

10861NAT Diploma of Aboriginal and Torres Strait Islander Legal Advocacy

2024

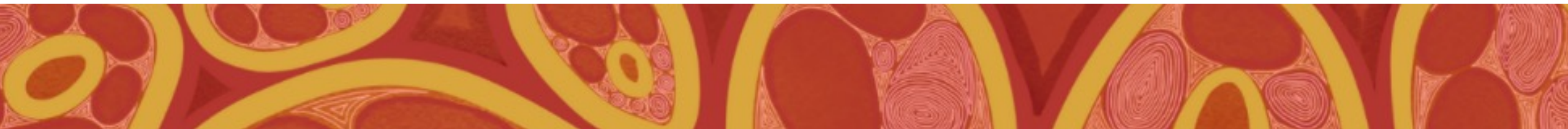


Acknowledgement of Country

We acknowledge the traditional owners of the land on which Tranby stands, the Gadigal people of the Eora nation. We pay our respects to their Elders both past and present, who remain the traditional knowledge holders of this land.



We proudly extend this respect to all current and emerging leaders around Australia, for they hold the memories, the traditions, the culture and the future of their people.



Session 1 (13/03/2024)

1. Introductions
2. Course overview
3. Assessment schedule
4. Netiquette
5. How to succeed
6. Questions



Introductions

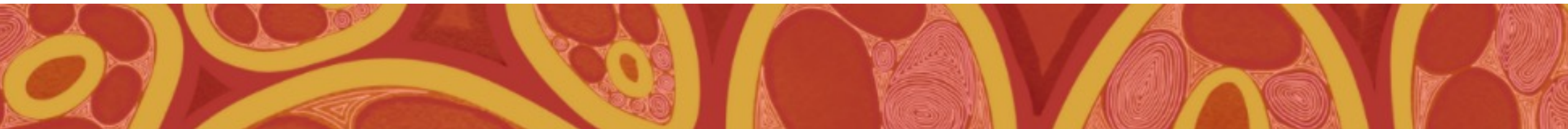
Trainer Name: Judith (Judy) Curtain

Qualifications: BA/LLB, LLM, TAE40116, GCTE

Profession: Legal educator, Generalist Lawyer

[Email: j.curtain@tranby.edu.au](mailto:j.curtain@tranby.edu.au)

Available: By email – response time within 48 hours.



Introductions

Student Support

Evangeline Peterson – Student Support Officer

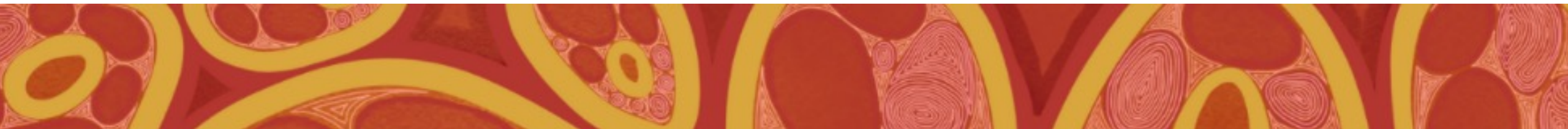
studentservices@tranby.edu.au

T: **0420 379 617** | Free: 1800 601 988

Adam Doughty – Digital Projects & Design Officer

a.doughty@tranby.edu.au

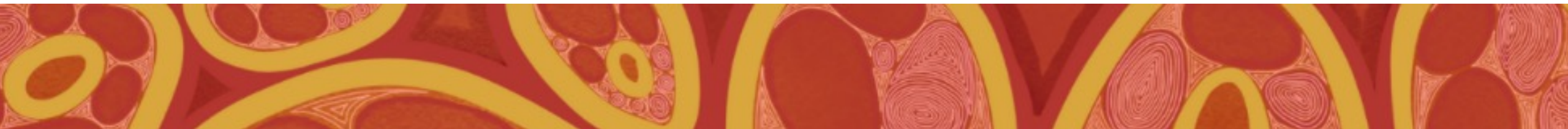
T: 0420 363 461 | Free: 1800 601 988



Session 2 (20/03/2024)

Assessment 1 Tutorial

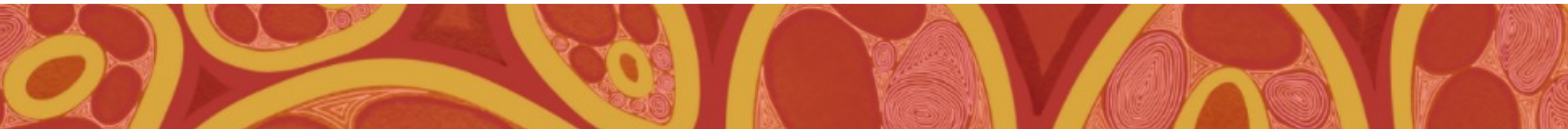
1. Interview skills
2. Cultural awareness
3. Identifying legal issues
4. Research
5. Writing reports to solicitors
6. Referrals



Session 3 (TBC)

Assessment 1A: Role Play

‘Interviewing a Client’



Session 4 (03/04/24)

Assessment 2 Tutorial

1. Communicating with client
2. Identifying conflict of interest
3. Identifying options for client
4. Writing referrals to other services
5. Monitoring effectiveness of other services
6. Monitoring progress of case



Session 5 (10/04/2024)

