**Ann Kuiper Solicitor**

**ePortfolio of Ann Kuiper**

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**Introduction**

Welcome to my Student ePortfolio. Here you can view a selection of my Experiences, as well as Artefacts which are examples of my work. The information I have made available to you demonstrates the QUT commitment to developing graduates who can contribute effectively as citizens, leaders in the wider community and competent professionals within their chosen discipline.

This portfolio contains reflections upon my Experiences and Artefacts across a range of skills and settings including academic, work, community and personal and is presented as evidence of my success in these skill areas.

**EXPERIENCES - Portfolio Capabilities**

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| **Communication - Academic** |
| Title: | **student portfolio exercise research record 2** |
| Context: | lw33 |
| Dates: | 2/10/2006 |
| Description: | I am a law student applying for a summer job at the firm of Cuffe, McNamara and Fiedd. This firm specialises in areas of family law, defamation and privacy. The task is to demonstrate my ability in legal research and also to provide an example of a draft of a legal letter. I will do this by providing an example of my work on my student portfolio. The result should be that the firm can see my experience in legal research and letter writing skills and also the format of a memorandum of advice. I have learnt to conduct searches on areas of law and find the relevant law applying to the problem. I also know where to find relevant secondary sources so as to be able to assist a client with up to date advice. I have learned to use the library catalogue as well as to browse through relevant internet sites. I can find cases and legislation in the law library in paper form. This is by using the relevant annotations and case citators. I know how to check for amendments to Acts both in paper and electronically. In the artifacts you will see an example of a draft of a legal letter. A memorandun of advice is also being undertaken. I have become familiar with the various legal databases and know how to quickly access them. I have spent a lot of time learning the correct method of legal citation and of footnotes. I believe the skills I have obtained would equip me in a summer job concentating on legal research. |
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| Title: | **equity letter writing experience** |
| Context: | bachelor of laws |
| Dates: | 10/04/08 |
| Description: | As an external law student at QUT we were given a task in the subject of Equity. This was to write a legal letter advising a client on a fictitious problem, as a team effort. The problem was relating to fiduciary relationships and duties. The first step was to get in contact with other team members. In our case, it was by email. This proved futile as two team members didn't respond. We then formed a group of two and emailed our efforts back and forth. My other team member worked in a law firm and was able to write with some finesse. I did most of the research and the figuring out of the problem. However I didn't get much feedback about whether my answers were on the right track or not. The end result was a professionally written letter that I hoped contained succinct advice. We have not received a mark back yet. From this exercise I have learnt that when it comes to team work it is best to meet and organise your team early. It is best to find out each team members strengths and weaknesses and allocate tasks accordingly. It would be better to say when communication must be answered by instead of being left waiting for a response. |
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| **Teamwork - Academic** |
| Title: | **Trusts Negotiation of life problem** |
| Context: | lwb 241 |
| Dates: | semester 2, 2008 |
| Description: | I undertook a life problem negotiation exercise at QUT as part of Trusts subject matter. I chose to work in a team communication online with one other external student. We were both mature age, part -time, external students. Our task was to resolve a life problem using negotiation techniques. We relied on the different types of conflicts that can arise and developed a negotiation plan to combat them. We tried to find options of mutual gain and looked at the best and worst alternatives for each situation. Our team appointed my partner as the leader and divided the work load. We then met on two occasions to have a meeting regarding our progress. We then sent our drafts to each other via email until our team leader decided it was ready to submit. The result was we achieved a viable negotiation plan. However as we both had different writing styles our team leader rewrote what I had written. I was miffed as I thought I had crafted it beautifully. |
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| **Life Management / Life-long Learning - Academic** |
| Title: | **Consumer Law Assignment** |
| Context: | Masters of Law 2014 |
| Dates: | May 2014 |
| Description: | I undertook a research assignment of 8,000 for Consumer Law which concentrates on the changes since the repeal of the Trade Practices Act and the implementation of the Australian Consumer Law, contained in Schedule 2 of the Competition and Consumer Act 2010 (Cth). I chose the topic of misleading and deceptive conduct and whether silence in business dealings amounts to such, under s18 ACL (old s52 TPA).  |
| Related Files: | * [Consumer\_Law\_LWN051\_External\_Exercise.docx](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=2D2B3884C71DCD09FFF693577D3195F993F356F1B5401F4B503DD8E312D28C4AF37F0C8764E1FA09&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_student_id&p_arg_values=1130234&p_arg_names=p_referrer&p_arg_values=EXPERIENCE)
* [Consumer\_Law\_Assignment.docx](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=2D2B3884C71DCD0971670807A60DCAC791ED732B226A98B40F0D39F0B1D7F00CD40CF698D1E98228&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_student_id&p_arg_values=1130234&p_arg_names=p_referrer&p_arg_values=EXPERIENCE)
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| **Life Management / Life-long Learning - Work** |
| Title: | **Placement** |
| Context: | Atsils |
| Dates: | 15/01/2014 -10/03/2014 |
| Description: | I completed the placement requirements of the Graduate Diploma of Legal Practice with Atsils at Maroochdore. I organised the placement myself by contacting the Human Resource Manager in Brisbane. Much time was spent at the Caboolture Magistrates Court which gave me a keen insight into Criminal Law procedure. Time in the office was spent reading files and conducting research. |
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| **Life Management / Life-long Learning - Community** |
| Title: | **Volunteer receptionist** |
| Context: | Suncoast Legal |
| Dates: | February 2014 until current day |
| Description: | I currentyl volunteer on a roster basis for Suncoast Community Legal. This involves opening the Nambour office, checking clients, managing money and receipting, greeting clients and liasing with lawyers. |
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| **Technical / Professional / Research - Academic** |
| Title: | **lwb 143 client letter and research** |
| Context: | lw33 |
| Dates: | 2/09/2006 |
| Description: | use star L I am a student in LWB 143. I am preparing a draft of legal research to apply for a summer job with Cuffe, McNamara and Field. |
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**ARTEFACTS**

