

PUPILLAGE AND MINI-PUPILLAGE POLICY

1. Introduction

- a. This policy sets out how Chambers will deal with all aspects of pupillage and mini-pupillage, including the application process, the selection process, the roles and duties of pupils and pupil supervisors, and the grievance procedure applicable to pupils/mini-pupils.
- b. Chambers intends to recruit, on an annual basis (but always subject to the approval of Chambers' Executive Committee, or Chambers, as appropriate):
 - i. One pupil, to undertake a full 12 month pupillage (comprising a non-practising six months, and a practising six months);
 - ii. Up to 12 mini-pupils; and
 - iii. Up to 10 social mobility mini-pupils.
- c. Chambers operates an equal opportunities policy in its selection of pupils and mini-pupils. No applicant for pupillage or mini-pupillage will be discriminated against on the basis of their race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion or political persuasion, or age.
- d. All pupils and mini-pupils will be selected by a fair recruitment process, using objective and fair criteria.
- e. A copy of this policy shall be made available on Chambers' website, and shall be given to each pupil/mini-pupil upon their commencing pupillage/mini-pupillage.

2. Pupillage Committee

- a. The Pupillage Committee shall consist of no less than four members of Chambers who have undergone training in fair recruitment and selection processes. In the absence of sufficient members of the Pupillage Committee, the Pupillage Committee shall seek volunteers to join the Pupillage Committee, and/or shall co-opt members of Chambers to join the Pupillage Committee.
- b. The head of the Pupillage Committee shall be appointed by the Pupillage Committee.
- c. Routine administration shall be carried out by, or under the supervision of the Pupillage Co-Ordinator, who shall be appointed by the Pupillage Committee.
- d. The Pupillage Committee shall do its utmost to ensure compliance with the relevant provisions of the Code of Conduct, and the Equality and Diversity Code for the Bar.

PUPILLAGE

3. General

- a. Chambers intends to recruit one pupil annually, one year in advance. However, Chambers shall not be obliged to conduct a pupillage recruitment exercise or to make any offer of pupillage.
- b. Chambers will offer one 12 month pupillage commencing in October of the relevant year (comprising a non-practising six months, and a practising six months). Pupillage will be terminable after the first six months at the election of Chambers or the pupil.
- c. All pupils shall be entitled to and shall receive a pupillage award.
- d. The amount of the pupillage award shall be determined in advance of Chambers advertising the relevant pupillage vacancy by the Pupillage Committee, with approval from Chambers' Executive Committee where required. The award for pupillage commencing in October 2024 is £75,000, which shall be paid to the pupil by way of equal instalments monthly in arrears.
- e. Pupils shall be entitled to draw down up to £20,000 in the year prior to pupillage commencing, by making such request in writing to Chambers, and by agreeing to such terms as Chambers shall propose. Any draw down shall be repaid by way of pro rata deductions from monthly instalments of the pupillage award paid in the first six months of pupillage. Any draw down shall be immediately repayable in full in the event that a pupil does not commence pupillage (for whatever reason), and shall be repayable *pro rata* in the event that a pupil does not complete pupillage (for whatever reason) and has been overpaid for the period of pupillage actually completed.
- f. Chambers may recruit for and offer such further or other pupillages (including third six pupillages) as the Pupillage Committee shall, in its discretion determine, and on such terms as the Pupillage Committee thinks fit, with the approval of Chambers' Executive Committee where required.

4. Application process

- a. Chambers will advertise 12 month pupillage vacancies on the Pupillage Gateway and on Chambers' website in accordance with the Pupillage Gateway timetable.
- b. Chambers will recruit for pupils to undertake a 12 month pupillage through the Pupillage Gateway: accepting written applications, conducting interviews, and making any offer of pupillage in accordance with the Pupillage Gateway timetable.