Assessment 3 Tutorial

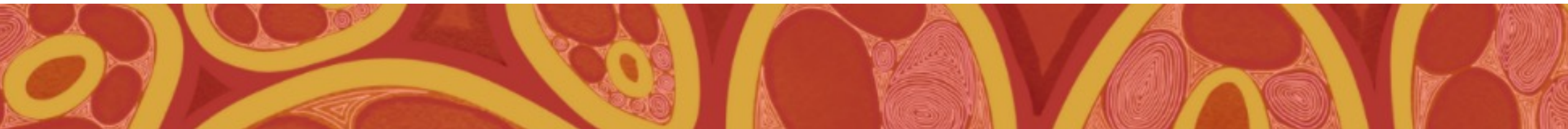
1. Preparing meeting documents
2. Managing a meeting
3. Professional communication techniques
4. Professional duties/adherence to organizational policies
5. Resolving conflict
6. Record keeping



Session 6 (TBC)

Assessment 3: Role Play

‘Facilitate a Meeting’



Session 7 (24/04/2024)

Assessment 3 Tutorial

1. Minute taking
2. Providing feedback
3. Self-reflection
4. Assessment 4 Revision



Session 8 (01/05/2024)

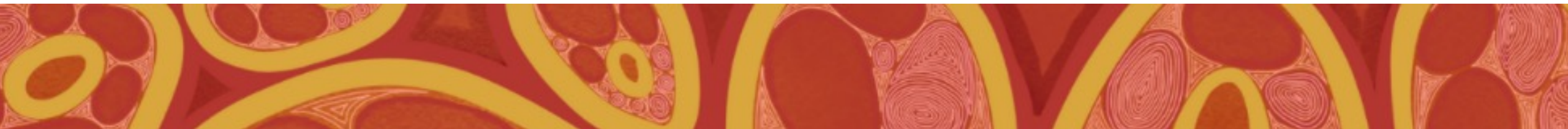
Assessment 4 Tutorial

1. Representing your organization
2. Barriers to effective communication
3. Barriers to justice
4. Cultural awareness
5. Client communications



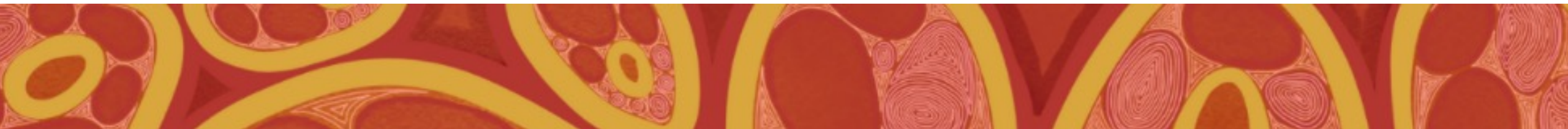
Written Assessment Schedule

- Assessment 1: Monday 8 April 2024 @ 11.59pm
- Assessment 2: Monday 15 April 2024 @ 11.59pm
- Assessment 3: Monday 29 April 2024 @ 11.59pm
- Assessment 4: Friday 3 May 2024 @ 11.59pm



Netiquette

- You are expected to display respect for others in online meetings by:
 - Arriving promptly.
 - Ensuring other participants have an opportunity to speak.
 - Ensuring mute is on when not speaking to limit background noise.
 - Participating fully in the meeting (do not do other work).
- Using video conferencing tools e.g.:
 - Using the hand symbol.
 - Blurring background.
 - Using the chat function.
- Setting yourself up away from distractions such as:
 - Children.
 - Pets.
 - If you are unable to do this, turn your camera and mic off to avoid distracting other meeting attendees.
- Refraining from:
 - Interrupting.
 - Eating.
 - Drinking (except water).
 - Smoking.
 - Attending online meetings whilst in transit (public transport or whilst driving). It is important to give your attention to your course, your trainer and fellow students and to be safe whilst driving. The Q&As are recorded and can be watched later.



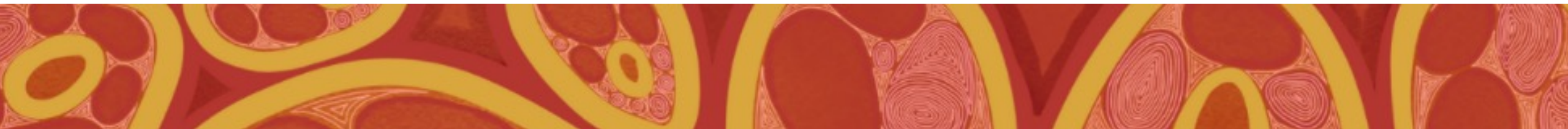
Netiquette

Technical Issues

- If you experience IT issues, contact Student Support staff by phone for assistance:
- **Digital support: 0420 363 461**
- **Student Support: 0420 379 617**

Issues may include:

- You are unable to connect to the meeting.
- You seem to be the only participant in the meeting after the start time.
- Your connection drops out during the meeting.
- The trainer's connection drops out during the meeting.

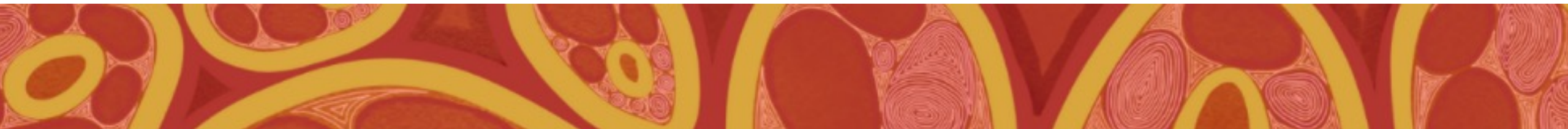


How to Succeed

- Attend the Q&As (if unable to attend watch recordings)
- Keep up with the readings
- Don't leave assessments until last minute
- Participate in role plays
- Ask questions
- Engage with your peers
- Communicate



Any questions?



Thank you!