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| Title: | **Client letter explaining deed of charge** |
| Dates: | 04/09/2013 |
| File Size: | 134 Kb |
| Description: | Letter to client explaining the deed of charge by Assetlink Securities, as security for their loan to my client, Altoma Pty Ltd. A component of the Commercial Law subject, in the Legal Practice Course. |
|   | [Display this artefact (134 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=1702712FC3BAC6728873A16121A6B68C29C088C6C6F38D9AA3F28A039C48046D3880AF074F9FB399&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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| Title: | **Drafting Consent Orders for Family Law** |
| Dates: | 24/07/2013 |
| File Size: | 22 Kb |
| Description: | Family Law unit of the Legal Practice Course. Drafting consent orders. |
|   | [Display this artefact (22 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=1702712FC3BAC6721B91DC3C41FD48ED5FE5801D9BFADE302FF33D831913FB44385138635C2D74B7&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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| Title: | **Familly law letter to client** |
| Dates: | 14/07/2013 |
| File Size: | 37 Kb |
| Description: | Family Law introductory letter to client. |
|   | [Display this artefact (37 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=1702712FC3BAC6725C41D1D96488C5F7CE51DE19B25930B431389903317E93DBA3483A9394ADB121&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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| Title: | **Memo to partner** |
| Dates: | 06/05/2013 |
| File Size: | 84 Kb |
| Description: | Memo to partner, explaining the conditions of the client's mortgage. |
|   | [Display this artefact (84 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=1702712FC3BAC672D58D1ABE79F73848807DD221628F846CFEA63EEE0CA14FE104393B0DE61F81B0&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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| Title: | **Human Rights Law Assignment** |
| File Size: | 114 Kb |
|   | [Display this artefact (114 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=1702712FC3BAC67228E0CE3EA178C93FB5B95155F4C2A7760361E0A9DE50873D3E7C726282F8BF4E&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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| Title: | **Estate Planning Assignment 2014** |
| File Size: | 64 Kb |
|   | [Display this artefact (64 Kb)](https://qutvirtual.qut.edu.au/qv/qv_file_manager_p.show_download_file?p_arg_names=p_file_id&p_arg_values=E26688282C5D1A207F1424983F176BFC26D9A4E56C4919D726248C8F660CD8C5A9EB9694B0D5BE7A&p_arg_names=p_application_cd&p_arg_values=SP&p_arg_names=p_referrer&p_arg_values=ARTEFACT)  |
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