5. Selection process

- a. All candidates for pupillage will be assessed against Chambers' selection criteria in order to determine their suitability to becoming a barrister and a member of Chambers. Those selection criteria are as follows:
 - i. Chambers would generally expect candidates to have a 2:1 or above at undergraduate degree level and a "Very Competent" on the Bar Course (or equivalent). However, Chambers welcomes applications from candidates who have an atypical educational background, and encourages them to demonstrate other exceptional personal achievement and motivation when applying. Additionally, Chambers will, of course, take into account extenuating circumstances.
 - ii. Oral advocacy skills.
 - iii. Written advocacy skills.
 - iv. Good communication skills, orally and writing.
 - v. Analytical ability.
 - vi. Interpersonal skills.
 - vii. A commitment to the Bar.
 - viii. A commitment to or interest in one or more of Chambers' practice areas.
 - ix. Focus and drive.
 - x. An ability to deal with conflict, stressful and difficult situations.
 - xi. An ability to work independently.
- b. Each written application for pupillage shall be reviewed, on an anonymised basis, by a member of Chambers who has undergone training in fair recruitment and selection processes.
- c. Reviewers will assess pupillage applications in accordance with Chambers' selection criteria, and shall record their marks. Those marks shall then be submitted to the Pupillage Committee, who shall conduct a second review of a randomly selected sample of pupillage applications to ensure standardisation of marking.
- d. At least 25 candidates (who shall be the candidates with the highest scoring written applications) shall be invited to first round interview.
- e. Chambers will usually conduct two rounds of interviews (with the option for interviews to be conducted virtually if necessary):
 - i. In the first round, candidates shall be interviewed by at least two members of Chambers who have undergone training in fair recruitment and selection processes.

Interviews will typically last no longer than 20 minutes and will usually consist of an unseen advocacy exercise and/or a set list of general questions. No prior preparation will be required for first round interviews.

- ii. In the second round, candidates shall be interviewed by at least four members of Chambers who have undergone training in fair recruitment and selection processes, together with the Senior Clerk (if possible). Interviews will typically last no longer than 50 minutes and will usually consist of a problem question and general questions about the candidate's experience, skills and knowledge. The problem question will be provided to the candidate not less than five days in advance of the interview, and candidates may be required to produce written work to be submitted to Chambers in advance of the second round interview.
- f. Interviewers will assess interviews in accordance with Chambers' selection criteria, and shall record their marks. Those marks shall then be submitted to the Pupillage Committee. The final decision as to which candidate(s) should be offered a second-round interview and pupillage shall be made by the Pupillage Committee by reference to the marks provided. No such decision shall be taken before all interviews in the relevant round have been completed.
- g. Offers of pupillage will be made in accordance with the Pupillage Gateway timetable. All offers of pupillage are conditional upon:
- i. The candidate fulfilling any and all legal and regulatory requirements prior to commencing pupillage (including but not limited to passing the Bar Course, and have the legal right to live and work in England and Wales);
 - ii. Receipt of satisfactory references;
 - iii. Provision of evidence of the candidate's academic qualifications; and
 - iv. The candidate entering into a written pupillage agreement with Chambers.
- h. Any offer of pupillage will be made in writing, and acceptance shall be indicated by signing and returning the written offer.
- i. A future pupil shall be required to enter into a written pupillage contract with Chambers. That contract shall be in the form of the template contract prepared by the Bar Standards Board, subject to such amendments as the Pupillage Committee shall consider necessary.
- j. Recruitment records are kept by the Pupillage Committee for a period of up to two years after the completion of the relevant recruitment process.

6. Roles and duties of pupils

- a. Chambers' core business hours are 09:00 to 18:00 Monday to Friday (inclusive). There are no fixed training hours, but pupils will generally be expected to be available for a minimum of 40

hours per work in order to maximise the educational and training benefits of pupillage. Pupils are not usually expected to work outside of these hours, although it may be necessary for them to do so from time to time. Chambers will make reasonable adjustments to the pupil's working hours where necessary and appropriate.

