



# Experience Courts Program (ECP)

## Application form

### Courts and Tribunals (CAT)

#### About the ECP

Are you eager to explore a career in the justice sector and gain hands-on experience in a dynamic, impactful environment? Queensland Courts and Tribunals offers you the opportunity to do just that through our Experience Courts Program. If successful, you will be placed within a Magistrate Courthouse to experience the day-to-day operations of a busy Magistrate Court Registry. Whether you're a student or a career enthusiast, our program will help you gain invaluable insights into the Department of Justice (DOJ) and the court system.

#### About the role

The role of a TAFE Queensland student participating in the ECP is a volunteer role. This means you are not an employee of, or contractor to the DJAG. If you are successful and are accepted into the program, you undertake to perform all duties on a voluntary basis and you will not receive remuneration or payment for your work. Neither DOJ, nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor, or consultant at the DOJ). The duration of the program is two weeks and will consist of 5 full days each week at the preferred nominated location.

#### Eligibility criteria

To apply for the Program, you must be at least 18, have a clear criminal history and be enrolled in one of the following TAFE Queensland courses:

- Diploma of Paralegal Services
- Certificate III in Legal Services
- Certificate IV in Justice Studies
- Diploma of Justice Studies

Evidence of your enrolment must be attached to your application and can include a copy of your TAFE student ID card, official correspondence from TAFE Queensland or a copy of your academic transcript.

## How to apply (Do not submit any other documents other than the requested below)

- ECP application form
- Your current resume (no more than 2 pages)
- A copy of your current criminal history
- Tafe Qld Academic Transcript
- A short cover letter explaining why you are interested in the ECP.

Once you have all the above, please submit your application to [experiencecourts@justice.qld.gov.au](mailto:experiencecourts@justice.qld.gov.au)

## What you can expect

The ECP is designed to provide you with a valuable hands-on experience of the day-to-day operations within a courthouse. You will gain a deeper understanding of the legal processes of Queensland courts and learn how the justice system operates. You will interact with legal professionals, observe court proceedings, and learn about the various employee roles and the importance of their daily tasks to ensure that the courts are operating efficiently. A combination of different activities will support your learning, including online modules and job shadowing.

## What we expect

Courts and Tribunals expects students in the Experience Courts Program to demonstrate professionalism, commitment, and proper courtroom etiquette. Participants should be punctual, prepared, and respectful, showing dedication to the program and the legal process. You will be required to sign a Volunteer Placement form that outlines your obligations and the access to important information during the placement.

## Additional Information

In this program it is not anticipated you will be subjected directly to disturbing circumstances and material. You may, however, be exposed by talking with other employees who have had direct contact with such material or situations. We value the wellbeing of our workers and have a range of physical and psychological safety controls in place for DOJ workplace environments.

This includes strategies to manage the risk of workers being exposed to distressing events, material and/or vicarious trauma. You should consider the above information prior to application and your personal resilience and coping strategies to sustain working in this environment.

## Criminal history check

You can obtain your criminal history check through [National Police Checks Online](#) | [AFP Police Checks](#) | [NCC \(nationalcrimecheck.com.au\)](#). Note: NCC offer discounted pricing to students and volunteers applying for their criminal history. Alternatively, you can find more information about [criminal records and history checks](#) on the Queensland Government website. Criminal history check must be valid within 3 months of application.

## Code of Conduct for the Queensland Public Service

The [Code of Conduct for the Queensland Public Service](#) (the Code) applies to employees of Queensland Government agencies. This includes TAFE institutes or statutory TAFE institutes. As a volunteer in the Program, you must abide by the Code for the duration of your agreement.

## Film/Photo consent

With your consent, we may take photographs and video footage of you carrying out your volunteer duties and use it for the purposes of marketing and promotion of the ECP. This may include printed and digital marketing, including the use of your image on social media platforms for the purposes of promoting volunteering. If you agree to us taking photographs and video footage, we will ask you to complete the Queensland Government Film/Photo Consent Form.

## Location Preference

Please mark your preferred location from 1 – 6 below. (While we will endeavour to provide your preferred location, operationally this may not always be possible. We will discuss this with you if any changes are required)

Location	Mark 1- 6 below
Brisbane Magistrates Court	
Cleveland Magistrates Court	
Pine Rivers Magistrates Court	
Caboolture Magistrates Court	
Richlands Magistrates Court	
Holland Park Magistrates Court	

## Reasonable adjustment

Reasonable adjustment refers to adjustments that are made to in the workplace or work-related environment to ensure equal opportunity for a volunteer who has disability. It is an approach where the Department of Justice examines the physical and organisational barriers which may prevent you from participating in the Program. Any requests for a reasonable adjustment will in no way affect the outcome of your application.

### Reasonable adjustment

Do you require any reasonable adjustments to be taken into consideration to participate in the program? If so, please tell us. (For example, are you recovering from injury or illness, managing a chronic illness, have caring responsibilities, affected victims of domestic and family violence, a person pregnant or breastfeeding)

## Acknowledgement

I, \_\_\_\_\_ of \_\_\_\_\_  
confirm that I have read the information outlined in this application form and if my application is successful, I agree  
to abide by the Code of Conduct for the duration of my placement

Signed \_\_\_\_\_, on this day \_\_\_\_\_ of \_\_\_\_\_ in the year \_\_\_\_\_