist.gov.au.

HECS-HELP
You may be eligible to defer payment of the student contribution through the HECS-HELP loan scheme if you are an Australian citizen or holder of an Australian Permanent Humanitarian Visa. You must pay your student contribution up front if you are a New Zealand citizen or permanent resident (other than Australian Permanent Humanitarian Visa holder). For more information visit www.rmit.edu.au/programs/fees/helploans/hecshelp.

Full-Fee Places
Students in full-fee places are required to pay a tuition fee that covers the full tuition costs of their program. Financial assistance may be available through the FEE-HELP scheme. The tuition fees vary according to each program and are adjusted on an annual basis. Visit www.rmit.edu.au/programs/fees for more information.

FEE-HELP
FEE-HELP is an optional loan scheme that assists eligible students to pay all or part of their tuition fees. To learn more about FEE-HELP visit www.rmit.edu.au/programs/fees/helploans/fee-help.

Other Fees
In addition to tuition fees, you will be charged a student services and amenities fee (SSAF). Eligible higher education students will be able to defer payment of the fee through SA-HELP.

For more information visit www.rmit.edu.au/programs/fees/ssaf.

You may also be required to purchase items related to your program, including field trips, specified textbooks and equipment. These material fees are not compulsory and students may choose to purchase these items independently. These expenses vary from program to program.

For more information visit www.rmit.edu.au/programs/fees/other.

Scholarships
RMIT is committed to enriching and transforming your world. We award more than 2000 scholarships worth millions of dollars each year across a wide range of interest areas.

RMIT scholarships provide more than just financial assistance or recognition of academic excellence. We create opportunities that enable you to pursue your dreams.

Apply for one of these scholarships and make your overseas study ambitions come true, just like RMIT Equity Travel Grant recipient, Rachel Cassar.

www.rmit.edu.au/scholarships

Experience Days
Years 10, 11 and 12 students can attend free events and engage in hands-on workshops in a range of different interest areas while experiencing life on campus.

Visit www.rmit.edu.au/experiencedays for more information on RMIT’s Experience Day School Holiday programs.

Rachel Cassar, RMIT Equity Travel Grant Recipient
Bachelor of Communications (Public Relations)
More Degree and Diploma Study Options

The following brochures are available:

— Art, Design and Architecture
— Building, Construction and Planning
— Business
— Communication and Digital Media
— Computing, Games and Information Technology
— Education and Teaching
— Engineering
— Environment and Sustainability
— Health and Medical Sciences
— International and Community Services
— Justice and Legal
— Science.

By subscribing, new and updated publications will be sent directly to your email account. Subscribe at: www.rmit.edu.au/publications.

Further information

Info Corner
330 Swanston Street
(cnr La Trobe Street)
Melbourne VIC 3000
Tel. +61 3 9925 2260
www.rmit.edu.au/infocorner

This guide is designed for Australian and New Zealand citizens and permanent residents of Australia

Further information for international/non-residents of Australia

RMIT International
Tel. +61 3 8676 7047
(within Australia: 1800 998 414)
Email: isu@rmit.edu.au
www.rmit.edu.au/international