- b. Pupils may on occasion be invited to attend evening or weekend events relevant to their educational and training needs. Attendance at such events is not compulsory but is encouraged.
- c. Pupils will be permitted to attend any compulsory training courses during pupillage, and will be reimbursed the costs of those courses after they have completed them. With their supervisor's consent, pupils may also absent themselves from Chambers to undertake pro bono work and CSR activities.
- d. The pupil's responsibilities are:
 - i. At all times to adhere to the Core Duties and Conduct Rules, as set out in the BSB Handbook. Pupils should familiarise themselves with the BSB Handbook and Code of Conduct in the non-practising period of pupillage and ensure that they are prepared for dealing with common ethical dilemmas that may arise in the practising period.
 - ii. To preserve the confidentiality of every client's affairs.
 - iii. To ensure that their pupillage is registered with the Bar Standards Board on the relevant forms. Registration forms should be submitted as soon as possible prior to commencement of pupillage. Pupils must provide the name of the designated pupil supervisor and the commencement date. Registration will be confirmed by email.
 - iv. To notify the BSB of any material changes in pupillage arrangements, e.g. change in pupil supervisor, change in start or end dates of pupillage.
 - v. To attend court when their pupil supervisor attends court and to take care to ensure that they arrive at the appropriate court at the appropriate time. The pupil will not play any active role in court proceedings. Before attending court, the pupil will be required to read the papers and familiarise themselves with the issues. Whilst at court, the pupil should observe the proceedings and take detailed notes, which may be referred to by the pupil supervisor.
 - vi. To attend client conferences, meetings and ADR processes with their pupil supervisor. The pupil will not play any active role in such proceedings. Before attending such proceedings, the pupil will be required to read the papers and familiarise themselves with the issues. The pupil should observe the proceedings and take detailed notes, which may be referred to by the pupil supervisor.
 - vii. To attend Chambers when their pupil supervisor is in Chambers and to carry out research and do paperwork given to them by the pupil supervisor. Pupils should, where possible, try to complete their work within the timescales set by the pupil supervisor.

Pupils should not take papers or books out of Chambers without the prior permission of their pupil supervisor.

- viii. To do work for other members of Chambers when required to do so, and where necessary for the purposes of obtaining feedback for the tenancy assessment.
- ix. To attend Chambers' marketing events where appropriate.
- e. Pupils will be given oral feedback from their pupil supervisors in respect of every piece of work undertaken for them. In addition, pupils will be given oral feedback from each of their four pupil supervisors on a monthly basis. At the end of each three-month seat the pupil supervisor will complete a review assessment which will be passed on to the next pupil supervisor.
- f. Pupils will be given oral feedback from members of Chambers for whom the pupil does work.
- g. A pupil is likely to have their own work during the second six months. Chambers does not guarantee a minimum amount of work in the second six, but if there is work for pupils to do, it will be allocated fairly between the pupil and junior tenants. Practising pupils do not pay Chambers' rent or expenses.

7. Supervisors and mentors

- a. Save in exceptional circumstances, a pupil will sit with four different pupil supervisors, with each "seat" lasting three months.
- b. The Pupillage Committee will allocate pupil supervisors, taking into account all relevant circumstances (including in particular the need to ensure that the burden of taking pupils is equally shared by those members eligible to take them). Where possible, the pupil will be told towards the middle of their seat with any given pupil supervisor who their next pupil supervisor will be.
- c. Pupil supervisors will:
 - i. Ensure that they are on any BSB register of approved pupil supervisors (if maintained). If not, they must inform the Pupillage Committee of the fact and take immediate steps to ensure that they are placed on such register.
 - ii. Ensure that they have undertaken appropriate training (including refresher training) that meets the outcomes specified by the BSB. Training records are to be maintained by supervisors and recorded in their CPD records.
 - iii. Familiarise themselves with this policy, and the relevant parts of the Bar Qualification Manual, Curriculum and Assessment Strategy and the Professional Statement for Barristers.

