



2010

AGS Legal training program

GOVERNMENT LAW TRAINING MODULE

Advice Writing

Target group

This course has been specifically designed for government lawyers who are new or relatively new to writing legal advice. Non-lawyers may also find the course useful in terms of understanding the process of advising government clients and what to expect of their legal service providers.

Course outline

This full day course focuses on the principles and skills that are essential to providing excellent legal advice. It concentrates on legal writing rather than skills such as legal analysis, statutory interpretation or legal research (it is assumed that participants will have those skills). The course covers:

- the purposes of a written legal advice
- the characteristics of a good legal advice
- how to plan and structure a legal advice on any subject matter
- the basic principles of advice writing
- supervision of lawyers undertaking advice work

Objectives

Participants will come away from this course with the knowledge and skills to write legal advice that is:

- focused
- well-structured and accessible
- concise yet comprehensive
- practical and solution-focused

The course also aims to expand participants' understanding of the role and special responsibilities of lawyers whose work involves advising government clients.

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Presenters

Our presenters are experienced lawyers who have a great depth of knowledge of the government environment. They specialise in areas of law including statutory interpretation, machinery of government and constitutional law. Writing legal advice is a major part of their work.

Duration

The course runs for one day, 9am to 5pm, with morning tea, lunch and afternoon tea provided.

Cost

Standard fee – \$990 (inclusive of GST).

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$891 (inclusive of GST) per person. No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbrtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au