



Certificate IV in Justice Studies

Court and Justice Administration

Career Opportunities

The Certificate IV in Justice Studies is for you if you are interested in working in justice agencies such as the Courts Administration Authority, Attorney General's Department, Legal Services Commission and other government departments.

Study Pathway

The course includes studies in:

- The justice system
- Court administration
- Court principles & practices
- Exhibits & documents
- Managing witnesses
- Administering court fines & debt management
- Communication
- Contemporary social issues
- Compliance with legislation in the public sector
- Values & principles of public service
- Government processes

The course takes two semesters full time, longer part time. It is not just for school leavers, it attracts part time students already working in the legal and justice sector.

This qualification articulates directly into the *Diploma of Justice Administration* which in turn articulates into Flinders University or University of South Australia degree level studies, with up to one year's credits to a three year degree.

Who will train me?

TAFE SA is South Australia's largest provider of vocational education and training. Over 1500 students a year enrol in Justice and Policing Studies qualifications. Courses in legal services, policing, compliance and investigation, security and court administration are delivered by Justice and Policing Studies TAFE SA Adelaide City Campus.

You will be trained by specialists

Justice and Policing Studies employs fifteen lecturers with qualifications and experience in the areas of law, policing, investigation and security. **Most lecturers are lawyers, former senior police officers and investigators.** A further forty lecturers are employed on a part-time basis. These lecturers are currently working in the areas of law, law enforcement, investigation or justice administration.

Justice and Policing Studies offer a wide range of paralegal and law enforcement courses in Australia and overseas to a wide variety of clients. Our ongoing delivery of specialised training in Australia and overseas for these clients is evidence of our reputation and ability to provide high quality training for you.

Flexible Delivery of Justice and Policing Studies courses ensures students can manage study alongside family, work and personal commitments. Enrolments take place each year in January and July. Additional courses are run to meet demand, so check with us.

Enquiries at Justice and Policing Studies

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E-mail: justice.policing@tafesa.edu.au

Internet: www.tafesa.edu.au

Applications through SATAC
www.satac.edu.au



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Justice and Policing Studies

Adelaide City Campus