- iv. Retain a copy of the Professional Statement for Barristers, refer to it, and ensure, as far as possible, that their pupil carries out work and attends hearings in accordance with its requirements. In particular, they will ensure that the pupil:
 - Understands and appreciates the operation in practice of conduct and etiquette rules.
 - Has a working knowledge of the Handbook and Code of Conduct.
 - Has gained sufficient practical experience of advocacy to be able to prepare and present a case competently
 - Has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently. Pupils should be instructed on how to prepare for conferences and negotiations, including the making and retaining of a full and accurate note of all conferences.
 - Has achieved the BSB standard for drafting, paperwork, and legal research. Pupils must practise the necessary skills by producing their own work and receiving constructive feedback from their pupil supervisors.
- v. Discharge the obligations and functions set out by the Bar Standards Board from time to time.
- vi. Where a pupil supervisor will be attending court or advising in conference outside London, will arrange for their pupil to attend at the expense of Chambers if (but only if) the pupil supervisor considers that the expense is justified by the benefit which the pupil will derive from attending.
- vii. Where a pupil supervisor will be away from Chambers for an extended period (two or more days) during which their pupil will remain in Chambers, will arrange for another member of Chambers to look after the pupil.
- viii. Will ensure that their pupil is reimbursed for expenses properly incurred during pupillage.
- ix. Will give the pupil regular objective feedback. Where omissions and shortcomings are identified, steps must be taken to overcome any deficiency. These should be identified as early as possible through the feedback and appraisal of pupils, so that corrections can be made before the end of pupillage. If the defined standards and competences are not met, the pupil supervisor must not sign off the pupil as having completed the stage of pupillage.
- x. As appropriate, ensure that their pupil is exposed to, and does work for a wide cross-section of Chambers' members.

- d. The pupil supervisor's permission should always be sought before other members of Chambers ask a pupil to do a piece of work for them, or to accompany them to Court. Where the pupil supervisor is absent from Chambers and another member is looking after the pupil, the permission of the member who is temporarily supervising the pupil should be sought by other members of Chambers who wish to give work to the pupil, or to take the pupil to Court with them, during the pupil supervisor's absence.
- e. Pupils are covered by their pupil supervisor's Bar Mutual Indemnity Fund (BMIF) insurance, for work performed during pupillage. Once pupillage ceases, they must apply immediately to the BMIF for their own cover for legal services offered in self-employed practice.
- f. Pupils will also be allocated a mentor by the Pupillage Committee.

8. Holiday and sickness

- a. Pupils are entitled to and must take 20 days' holiday per annum (excluding Bank Holidays and days when Chambers is closed), with 10 days to be taken in each six months of pupillage.
- b. Pupils should notify their pupil supervisor and the clerks as soon as reasonably possible in respect of any holiday dates.
- c. Pupils will be entitled to take any statutory periods of parental leave in force at the relevant time.
- d. If a pupil is absent for any longer period than that set out above, for example due to illness, bereavement, or parental leave, Chambers will decide whether the period of pupillage should be extended, in particular to enable the pupil to meet the competences in the Professional Statement. Chambers will make its decision with the benefit of a recommendation from the pupillage committee as to the appropriate course of action.
- e. If the pupillage is to be extended, Chambers will notify the Bar Standards Board of the revised completion date by completing the Notification of material change in pupillage form.
- f. Where the pupillage is extended, the pupillage committee and the pupil supervisor will set clear and measurable objectives as to what is expected of the pupil during the extended period.
- g. Pupils must apply to the BSB for dispensation if they need to take a substantial break from pupillage and extending the pupillage would not be appropriate.

9. Tenancy

- a. Chambers does not conduct any formal tenancy assessments.

