

Courts Services Queensland | Experience Courts Program

Applicant guide

This applicant guide aims to help you prepare your application for the Courts Services Queensland (CSQ) Experience Courts Program.

About CSQ Experience Courts Program

Are you eager to explore a career in the justice sector and gain hands-on experience in a dynamic, impactful environment? CSQ offers you the opportunity to do just that through our Experience Courts Program. If successful, you will be placed in 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 and Attorney General (DJAG) and the court system.

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.

CSQ values the wellbeing of our workers and have a range of physical and psychological safety controls in place for all DJAG 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 and your personal resilience and coping strategies to sustain working in this environment, prior to application.

Eligibility

- Currently undertaking one of the following courses:
 - Certificate 3 in Legal Studies
 - Diploma of Paralegal Services
 - Certificate 4 in Justice Studies
 - Diploma of Justice Studies
- Over the age of 18yrs.
- Clear criminal history check.

How to apply

Complete and submit the application form with the following:

- 1-page cover letter on why you are interested in the program.
- Current resume outlining your education and/or work history, including contact details for two referees.
- A copy of your academic transcript.
- A copy of your clear criminal history check.
- Include your location preference.



Experience Courts Program application form

Applicant details

Full name: _____ Preferred Name: _____

Print Full Name

Address: _____ Phone: _____

Suburb, State, Post Code

Email: _____

Eligibility

I am over 18 years old Yes

I have obtained my criminal history check Yes

I am available for the dates of the program Yes

I am studying a legal, crime & justice course Yes

Required Documents

I have attached a 1-page cover letter. Yes

I have attached my resume Yes

I have attached my academic transcript Yes

I have attached a copy of my criminal history check Yes

Reasonable Adjustments

Do you require any reasonable adjustments to be taken into consideration to participate in the program? If so, provide details below. I.e., recovering from injury or illness, people managing a chronic illness, caring responsibilities, victims of domestic and family violence, persons pregnant or breastfeeding

Location Preference

Please mark your preferred location from 1 – 4 below. (While we will endeavour to provide your preferred location, for operationally this may not always be possible. We will discuss this with you prior if any changes are required)

Brisbane Magistrates Court: _____

Holland Park Magistrates Court: _____

Pine Rivers Magistrates Court: _____

Caboolture Magistrates Court: _____

Disclaimer and signature

I certify that the information and attached documents are true and correct.

Signature: _____ Date: _____

Apply Now!

Click the link to apply for your criminal history check here [National Police Checks Online | AFP Police Checks | NCC \(nationalcrimecheck.com.au\)](#) students receive a discounted price.

Don't miss this opportunity to gain experience in the justice sector for Queensland Government. Apply for the Court Services Queensland Experience Courts Program via email - experiencecourts@justice.qld.gov.au

Experience Courts Program | cover letter guiding principles.

When writing a cover letter for the Experience Courts program (ECP), it's essential to convey your qualifications, enthusiasm, and alignment with the program's goals. Here are some guiding principles to help you craft an effective cover letter:

Research the Experience Court Program: Begin by thoroughly researching the ECP. Tailor your cover letter to showcase how your skills and experiences align with what the program seeks in participants.

Start with a strong opening: Capture the reader's attention with a compelling opening paragraph. Clearly state your interest in the ECP and briefly mention your enthusiasm for contributing to its success.

Highlight relevant experience: Emphasise experiences, skills, and achievements that directly relate to the requirements and objectives of the ECP. Use specific examples to demonstrate your abilities.

Connect your skills to the program needs: Clearly articulate how your skills and background meet the needs of the program. Highlight any legal, research, or advocacy experience that is directly applicable to the work conducted in court settings.

Demonstrate adaptability: Courts can be dynamic environments with rapidly changing situations. Showcase your ability to adapt to different circumstances and learn quickly.

Express passion for Justice system: Convey your genuine passion for justice and legal advocacy. Share any experiences that have fuelled your commitment to making a positive impact within the legal system.

Demonstrate attention to details: Courts require meticulous attention to detail. Demonstrate your commitment to accuracy and precision in your work through examples from your past experiences.

Conclude with a strong closing: Summarise your key qualifications and express your eagerness to contribute to the ECP. Include a call to action, such as expressing your hope for an interview.

Proofread carefully: Ensure your cover letter is free of grammatical errors and typos. A well-written and error-free letter demonstrates professionalism and attention to detail.

Remember to adapt these principles to your own experiences and the specific requirements of the Experience Courts program. Good luck!