- b. In the event that a pupil wishes to apply for tenancy, they shall submit to the Pupillage Committee an application by way of letter explaining why they are a suitable candidate for tenancy.
- c. The Pupillage Committee shall collate feedback reports from pupil supervisors, and shall invite feedback from members of Chambers. The Pupillage Committee shall thereafter compile such feedback, and shall provide the same to members of Chambers, together with the pupil's application letter.
- d. Tenancy applications are decided upon by members of Chambers as a whole at a Chambers meeting which usually takes place prior to the 31 July. The pupil's current pupil supervisor will inform the pupil of the outcome of the vote on the pupil's tenancy application as soon as reasonably practicable after the end of the Chambers meeting.
- e. Chambers does not normally permit pupils who have not been offered a tenancy to squat in Chambers after their pupillages have ended. It will, however, assist pupils in any way that it reasonably can to find another pupillage or a tenancy elsewhere.

10. Complaints and grievances

- a. Chambers is committed to providing a working environment in which everyone is treated fairly and properly. No one will suffer detriment if they raise a complaint or grievance in good faith under this procedure.
- b. Any applicants for pupillage (whether or not invited to interview) who are dissatisfied with their treatment may complain in writing to the Head of Chambers, who will consider the complaint in conjunction with two other members of Chambers who were not members of the Pupillage Committee, and will take any action deemed necessary. Whether or not an applicant invokes this procedure, applicants may also use any other complaints process provided by the Bar Council or other relevant body.
- c. In the first instance any complaints by pupils should be discussed informally with a pupil's supervisor. If they are unable to help, or if a pupil would prefer to raise the issues with someone other than their pupil supervisor, then the pupil should discuss the matter confidentially with the head of the Pupillage Committee.
- d. If this does not address the pupil's concerns, the complaint should be put in writing to the head of the Pupillage Committee. The head will nominate a committee to address the complaint. The committee will consist of the head of the Pupillage Committee, a member of Chambers of under five years' call and one other member of Chambers of at least ten years' call. The committee will meet as soon as is practicable to discuss the issues raised. The pupil will be given a written response on the outcome of the complaint with a clear indication of the action Chambers will take if the complaint is upheld. Solutions which rely on changes to working arrangements which may unreasonably disadvantage the pupil will be avoided.

- e. If the formal grievance or complaint is found to have substance appropriate steps will be taken to remedy the problem.
- f. A brief confidential report on all formal complaints and on the outcome will be made to the Head of Chambers and will be retained for one year after the conclusion of the case or longer if deemed necessary.
- g. Pupils are also referred to Chambers' Harassment and Bullying Policy.
- h. If the head of the Pupillage Committee is also the pupil's pupil supervisor at the relevant time, the Head of Chambers will act in the place of the head for the purposes of determining complaints.

MINI-PUPILLAGE

11. General

- a. Chambers operates two mini-pupillage schemes annually: an assessed mini-pupillage open to socially mobile applicants only (the Social Mobility Mini-Pupillage), and a non-assessed mini-pupillage.
- b. Chambers currently offers up to 10 Social Mobility Mini-Pupillages and 12 mini-pupillage per annum.
- c. All mini-pupillages are unfunded, however, Chambers will meet travel and other expenses, at its absolute discretion, in cases of financial hardship.

12. Social Mobility Mini-Pupillage

- a. Chambers recognises that greater social mobility at the Bar is required for a host of reasons, and wishes to take active steps to encourage social mobility at the Bar generally, and in particular at the Commercial and Chancery Bar. For this reason, Chambers has run a Social Mobility Mini-Pupillage scheme since 2020.
- b. The Social Mobility Mini-Pupillage is open to applicants who attended a state secondary school, and fulfil one or more of the following criteria:
 - i. Their parent(s) did not attend university;
 - ii. Their household income is less than £25,000;
 - iii. Anyone in their immediate family has at any point received state benefits;
 - iv. They have at any point been eligible for free school meals;
 - v. They have been in care and/or are a carer; or
 - vi. They have refugee or asylum status.
- c. Priority will be given to applicants who are eligible to apply to Chambers for pupillage in the year in which the application for the Social Mobility Mini-Pupillage is made.
- d. Applications should be made as follows:
 - i. Applications should be made in the window specified on Chambers' website.
 - ii. Applications should be made using Chambers' Social Mobility Mini-Pupillage application form in MS Word format.

- iii. Application forms should be sent by email to minipupillage@newsquarechambers.co.uk with “Social Mobility Mini-Pupillage Application” as the subject heading, with the application form attached as a single attachment.
- iv. No further text is required in the body of the email, and nothing else should be attached to the email.
- e. Applications will be assessed by reference to Chambers’ selection criteria for pupillage.
- f. All mini-pupils who perform well during the Social Mobility Mini-Pupillage will be guaranteed a first-round interview for pupillage in the next recruitment round in which they are eligible to apply.
- g. Social Mobility Mini-Pupillages will last for a period of up to five days, during which time one day will be spent preparing for and undertaking an oral advocacy assessment. Mini-pupils will also be asked to complete a written advocacy assessment in their own time.
- h. Social Mobility Mini-Pupillages will take place in Chambers, but mini-pupils can attend virtually, or partially virtually should they wish to.

13. Mini-pupillage

- a. Chambers encourages potential applicants for pupillage to apply to Chambers for a mini-pupillage, albeit that completing a mini-pupillage is not a pre-condition of an application for or offer of pupillage.
- b. Applicants must at least be in the second year of an undergraduate law degree, or the third year of a non-law undergraduate degree. Absent extenuating circumstances, we would expect applicants to have obtained or be expected to obtain (whether by way of a formal predicted grade or otherwise) a first class or upper second class degree at undergraduate level (or equivalent).
- c. Applications for mini-pupillage should be made as follows:
 - i. Applications should be made in the window specified on Chambers’ website.
 - ii. Applications should be made using Chambers’ mini-pupillage application form in MS Word format.
 - iii. Application forms should be sent by email to the relevant email address specified on Chambers’ website with “Mini-Pupillage Application” as the subject heading, with the application form attached as a single attachment.
 - iv. No further text is required in the body of the email, and nothing else should be attached to the email.

- d. Applications will be assessed by reference to Chambers' selection criteria for pupillage.
- e. Mini-pupillages will last for two days, and will take place in Chambers, but mini-pupils can attend virtually, or partially virtually should they wish to.

14. Complaints and grievances

- a. Chambers is committed to providing a working environment in which everyone is treated fairly and properly. No one will suffer detriment if they raise a complaint or grievance in good faith under this procedure.
- b. Any applicants for mini-pupillage who are dissatisfied with their treatment may complain in writing to the Pupillage Committee, who will consider the complaint, and will take any action deemed necessary. Whether or not an applicant invokes this procedure, applicants may also use any other complaints process provided by the Bar Council or other relevant body.
- c. In the first instance any complaints by mini-pupils should be discussed informally with the person whom they are shadowing. If they are unable to help, or if a mini-pupil would prefer to raise the issues with someone else, then the mini-pupil should discuss the matter confidentially with the head of the Pupillage Committee.
- d. If this does not address the mini-pupil's concerns, the complaint should be put in writing to the head of the Pupillage Committee. The head will nominate a committee to address the complaint. The committee will consist of the head of the Pupillage Committee, a member of Chambers of under five years' call and one other member of Chambers of at least ten years' call. The committee will meet as soon as is practicable to discuss the issues raised. The mini-pupil will be given a written response on the outcome of the complaint with a clear indication of the action Chambers will take if the complaint is upheld.
- e. If the formal grievance or complaint is found to have substance appropriate steps will be taken to remedy the problem.
- f. A brief confidential report on all formal complaints and on the outcome will be made to the Head of Chambers and will be retained for one year after the conclusion of the case or longer if deemed necessary.
- g. Mini-pupils are also referred to Chambers' Harassment and Bullying Policy.